

# Unit Specification

## K317 – Clear Speech and Notetaking

D/601/9362

Sept 2016 – Aug 2017

# UNIT SPECIFICATION

## Unit K317 - Clear Speech and Notetaking

(RQF Accreditation Number: D/601/9362)

Signature Qualification Reference K317

This unit aims to provide the learner with:

- an understanding of some communication issues for deaf and deafblind people, and
- strategies for using clear speech and for the production of good quality notes.

| Guided learning hours | Additional learning hours | Total learning time | Credit value at level 3 |
|-----------------------|---------------------------|---------------------|-------------------------|
| 20                    | 10                        | 30                  | 3                       |

| Learning outcomes  | Assessment criteria   |
|--|---|
| By the end of this unit of learning, the successful learner will:        | At the end of this unit of learning, the successful learner can:  |
| 1. Understand the principles of clear speech: techniques and strategies. | 1.1 Identify the communication difficulties experienced by deaf lipreaders.<br>1.2 Identify the principles and key elements of clear speech.<br>1.3 Identify strategies for using clear speech to aid communication with a deaf person. |
| 2. Understand the principles of notetaking: skills and strategies.       | 2.1 Identify the communication difficulties experienced by deaf readers.<br>2.2 Identify the principles and key elements of notetaking.<br>2.3 Identify strategies for note taking to aid communication with a deaf person.             |

## Topic content

### 1. Clear speech techniques and strategies

- Communication difficulties for Deaf lipreaders
- Purposes and principles involved in clear speech
- Appropriate strategies for maximising successful communication using clear speech

### 2. Notetaking techniques and strategies

- Communication difficulties for Deaf readers
- Purposes and principles involved in notetaking
- Appropriate strategies for maximising successful communication using notetaking

## Unit K317 – Clear speech and notetaking

# ASSESSMENT SPECIFICATION

Please read this specification in conjunction with Signature Assessment Regulations and Signature General Regulations on our website.

Assessment for this unit will take the form of a portfolio of evidence produced to cover all assessment criteria.

The portfolio will be internally assessed.

The portfolio will contain written evidence covering **all** of the assessment criteria.

External moderation will be undertaken by qualified Signature staff.

### Generic criteria

All candidates' evidence needs to demonstrate that they have met the following generic criteria for each unit as well as covering the appropriate assessment criteria within the unit:

- accurate use of grammar, spelling and punctuation
- clear expression of ideas and arguments
- use of reading and research through the inclusion of appropriate references in written text
- accurate use of numerical calculations and interpretation of data
- use of Information and Communication Technology
- commitment to working within a professional value base.

## RQF Level 3 descriptor extract

### Summary

Achievement at Level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgement within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.

### Knowledge and understanding

Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine. Interpret and evaluate relevant information and ideas. Be aware of the nature of the area of study or work. Have awareness of different perspectives or approaches within the area of study of work.

### Application and action

Address problems that, while well defined, may be complex and non-routine. Identify, select and use appropriate skills, methods and procedures. Use appropriate investigation to inform actions. Review how effective methods and chosen actions have been.

### Autonomy and accountability

Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility of supervising or guiding others. Exercise autonomy and judgement within limited parameters.

### Assessment strategies

Assessment will consist of practical skills tasks in real or simulated situations.

Evidence of outcomes may be in the form of assessed notes, recordings and observation reports.

## Unit K317 – Clear Speech and Notetaking

# CANDIDATE ASSESSMENT RECORD FORM

Candidate name..... Candidate ID.....

|          | <b>Learning outcomes - All outcomes must be achieved</b>                           | <b>Achieved<br/>(✓)</b> | <b>Evidence Reference<br/>Number(s)</b> |
|----------|--|-------------------------|---|
| <b>1</b> | <b>Understand the principles of clear speech: techniques and strategies</b>        |                         |   |
|          | <b>Assessment criteria</b>   |                         |   |
| 1.1      | Identify the communication difficulties experienced by deaf lipreaders             |                         |   |
| 1.2      | Identify the principles and key elements of clear speech                           |                         |   |
| 1.3      | Identify strategies for using clear speech to aid communication with a deaf person |                         |   |
| <b>2</b> | <b>Understand the principles of notetaking: skills and strategies.</b>             |                         |   |
| 2.1      | Identify the communication difficulties experienced by deaf readers                |                         |   |
| 2.2      | Identify the principles and key elements of notetaking                             |                         |   |
| 2.3      | Identify strategies for note taking to aid communication with a deaf person        |                         |   |

I certify that the above assessment was carried out according to Signature regulations for this unit, that the candidate has successfully completed the above tasks, and that the work I have marked is the authentic work of the candidate.

Teacher-assessor name (please print) .....

Signature ..... Date .....



## **Signature**

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