

## BSL Level 1 Induction Pack

<b>Learner Name:</b>	
<b>Date of Birth:</b>	
<b>Course Name:</b>	
<b>Course Start Date:</b>	
<b>Course End Date:</b>	



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## Introduction

Thank you for choosing us to commence your BSL studies. Our team of staff are dedicated to delivering a quality and professional service to all of our students.

To maintain and provide high quality learning we use only deaf Tutors, Assessors and Verifiers to enhance the learning experience. We have a passion for building awareness of the deaf community and deaf culture.

We have an excellent pass rate, and we believe that this is partly due to the passion and dedication of our staff members and also the willingness of the students to learn and to fully immerse themselves in the deaf culture.

Our main aim is to provide a high-quality learning environment which truly improves communication between deaf and hearing people. This Induction pack aims to provide you with all the information you will need about your BSL Level 1 course. However, if there is anything you are unsure of please let us know – we will be more than happy to assist you.

## Our Mission Statement

*'To provide a quality teaching service to allow all users to fully understand deaf culture, and ultimately to improve communications between Deaf and Hearing people. We hope to raise the profile of BSL and improve access for BSL users whilst providing the highest quality of learning materials in a friendly yet professional environment.'*

## Holidays:

Holiday dates will be shown within the course timetable. Please Note: we do not strictly follow school/college term dates.

## BSL LEVEL 1 PROGRAMME ARRANGEMENTS

### Level 1... What's involved?

As part of your Level 1 Course, you will cover a variety of different topics which are likely to be included in your final assessments. These topics are as follows;

**Introducing Yourself**

**More on Introducing Yourself**

**Alphabet, Numbers & Time**

**Fingerspelling**

**Asking Questions**

**Describing Rooms and Locating Objects in a Room**

**Transportation and Weather**

**Family**

**Clothes and Colour**

**Description of People and Animals**

**Emotions**

**More on Descriptions of People**

**Sport & Leisure**

**Food and Drink**

**Holidays**

**Animals**

**Habitats**

You will have 2 assessments as part of your Level 1 exam. The format will be as follows;

- Part 1 – Conversational and Transactional Skills
- Part 2 – Receptive Skills

More details, including exam topics, will be provided by your tutor closer to the assessment date.

### Class Guidelines

- Please do not chat whilst the Tutor is teaching or when other learners are presenting
- Please concentrate and switch off your voice whilst in the class, as this will improve your receptive skills
- Respect and support each other by working as a group
- Your tutor is there to support you, please feel free to ask any questions
- Please do not chew in class as this makes lip-reading difficult
- Mobiles may remain switched on for emergency and on-call purposes only. If you do have to take a phone call please excuse yourself from the class

### Bullying and Harassment Policy

We are committed to a working and learning environment that is free from any form of harassment. Harassment adversely affects working and social conditions for staff, students and visitors and is unacceptable. Persistent or gross harassment, and in particular, sexual or racial harassment will be treated as grounds for disciplinary action or expulsion from any or all courses.

### Your Course Details

**Course:** BSL Level  
**Venue:** Deaf Perspective Scotland, Unit F1, Festival Business Centre, 150 Brand Street, Glasgow, G51 1DH  
**Day and Time:**  
**Commence Date:**  
**End Date:**

### Discount

Students who continue to the next Level of BSL with, and have previously undertaken a course with us, will receive a 10% discount on course fees (excluding examination fees)

### Deaf Perspective Online Hub Access

- All students will have access to our online hub, which can be accessed by secure username and password
- Login details will be issued to you once the course has commenced
- You will be given details of how to log into the system
- Through this hub you will find materials related to your course, including a range of practice materials such as; videos, course handouts and useful links

### Assessment Policy

As a student of Deaf Perspective Scotland, you will be registered with SQA for your BSL Level 1 Qualification via COMMTACS learning & development. Registration will be required in order for you to undertake your assessment. On passing all examinations, students will be issued with a recognised SQA Certificate (This will be received via post within approx. 2 weeks of completing the course)

Examination dates will be arranged between yourselves and your tutor. You will be contacted to confirm the dates once they have been agreed. All results will be sent to you from our office.

Any student who fails an examination will be offered a resit. The cost of the first resit will be met by Deaf Perspective Scotland; however any subsequent resits will require to be funded by the student.

## FAQ'S

### **Q - 'How long does the course last?'**

A - BSL Level 1 runs for 20 weeks, excluding Public Bank Holidays. Please note any classes cancelled due to unforeseen circumstances will be added on to the end of the course ensuring you receive the full 50 hours of tutoring.

### **Q - 'Can I take holidays when I am on the course?'**

A – Yes, however we advise no longer than a 2-week period due to the course intensity. The responsibility lies with you to inform your tutor of any upcoming holidays and also to request missed handouts, and to catch up on any missed material.

### **Q – 'What happens if I am off sick or unable to attend class for any other reason?'**

A – Please inform us via email or telephone (see contact details below) if you are unable to attend class. If sickness coincides with assessment dates we would ask you to provide us with a Doctor's note as per SQA requirements. We will then be able to rearrange the assessment.

### **Q – 'How can I pay for the course?'**

A – Course Payment can be made upfront in full by bank transfer or cheque. We also offer affordable payment plans for your convenience, which can be paid monthly via Standing Order. NB – If you are having problems making payment please contact us as we may be able to come to a more suitable arrangement.

### **Q – 'I require additional support or adjustments to assist me in the learning process.'**

A – Please inform us at the start of your course and we will be happy to make adjustments where possible. This also applies to the assessment process.

### **Q - What happens if I have a problem or grievance?**

A - Please speak to a member of staff immediately if there are any issues or you are having any problems with any aspects of the course. If you are not happy with the outcome then the complaint will be escalated and we aim to resolve this within 28 days. A copy of our policies and procedures is available on request. Appeals on exam results will be in accordance with SQA guidelines.

## MEDICAL QUESTIONNAIRE

Please complete the following questions. The information you give is kept strictly confidential but is required to ensure your safety and the safety of others whilst on the BSL Level 1 Course. Any points that you are unsure of can be discussed further with any member of DPS Staff.

**Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Please circle the applicable response to each of the following statements. It is important that you provide us with as much information as possible regarding your current health and problems that you have suffered previously.**

Circulatory problems (e.g. varicose veins, phlebitis, thrombosis) Yes / No

Heart problems (e.g. angina, high blood pressure, heart attack) Yes / No

Diabetes Yes / No

Epilepsy or fainting attacks Yes / No

Skin disorders Yes / No

Recent operation / fracture Yes / No

Back trouble / arthritis / rheumatism Yes / No

Injury to bones, joints, tendons (including wrist tendons) Yes / No

Colour blindness Yes / No

Other significant health problems (eyes, hearing, skin) Yes / No

Do you currently take prescribed/non-prescribed medication Yes / No

Have you worked in an industry with high noise levels Yes / No

Have you ever had a claim for industrial injury, etc? Yes / No

**Please give any additional details, or anything else you think we should be aware of, below:**



## **Emergency Contact Details**

In event of emergency please contact:

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

***Please Note: We will only contact the above in the event of an Emergency***

## Good News Stories/Media Consent Form

Deaf Perspective Scotland are passionate about teaching British Sign Language and promoting deaf culture in a BSL Setting. As such, we love to share your success stories.

We hope that you will enjoy the experience and achieve your personal goal.

We often film training in order to give feedback to the learner and/or for assessment purposes. You will always be informed when filming is taking place – if you ever feel uncomfortable with this please let us know.

We often share success stories on our website, social media platforms or for press release, however we would only do this with your prior consent.

These stories may be used in In-House publications or for public release. ***However, they would never be used to the detriment of the participant.***

### Please complete the following: **\*Delete as Appropriate\***

I **agree/do not agree** that Deaf Perspective Scotland may pass on my good news story to partner agencies or local press.

I **agree/do not agree** that any photographic material that has been produced during my programme that I feature in may be passed along with my good news story.

I **agree/do not agree** that, in addition to the above, Deaf Perspective Scotland may use my name, photograph or good news story in a publicity or marketing context to include press, articles, company website, Twitter or Facebook.

I **agree/do not agree** to the filming of myself for educational and examination purposes. This will only be used for its intended purpose and will not be shared with any external bodies (excluding the examining body)

## Signature/Declaration Page

### Programme Arrangements

I have read and understood the course arrangements and agree to observe the terms and conditions stated.

### Medical Questionnaire

I hereby declare that the above information is correct to the best of my knowledge.

### Health & Safety Induction Information & Checklist

I have received and understood the enclosed information. I agree to co-operate fully in all matters relating to health & safety.

### Data Protection & Emergency Contact

I confirm the details are correct as stated.

### Good News stories Consent Form

I confirm the details are correct as stated.

**I confirm I have received, read, understood and accept the enclosed information, as defined by the above declarations.**

**Learner Name:** \_\_\_\_\_

**Learner Signature:** \_\_\_\_\_

**Staff Member Name:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Thank you for your Co-operation, and on behalf of everyone here at DPS, we hope you thoroughly enjoy BSL Level 1!!**

