

PROSPECTUS 2013/14



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Welcome to Signamic

Signamic is one of the UK's premier training centres for: British Sign Language (BSL); English; Sign Language Interpreting and Translation; and Teaching in the Life Long Learning Sector. Our wide range of courses and workshops are all designed to qualify you to a professional standard and to develop your professional practice through our CPD programmes.

Our facilities are state of the art, with the latest technology used in our teaching and assessment programmes. You will find that our teaching and assessment team are all dedicated and experts in their field, and come to us with many years of practical experience in their profession.

We have developed an excellent reputation with various agencies, including Royal Association for the Deaf and Communication ID, and where our students and graduates are sought after. We are in a very good position to arrange off-site work placements.

Our centre is in the heart of London's Docklands and is easy to get to no matter where you are travelling from in the UK. We are a Deaf-led company and have a very strong relationship with the Deaf community. Our students have said that this is just one reason why they keep coming back to Signamic.

We hope you find this prospectus enjoyable and informative. If you have any questions, please get in contact with us.

Stuart Anderson
Director, Signamic

Our Vision and Mission



Vision

Our vision is to see a world where there are no communication barriers between Deaf and hearing people. By improving the quality of training available, Signamic is working towards ensuring the requirements of the Deaf community are better met.

Mission

Our mission is to deliver high quality training in three core areas: Languages (BSL & English); Interpreting & Sign Language Translation; and Teaching & Assessing in the Lifelong Learning Sector. In addition, we deliver CPD activities including assessment and supervision for those registering for RSLI/RSLT status through the IDP process.

Aims

We are committed to:

- innovation, whether it's in the design and delivery of our training and assessment programmes, or in developing new qualifications like the Level 6 Diploma in Sign Language Translation;
- delivering a friendly and supportive learning environment, where learning is fun and where even the most nervous new student can quickly relax, build their confidence and excel;
- providing a strong focus on individual learning needs and skills, starting with the initial assessment where we not only look at the students' practical skills and knowledge, but also their attitudes towards learning through to explaining about the materials they will be studying;
- delivering high quality training and assessment;
- contributing towards the on-going professional development of members of the Deaf Community.

Signamic: the right choice

Why choose Signamic to take you further?

Winner of the Signature Centre of the Year Award for 2010

In addition, our personnel have won and secured nominations for a range of other Signature awards over the years:

- 2010** London Regional Teacher of the Year: *Stuart Anderson*
South East Regional Teacher of the Year: *Rachael Parker*
- 2011** London Regional Teacher of the Year (nominated): *Stuart Anderson*
- 2012** London Regional Teacher of the Year: *Zane Hema*
Communication Professional of the Year: *Zane Hema*
John Maitland Robinson Award: *Zane Hema*

Teachers, Assessors and Verifiers

Our team consists of leading practitioners, all with many years of experience in their various fields. Their combined skills mean we offer training of the highest quality for our Deaf and hearing students.

Friendly and welcoming learning environment

We ensure that we create a relaxed and friendly “family” atmosphere for you, so you can feel encouraged and supported.

Well-structured training and assessment programmes

Our courses are all rigorously designed to match qualification specifications and are delivered at a pace to ensure you get the most out of your training in order to successfully achieve your qualifications.

Easy to use systems for producing portfolios

We take the headache out of compiling your portfolio with our easy-to-use systems.

Deaf culture

As a Deaf-led training provider, Deaf culture is at the heart of our organisation.

High level of support

We provide students with a high level of support and expertise from our dedicated training team.

Aftercare

We provide advice and guidance to help you identify career options and progression routes as well as your CPD choices.

Student Space

Our website has a dedicated student area where you can log in and access forums, class news and download course materials. You can even upload your work.

Facilities

Bright and airy training rooms which are fully equipped to a high specification.

Pass rates

We consistently produce 100% pass rates for our courses.

Inclusion

We aim to be as inclusive as possible and are keen to facilitate each learner's particular needs. Our premises are step-free, there are accessible toilets and we provide a prayer room.



External links

We boast excellent links with a range of prospective employers and agencies, and our courses meet industry requirements.

Innovation

We have a history of innovation; for example, we were the first centre in the UK to offer the Signature Level 6 Diploma in Sign Language Translation to the public. We consistently lead in our field with ground breaking course development and delivery in new and established subject areas.

Transport

We are easy to reach, near central London, with excellent public transport links.

Ready to listen and act

We take feedback and suggestions seriously. If you feel we could improve something or have a suggestion for something new that would help your professional development, maybe a workshop or short course, we will always explore the potential and where we can, we will act on it.

Raising Professional standards



Many of us aspire to become professionals!

We all love working for and with other people and as the current environment is so competitive, one way of getting ahead is to develop nationally recognised professional skills.

Our range of courses is designed to enable you to get ahead professionally, whether it is to obtain professional qualifications, progress to the next level or to continue to develop your professional practice through CPD. If you wish to become a teacher and assessor/verifier then our courses are for you.

If you wish to work in the media then our Translation Diploma course is just the ticket! And before you commence working towards this qualification, we can verify your BSL and English skills.

If you work in the social care domain (i.e. Social Work or providing advocacy support) and you need to convey complex English text to another person, then again our Translation Diploma programme is just right for you!

If you feel your language skills are established and you have lots of experience in working as a CSW and want to go further, then our Interpreting Diploma programme is what you are looking for.

If you want to change direction and start teaching in the Lifelong Learning Sector, and wish to gain professional qualifications, then the combined Preparing to Teach in the Lifelong Learning Sector (PTLLS) and the Diploma in Teaching in the Lifelong Learning Sector (DTLLS) would be the qualifications for you.

No matter what your profession is or what your aspirations are, we are confident that you will find the right course with us!

Raising Professional standards: FAQs

What is a Professional?

The word "Professional" broadly means someone who:

- has expert and specialised knowledge and skills in a particular field;
- has a high standard of professional ethics; and
- strives to ensure their skills and knowledge are up to date.

Why be a Professional?

Today's world is increasingly competitive; people are now more demanding than ever and their expectations are higher. So if you have something to offer, you need to have that little "extra" to be sure of success.

When you commenced your working life, you probably didn't give much thought to where you wanted to be in, say, 20 years' time. Now you are here, you are interested in finding ways to go further.

So, how do you raise the bar to meet all these expectations and challenges? You can start by looking at what you have to offer and think about how you can develop your skills.

This is where we come in. We can work with you to help you find that extra little something and at the same time we can help you develop professional skills.

By becoming a professional, you will receive satisfaction in the knowledge that your skills were assessed by your peers and they have been found to meet the required standard.

Also, by becoming a professional you will find that more doors will be opened to you and you will be faced with a wider range of career opportunities.

Where can I find out more?

Come and see us! As a Deaf-led organisation, we know a fair bit about professionalism, and in particular, being a professional working with deaf people. If we are unable to assist you in your specialist field then we can refer you on to someone with this expertise.

If you want to know more about how you can develop your professionalism, this prospectus will give you great insight into how you can accomplish this. Please do not hesitate to contact us if you require more information.



Our Awarding Bodies

The following are the awarding bodies that our ranges of qualifications have been accredited under:

Signature

Signature promotes excellence in communication with Deaf and Deafblind people so its vision of a society in which Deaf people have full access can become a reality. It encourages greater understanding of Deaf and Deafblind people and the languages and communication methods they use. It offers nationally recognised qualifications in subjects such as British Sign Language and speech to text reporting, which can be studied at over 700 locations across the UK and Ireland; and it administers the National Registers for Communication Professionals working with Deaf and Deafblind people. Signature is a charity registered in UK and Ireland.

Each year, the Signature Annual Awards recognise exceptional individuals, groups and organisations who are working to improve the lives of Deaf and Deafblind people throughout the UK and Ireland. Signamic is proud to have been the winner of the National Centre of the Year Award in 2010, and a number of our teachers have won and been nominated for regional teaching awards. Zane Hema, who has been a leading member of our interpreting training and assessment team, was awarded the Communication Professional of the Year and the John Maitland Robinson Award in 2012.

Signamic offers the following Signature Qualifications:

- Level 1 Award in BSL
- Level 2 Certificate in BSL
- Level 3 NVQ Certificate in BSL
- Level 6 NVQ Certificate in BSL
- Level 6 NVQ Diploma in Sign Language Interpreting
- Level 6 Diploma in Sign Language Translation

OCR

OCR is a leading UK awarding body. They provide qualifications that engage people of all ages and abilities at school, college and work, or through part-time learning programmes. Its general and vocational qualifications equip learners with the knowledge and skills they need for their future, helping them achieve their full potential.

Signamic offers the following OCR qualifications:

- Preparing to Teach in the Lifelong Learning Sector (PTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- Level 3 Training, Assessment and Quality Assurance (TAQA, formerly A1)
- Level 4 Internal Quality Assurance (IQA, formerly V1)
- Level 4 External Quality Assurance (EQA, formerly V2)
- Level 3 & 4 Learning & Development (Coaching and Mentoring)

Cambridge English

Cambridge English (previously known as Cambridge ESOL) offers the world's most valuable range of English qualifications. Cambridge English Language Assessment is a not-for-profit department of the University of Cambridge and Europe's largest educational assessment organisation. They have been at the forefront of English language assessment for 100 years.

Signamic offers the following English qualifications:

- Cambridge English: First (FCE)
(known as the First Certificate in English)
- Cambridge English: Advanced (CAE)
(previously known as Certificate of Advanced English)
- Cambridge English: Proficiency (CPE)
(previously known as Certificate of Proficiency in English)
- Cambridge English: IELTS
(International English Language Testing System)



Qualifications explained

Under the Government's National Qualifications Framework (NQF) there are 8 levels, from Level 1 (basic functional skills) to Level 8 or PhD level skills, and below is a table showing how all this fits together.

Skill level	CEF	Equivalent to (examples)	What Signamic offers
Level 8	C2	PhD	CPE English at grade A IELTS English at Band 9.0 or higher
Level 7	C2	M.A.	CPE English at grade B or C CAE English at grade A IELTS English at Band 8.5
Level 6	C1	Bachelors degree with Honours Level 6 certificate/diploma	Signature Level 6 NVQ Diploma in Sign Language Interpreting Signature Level 6 Diploma in Sign Language Translation Signature Level 6 NVQ Certificate in BSL CAE English at grade B IELTS English at Band 8.0
Level 5	C1	Foundation degree HND Level 5 certificate/diploma	OCR DTLLS CAE English at grade C IELTS English at Band 7.5
Level 4	C1	Diploma Certificate of Higher Education Level 4 certificate	OCR Level 4 PTLLS OCR IQA (Internal Verifier) OCR EQA (External Verifier) OCR Level 4 Diploma in Learning and Development (Coaching and Mentoring) FCE English at grade A IELTS English at Band 7.0
Level 3	B2	A-Levels, AS Levels Level 3 certificate	Signature Level 3 NVQ Certificate in BSL OCR TAQA (Assessor) OCR Level 3 PTLLS OCR Level 3 Certificate in Learning and Development (Coaching and Mentoring) FCE English at grade B or C IELTS English at Band 5.5 - 6.0
Level 2	B1	GCSE at Grades A*-C Level 2 certificate/award	Signature Level 2 Certificate in BSL IELTS English at Band 4.0 - 5.0
Level 1	A2	GCSE at Grades D-G Level 1 certificate/award	Signature Level 1 Award in BSL

What is the difference between Awards, Certificates and Diplomas?

This depends on the number of Guided Learning Hours (GLH) required to study towards a specific qualification, and these are called "sizes". For example, it takes fewer GLH to gain a Level 1 BSL Award than it takes to achieve your Level 6 (NVQ) Diploma in Sign Language Interpreting. For more information on qualification sizes, here is an extract from the OFQUAL website which explains this (<http://www.ofqual.gov.uk/qualifications-and-assessments/qualificationframeworks/>):

Qualifications that use the QCF rules are made up of units. This provides flexible ways to get a qualification. Each unit has a credit value which tells you how many credits are awarded when a unit is completed. The credit value also gives an indication of how long it will normally take you to prepare for a unit or qualification. One credit will usually take you 10 hours of learning.

Units build up to qualifications. There are three different types of qualification in the QCF: Award, Certificate and Diploma. You can achieve an Award with 1 to 12 credits; for a Certificate you will need 13 – 36 credits and for a Diploma you will need at least 37 credits. Units and qualifications are each given a level according to their difficulty, from entry level to level 8. The title of a qualification will tell you its size and level.

Equivalency explained

It is important to note that for some professional qualifications, holding an actual qualification in a peripheral (related) area of study is often not required, and the awarding body asks for equivalency. For example, if you wish to do your PTLLS, you need to show that your English, numeracy and IT skills are at Level 3 (or 4) and we can do this ourselves via an equivalency test, before you start the course. You may need to show that your BSL skills are at this level too.

However, if you wish to do the Level 6 NVQ Diploma in Sign Language Interpreting, you need to actually hold qualifications in BSL at Level 6 and demonstrate Level 7 equivalency in English first.

To find out which qualifications ask for equivalency and which ask for actual qualifications in relevant or peripheral subjects, just contact us and we will be very happy to answer your questions.

Choose your route

There are many different routes towards the various professional qualifications which you can take with us. If a professional qualification course is offered elsewhere then you can do supplementary qualifications with us! For example, if you want to become a Social Worker then you need to show that your English skills are at the required level. We can help you here as well as with BSL and Translation qualifications.



The following suggestions will give you some idea of what you can do with us to get your professional qualification:

To become a BSL/English Interpreter, you need:

- BSL Level 6
- English language skills at C2 (Level 7) or IELTS band 8.5 or higher
- Level 6 NVQ Diploma in Sign Language Interpreting

To become an English to BSL Translator, you need:

- BSL Level 6
- English language skills at C1 (Level 6) or IELTS band 8.0 or higher
- Level 6 Diploma in Sign Language Translation

To become a fully qualified teacher, teaching a range of subjects (not BSL), you need:

- PTLLS
- DTLLS
- Equivalency in Level 2 English
- And a Level 5 (or higher) qualification in the subject you wish to teach i.e. car mechanics, hairdressing; this will need to be obtained from elsewhere

To become a fully qualified BSL teacher, you need:

- PTLLS
- DTLLS
- Equivalency in Level 2 English
- BSL Level 6
- Sign Linguistics knowledge

To become an Assessor, Internal Verifier or External Verifier, you need:

- PTLLS
- DTLLS
- Equivalency in Level 3 or Level 4 English
- BSL Level 6
- Linguistics knowledge
- Either TAQA or IQA qualifications

To become a social care professional (i.e. a social worker or a mental health specialist) working in BSL with deaf people, we suggest:

- BSL Level 6
- Equivalency in Level 6 English
- Level 6 Diploma in Sign Language Translation
- And a professional qualification in the area you wish to practice i.e. Social Work, Information, Advice and Guidance etc

Progression routes

It is important to remember that you may often be required to do a lower level qualification before you commence studies towards any professional or higher qualifications, for example, you may need to do BSL Level 3 first before doing BSL Level 6, PTLLS before DTLLS to become a professional teacher (although PTLLS is now incorporated within the DTLLS programme), TAQA before doing IQA and so-on.

For careers advice, book an appointment with us or attend one of our interview days.

You can apply right now

There's no time like the present. Once you've chosen your course, you can apply online NOW for your place at Signamic. Just visit us at www.signamic.co.uk to take that first step towards an exciting future.

Secure your place

There is no deadline for applications but the sooner you apply online, the sooner we can secure your place. Our various courses have several intakes throughout the year, with the majority being during January, May and September. Go to our website to see when each course starts.

For the majority of our courses you will need to undertake a friendly and informal assessment interview which will confirm the course you have chosen is the right one for you. This interview and screening process will confirm that the course you've chosen is at the right level for you. When we receive your application, we will send you a letter outlining details about your interview.

If you are unable to apply online, pop into our office and fill in an application form. If you would like some help, come and see us or contact us and we will be more than happy to assist.

Your next steps

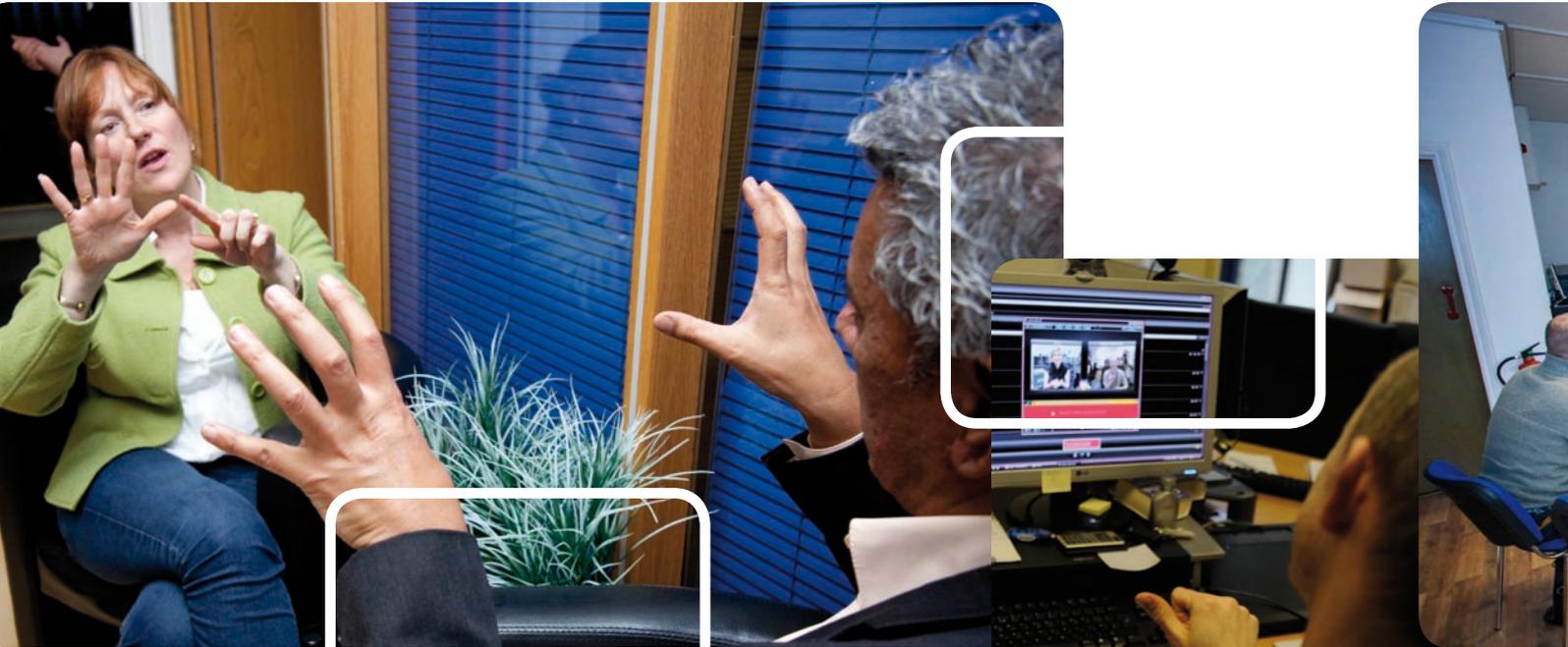
After you have been interviewed, we will let you know the outcome of your application as well as providing you with feedback.

We will either offer you a place on your chosen course or advise you on the next steps you need to take to bring your skills up to the required standard.

If you have been offered a place, you will need to get in touch with us immediately to accept or confirm your offer and to arrange payment.



Make the most of Signamic life



We have a reputation for creating a friendly and welcoming environment, where friendships are formed with fellow students, graduates and also with some of our teachers, assessors and project partners. As a Deaf-led training provider, Deaf Culture is central to the way we do things. All this makes for an enriched social life which not only has a very positive impact on your learning experience, but can be useful in leading to a range of new and exciting employment opportunities.

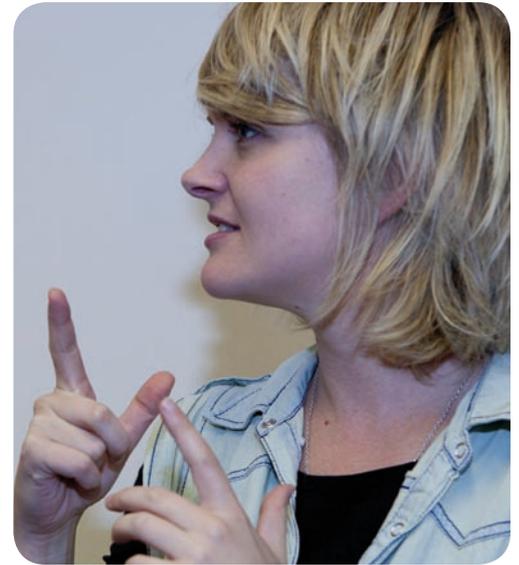
Each year we celebrate students' achievements at our Graduation Ceremony at the Norwegian Seaman's Church just across the road from our Centre. Students graduating with a qualification are invited to come along and receive their certificates in the company of their classmates, family and friends, as well as members of the Deaf community.

Occasionally we organise social events for our students. Previously, we have held local history tours, quiz nights, game nights, BBQs, fun runs and so on. Tell us what you would like us to arrange and we will try to arrange it for you. It is interesting to note that many of our students have been inspired to undertake courses with us after talking with our current and past students.

All this goes towards making your time with us at Signamic memorable!



Supporting you all the way



We want you to get the maximum out of your time at Signamic. If you need any information, support and advice, our team of teachers and assessors are your first port of call.

The courses you take with us will shape your future. Your choice of course depends on what you want to achieve, as well as your previous education and experience.

This is an important decision to make, so if you are unsure of the right course or level for you, contact us and have a chat; we can give you all the guidance and information you need to map out your future, whether you're considering going on to post-graduate studies or wish to go straight into employment.

We can help you in other ways too. We offer information on grants, sources of finance and how to receive additional financial help. We also provide support regarding personal matters and can refer you to other sources of assistance where appropriate.

Your Training Agreement

When you start your course at Signamic, you will be requested to sign our Training Agreement which specifies what we expect of you. In return, you can expect from us:

- Support from experienced and qualified Signamic teachers and assessors;
- The opportunity to experience a variety of learning and assessment methods;
- Access to appropriate learning resources;
- Relevant support if you have specific requirements;
- A welcoming and safe learning environment;
- An opportunity to develop and improve your personal attributes and to gain skills that will help you move on to the next step of your career; and
- To be treated according to our Equality and Diversity policy.

Careers guidance

No matter what stage of the learning process you are at, our experienced and dedicated team can offer you some advice on your future.

We will help you make the most of your skills, knowledge, learning and opportunities as you work towards achieving your ambitions. Throughout your time at Signamic, our impartial advice and guidance is available to enable you to make realistic and informed decisions about your future career.

If you need assistance in choosing the right Signamic course, contact us and we will help you plan what options best suit your career plans.

If you are planning to study further, we can help you find a suitable course. Or if you wish to go straight into employment, we will work with you throughout your time at Signamic, linking you with our partner service providers and prospective employers and agencies.

Money Matters

A course at Signamic is a fantastic investment in your future. Financing your training can need careful planning, whether you are planning to pay your own fees or find other means of funding.

We accept payment by the following methods:

- BACS and internet fund transfer;
- Cheques and cash;
- PayPal, which enables you to pay by credit card. You can do this without setting up a Pay Pal account; However there is an additional charge of 3.5% administered by PayPal; or
- External funding including your employer paying for your course

Please note that we require payment in full when you commence your course on Day 1. You will find detailed information on our website on payment options including PayPal.

Financial Support

If you are facing particular problems funding your training, you can arrange to come along to discuss the options available. We're committed to helping you overcome any financial barriers which might prevent you from making the most of your educational opportunities to fulfil your potential. To find out more, get in touch with us by emailing: enquiries@signamic.co.uk

Career Development Loans

Professional and Career Development Loans are bank loans to pay for training that help with your career or help get you into work. These are interest-free during the course of your training. For more information visit:

www.gov.uk/career-development-loans

Please note: not all of our courses are eligible for this scheme so contact us for more information.

Funding

There is a range of funding options available which you can apply for. For some courses, you will be able to receive funds from your Local Authority or the Government. There are also Trusts and Charities that offer funding. For other courses, you may be able to ask your employer to provide funding.

Have you considered sponsorship?

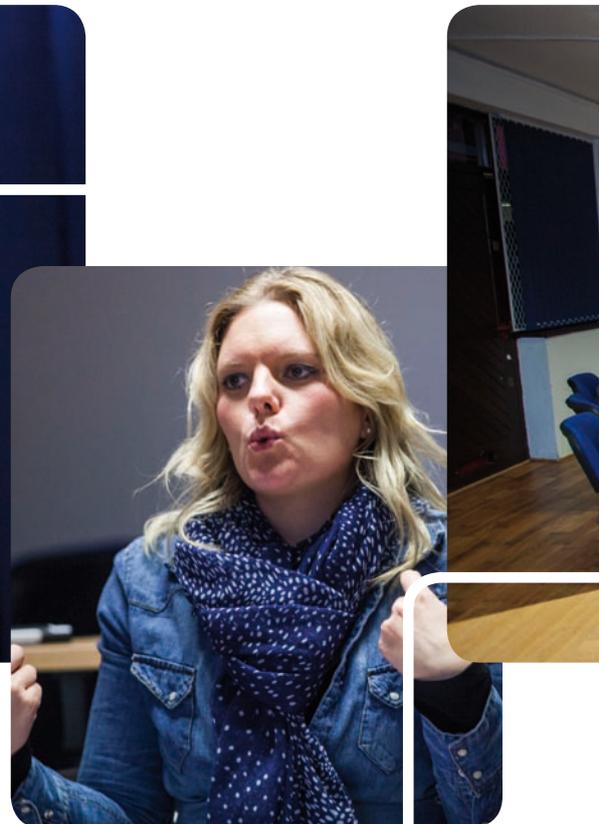
There are some organisations that may be prepared to sponsor your course fees.

Contact us if you would like some advice on funding sources. Useful links for funding:

www.gov.uk/grant-bursary-adult-learners

www.gov.uk/career-development-loans

www.gov.uk/discretionary-learner-support



Meeting your specific needs

Every learner has different needs. We at Signamic recognise this, and we will support you all the way to ensure that your studies are enjoyable and accessible, and that you realise your potential and that you attain your goals.

You just need to let us know before your course starts what your specific needs are. If you have dyslexia, then we can make the adjustments you require. If you are blind or have a vision impairment, then we will work with you here as well as seeking additional advice from a specialist organisation.

If you have issues with mobility, our premises are step-free and there is a lift. In addition, there is an accessible toilet on site. We can provide you with a dedicated car parking space if you need to drive in.

If you have difficulties with written English, don't worry; we are experts in this area! We will make necessary adjustments to all materials to ensure that they are accessible.

If none of the above applies but you do have other specific needs, then please feel free to contact us and we can discuss how these can be met.

It is important to put down your specific needs when you send in your course application form, and again discuss these with us when we are interviewing you before accepting you on a course.

If you have questions of your own, don't hesitate to contact us:

Telephone: 020 7231 6990

Email: enquiries@signamic.co.uk

Web: www.signamic.co.uk

Facebook: [Facebook.com/Signamic.London](https://www.facebook.com/Signamic.London)

Twitter: [Twitter.com/Signamic](https://twitter.com/Signamic)

London

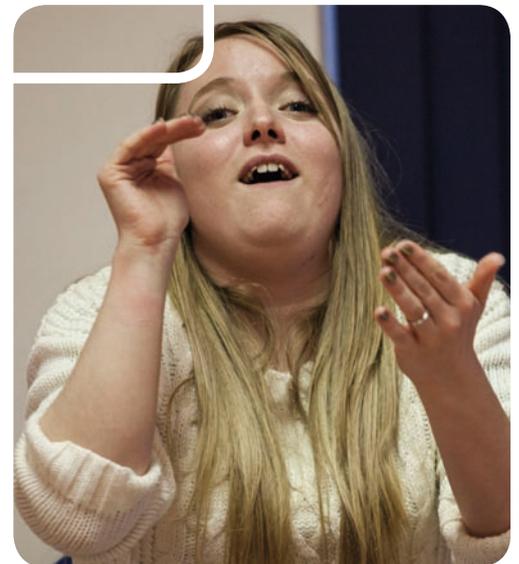
Signamic

Unit 41 St. Olav's Court

Lower Road

Canada Water

London SE16 2XB



Frequently Asked Questions (FAQs)

Undertaking a career development programme is an important decision to make. We are always happy to give advice and guidance on how to best achieve your goals.

Here are some FAQs which students ask us:

How do you ensure that I am on the right course?

You will receive information, advice and guidance during the enrolment process to ensure that you have applied for the right course at the right time. The interview is where we assess your skills, and then either offer you a place if you are ready, or advise you on bringing your skills up to the required level. We can work with you to develop a plan and offer you a range of options, like refresher workshops and one-to-one coaching, to get you up to the required level. Once you are on the course, your teacher or assessor will offer support as they follow your progress. If your circumstances change for any reason, you'll be able to agree an alternative learning programme with us.

What kind of support can I expect once I am nearing the end of my course?

As you come towards the end of your course, our team will give you guidance on progression onto either the next level of learning, or the employment options open to you.

How do you help your students prepare for the world of work?

We are very proud of our track record in equipping students with the skills, confidence and attitude needed to hit the ground running in employment. We ensure that, wherever possible, our courses include valuable work experience, as well as instilling the behaviours and qualities that will make you ready to progress into work.

Employers have told us that, although qualifications and technical competence are important, they place equal value on a raft of wider essential capabilities and attributes, and these include literacy, creativity, communication skills, teamwork, enterprise skills and cultural awareness. You'll find that all these feature in your studies.

In what ways can you assist your students in finding work?

We have connections with external agencies such as service providers, interpreting and other training agencies. Our team of dedicated teachers and assessors will provide you with career and employment advice. Also, we can point you in the right direction with regard to finding voluntary work or on-the-job placements, as well as opportunities for employment once you are qualified.

How do you ensure that your students enjoy their learning experience at Signamic?

We have built a reputation for offering a friendly and supportive learning environment for our Deaf and hearing learners, whilst offering excellence in training and assessment. On-going feedback from students throughout the study programme is fed back to our monthly team meetings. In addition, we receive feedback during our interview days.

Do students find that being at Signamic is all work, work, work?

No! We positively encourage a friendly learning environment, where our energetic study ethos, together with our lively team of teachers and assessors, provide endless opportunities for you to extend your circle of friends and take part in wide-ranging social activities.

We encourage humour in our classes, which we have found to be invaluable in the learning process. Studies have shown that students learn better when they have fun. So we encourage a relaxed and fun atmosphere in the learning environment!



Broaden your horizons – Our Partners

We are always introducing fresh ideas which go beyond the traditional curriculum and give you the chance to get involved in something different.

So, to help you get the experience you need to complete your qualifications, we have teamed up with several organisations and arranged for our students to go on work experience placements with them. Here is a list of those we are working with:

RAD (Royal Association for Deaf People)

RAD is a charity working with Deaf people in the South East of England and elsewhere, and their Interpreting Service is acknowledged to be one of the leaders in the UK.

Signamic is working in partnership with the RAD Interpreting Service, which enables Signamic students to collect work-based experience and evidence in a professional environment. Cementing our commitment to the development of the Sign Language Interpreting profession, we look forward to working with RAD.

CommunicationID/CommunityID

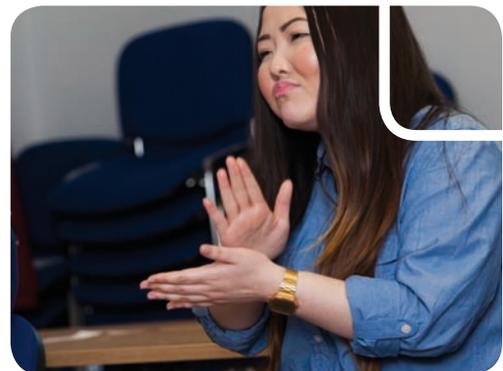
CommunicationID is a multi-faceted organisation delivering innovative initiatives within the Deaf community and third sector. Amongst its core activities it operates a sign language interpreting agency which employs Deaf and hearing Interpreters. They were the proud suppliers of LSPs (Language Service Professionals) to LOCOG (London Organising Committee of the Olympic Games) 2012!

CommunicationID can offer work experience and evidence collection opportunities for Signamic's interpreting and translation students. Neighbours of Signamic at the City Business Centre, CommunicationID also delivers BSL Level 1 courses and CPD training for Interpreters in partnership with Signamic. Signamic are delighted to be working in partnership with both enterprises. CommunityID is a Big Lottery funded project which aims to provide education and awareness leading to community cohesion.

ERADE (Exeter Royal Academy for Deaf Education)

ERADE are specialists in providing Deaf education and are a school for the Deaf based in South West England. With their specialist skills, knowledge and experience, ERADE supports their Deaf students to fulfil their potential. They focus on enabling their students to develop socially and emotionally, acquire language and communication skills, achieve independence and excel educationally.

Signamic are working in partnership with ERADE to offer a range of BSL to both school staff and members of the public in the South West.



Travelling - all routes lead to Signamic

Signamic is easier to get to than you think! We are easy to reach, and our London centre is close to London Bridge station, with an excellent view of the Shard, Europe's tallest building, from our west-facing windows. There are excellent transport connections; in fact, you could say all routes lead to Signamic no matter where you are travelling from in London, the UK, or as far afield as Europe.

Making your journey easier

Here is a range of travel options to get to our London training centre:

Underground and mainline stations

We are very close to 3 Underground stations and within easy reach of 3 mainline stations:

Canada Water: only 7 minutes walk away and on the Overground and Jubilee Lines.

Rotherhithe: less than 5 minutes walk and on the Overground line.

Bermondsey: within 7 minutes and on the Jubilee Line.

London Bridge and Waterloo mainline stations, with routes out to Kent, Surrey and Hampshire, are just a couple of stops along the Jubilee Line. Liverpool Street mainline station is a 20-minute bus ride away on the 47 bus.

Buses

There is a good selection of buses running frequently and virtually up to Signamic's front door. Buses 188, 381 and 47 connect you to either Waterloo, or London Bridge and Liverpool Street stations in one direction and out through South East London in the other.

Cycling

The area is flat and there are many parks nearby, as well as dedicated cycling routes to make your trip safer. There is a dedicated bike rack inside the building here and there is a lockable car park at the back of the building.

Driving and Parking

We are situated on the southern exit of the Rotherhithe tunnel and less than 1.5 miles from Tower Bridge and are outside of the Congestion Charge Zone.

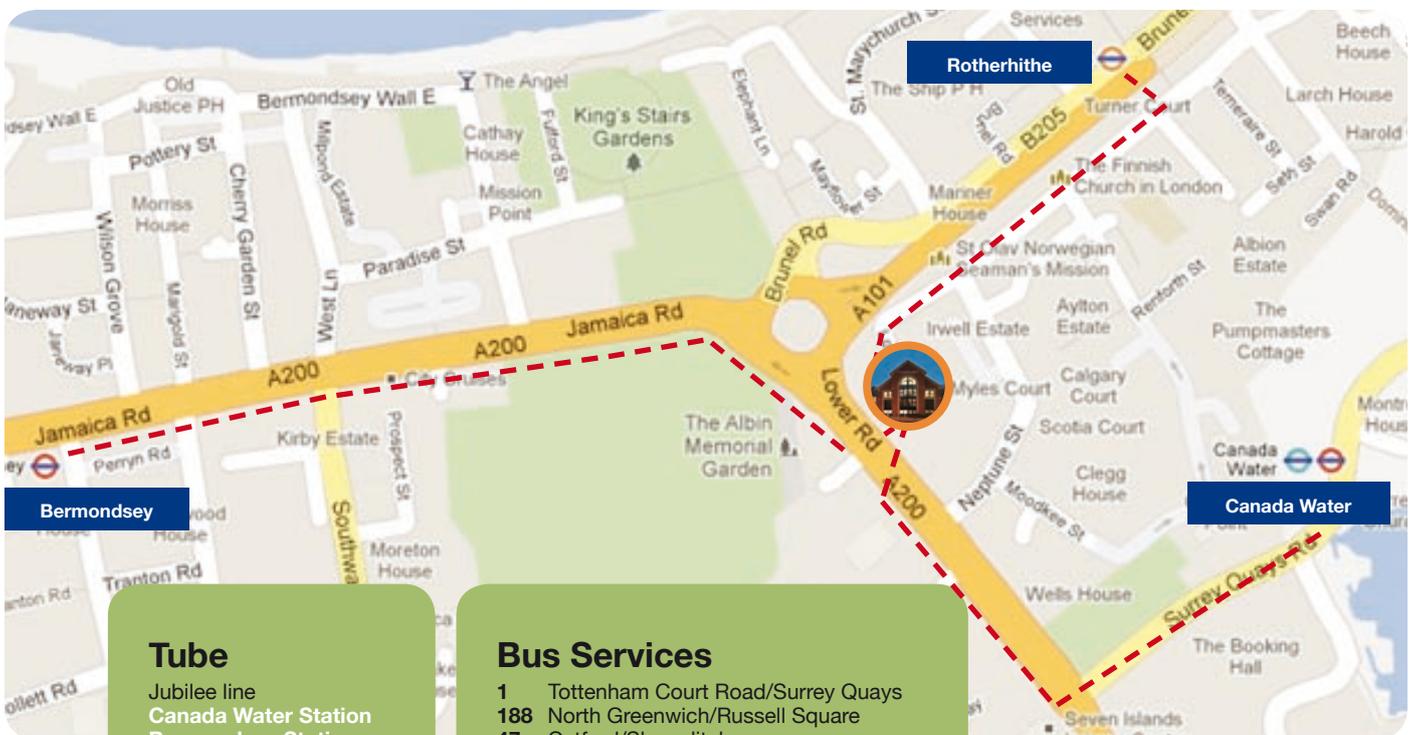
Some on-street parking is available outside our building on Albion Street and neighbouring streets. The Canada Water Shopping Centre car park is only a five-minute walk away and allows parking for 3 hours free of charge. We also have two parking spaces in our car park, which can be booked, but are subject to availability.

Airports

Many of our students travel from the around the UK and even as far afield as Europe and the US. With three major airports Stanstead, London City Airport and Gatwick within reach, Signamic is easily accessible.

Eurostar

The Eurostar arrives at St Pancras International, London and from here it takes 30-40 minutes to get to our centre.



Tube

Jubilee line
Canada Water Station
Bermondsey Station
(5-8 minutes' walk)

London Overground

Rotherhithe Station
Canada Water Station
(3 minutes walk)

Bus Services

1 Tottenham Court Road/Surrey Quays
188 North Greenwich/Russell Square
47 Catford/Shoreditch
199 Catford/Canada Water
225 Peckham/Waterloo
P12 Surrey Quay/Brockley

For information on travelling around London visit <http://journeyplanner.tfl.gov.uk>

Our local community

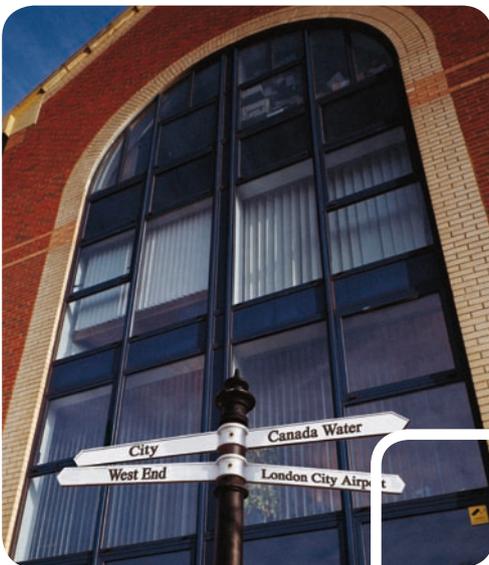
We enjoy our position at the very heart of our local community. There are a few local businesses and institutions nearby which Signamic staff and students visit regularly, and will give you a warm welcome. All this adds to a friendly atmosphere here at Signamic – not just for our staff and students, but for members of the public too.

H's Cafe

Appearances are deceiving! H's café is a traditional London 'caff' and is just around the corner from our training rooms. Don't let outward appearances put you off; the fare dished out by "H" is excellent as well as being diverse. You can get hamburgers, omelettes, salads, roast beef, jacket potatoes etc, all accompanied with a hot drink of your choice. With very friendly staff (learning to sign!), and reasonable prices, it's no wonder it's a daily favourite with our people!

Albion Street

There are several cafes on Albion Street amongst the shops. These include an Indian Restaurant unfortunately not open at lunchtime, but good value in the evening. An Italian cafe, Felice's Deli, serves home-cooked Italian food – from hot food to made-on-the-spot sandwiches and ciabattas all day. There is usually a selection of local art adorning the walls. There is also a newly opened pizza restaurant, with delicious stone oven-baked pizzas, usually on special offer at lunchtimes. If you want to give take-away Fish & Chips a try, there is a chippy here too. The weather may not be suitable for eating this outside, but students are always welcome to bring food into Signamic's breakout area where we can supply you with plates and cutlery and the use of the microwave.



Signature Level 1 Award in British Sign Language

Delivered by CommunicationID

Course level: 1

Duration: 20 weekly meetings on Monday evenings

Times: Evenings 5pm-8 pm

Intakes: April and next intake tbc, visit www.signamic.co.uk

Location: London



Have you always wanted to learn how to communicate with Deaf people using Sign Language? Or are you are thinking about learning a new skill but haven't yet made the first step forward? You may have other reasons for wanting to learn sign language and to learn more about Deaf people, such as having a family member who is Deaf or even a work colleague. This is what Level 1 BSL is all about; to enable you to start your journey towards becoming someone who can communicate efficiently with Deaf people.

Course summary

The Signature Level 1 Award in British Sign Language is an introduction to BSL and Deaf culture. It is suitable for learners of all ages and from all backgrounds, and is an ideal starting point on your journey and is designed to enable learners to communicate with Deaf people. We will introduce you to a range of topics that involve simple, everyday language use. The course consists of 3 units: BSL 101 – Introduction to British Sign Language; BSL 102 - Conversational British Sign Language; BSL 103 - Communicate in British Sign Language in everyday life.

When you have completed this course successfully, you will receive a nationally-recognised qualification from Signature and you will be able to chat at a basic level with Deaf people; you are on the way towards becoming someone who is able to communicate in BSL effectively and fluently.

Entry requirements

- Nil

Course content

The Signature Level 1 Award in British Sign Language course includes:

- Meeting people and what to say
- Numbers
- Weather
- Going on holiday and using transport
- Food and drink
- Family members
- Animals and objects
- Going to work

How will I be assessed?

There is an assessment for each unit, and these three separate assessments need to be passed to achieve the full qualification.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

You can progress to the Signature Level 2 Certificate in British Sign Language.

Careers

This qualification is suitable for someone who would like to be able to undertake basic communication with a Deaf person in his or her place of work. Please note that this qualification does not train someone to provide interpreting support or to facilitate communication between a Deaf person and a hearing person.

communicationid



Signature Level 2 Certificate in British Sign Language

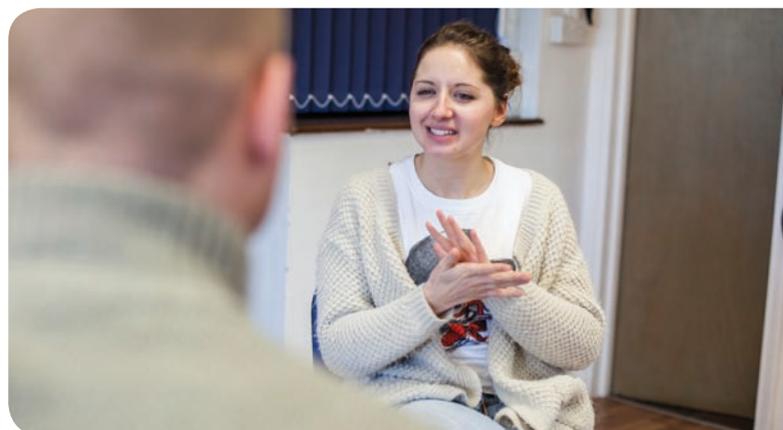
Course level: 2

Duration: 30 weekly evening meetings; or one day per week for 20 weeks

Times: Evenings 6pm-9pm; Daytime 10am-4pm

Intakes: October and March

Location: London



Do you have BSL Level 1 and wish to go further? We can help you to become an effective communicator with Deaf people by helping you increase your knowledge of BSL and developing your language skills. You will be introduced to a wider range of BSL grammar and vocabulary so you will be able to converse on a wider range of topics, and you will even be introduced to some of the different signs in use around the UK.

Course summary

At the end of this course you will be able to use BSL on a daily basis and you will develop your knowledge and understanding of BSL grammar. We will also help you with your BSL problem-solving abilities so if you are not sure how to say what you want to say, you will know what to do! We will introduce you to a range of BSL regional variations. The course consists of 3 units: Units BSL 201 - receptive skills; BSL 202 - productive skills; and BSL 203 - conversational skills. It follows the BSL Level 2 Certificate specification.

When you have completed this course successfully, you will receive a nationally-recognised qualification from Signature. You will be able to converse with Deaf people on an every-day basis and you will continue on your way towards becoming someone who is able to communicate in BSL effectively and fluently. When you have done your BSL Level 2, you will then be able to progress to BSL Level 3.

Entry requirements

- Signature Level 1 Award in British Sign Language or equivalent

Course content

The Signature Level 2 Certificate in British Sign Language course includes:

- developing your conversational BSL receptive and productive skills
- teaching you how to deal with most routine language tasks
- helping you build upon your vocabulary and grammatical knowledge
- providing you with examples of regional variations in sign language

How will I be assessed?

There is an assessment for each unit, and these three separate assessments need to be passed to achieve the full qualification.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

You can progress to the Signature Level 3 Certificate in British Sign Language: Part 1.

Careers

This qualification is suitable for someone who wishes to be able to communicate with a Deaf person in his or her place of employment. Please note that this qualification does not train someone to provide interpreting support or to facilitate communication between a Deaf person and a hearing person.



Signature Level 3 Certificate in British Sign Language: Part 1

Course level: 3

Duration: 8 months

Times: Monthly on Mondays, 10am-4pm

Intakes: January, May and September

Location: London



We have specially structured our BSL Level 3 programme so you can do it in 2 stages. Part 1 prepares you for the assessment and portfolio-building component, ready for Part 2 of the programme. Our curriculum has been developed by a team of highly qualified and knowledgeable staff who have a comprehensive understanding of BSL linguistics and how BSL is used in all aspects of life. We will help you develop your BSL skills so that you can deal with all situations. The course has been developed so that it matches Signature's qualification specification.

Course summary

This course will aim to improve your confidence in both receptive and productive BSL skills. You will participate in conversations and discussions delivered at normal speed on a range of topics in different work and social situations. You will also participate in straightforward social interaction and follow uncomplicated negotiations, discussions and instructions. We will help you develop your BSL skills in understanding straightforward news items, interviews and documentaries. You will be introduced to modern technology.

When you have completed this course successfully, you will receive a Certificate of Attendance and you will be invited to apply for a place on our Level 3 Part 2 (assessment) programme. The course will enable you to converse with Deaf people on an every-day basis. You will be able to continue on your way towards becoming someone who is able to communicate in BSL effectively and fluently.



Entry requirements

- Signature Level 2 Certificate in British Sign Language or equivalent

Course content

The Signature Level 3 Certificate in British Sign Language: Part 1 course includes:

- putting across information and your personal opinions
- developing arguments supporting your own views
- debating with others with different views
- applying persuasive tactics
- responding to enquiries, advice and instruction
- using BSL in a range of work and social situations

How will I be assessed?

This is a skills and knowledge development programme so there is no assessment involved, although you will receive continual feedback on the development of your BSL skills throughout the course and detailed feedback at the end. You will be invited to apply for a place on our Level 3: Part 2 programme.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

You can progress to the Signature Level 3 Certificate in British Sign Language: Part 2.

Careers

This course is suitable for someone who wishes to develop their communication with a Deaf person in their place of employment but does not train someone to provide interpreting support or to facilitate communication between a Deaf person and a hearing person.

However, if you wish to work as a Communication Support Worker (CSW) then you are able to undertake studies leading towards this Signature qualification. Unfortunately, Signamic does not offer this programme, but we do offer Interpreting and Translation training and assessment programmes, which are highly regarded.

Languages

Signature Level 3 Certificate in British Sign Language: Part 2

Course level: 3

Duration: 4 months

Times: 2 day induction from 10am-4pm, and 3 two-hour tutorials arranged with tutor/assessor to take place once a month on Mondays or Tuesdays. Plus the programme offers bookable fortnightly evidence collection workshops on Wednesdays, which are inclusive of the course fee (subject to availability)

Intakes: January, May, and September

Location: London

We have structured our BSL Level 3 programme so you can do it in 2 stages. In Part 2, we help you build your portfolio and guide you all along the way towards achieving your BSL Level 3 qualification. Our assessors have a combined experience of over 40 years. Our special portfolios are designed to make your life easier and have been developed over 20 years of experience. We even provide role models for you so you can film evidence quickly and easily.

Course summary

You will be assessed on your ability to participate in conversations and discussions delivered at normal speed on a range of topics in different work and social situations. Also you will be assessed on your participation in straightforward social interaction as well as following uncomplicated negotiations, discussions and instructions in your area of work. We will assess you on your BSL skills and knowledge in understanding straightforward news items, interviews and documentaries, as well as your ability to use modern technology.

When you have completed this course successfully, you will receive a Level 3 Certificate from Signature and you will be able to progress onto your BSL Level 6 studies. You will be able to converse with Deaf people on an every-day basis and will be able to continue on your way towards becoming someone who is able to communicate in BSL effectively and fluently.



Entry requirements

- Signature Level 3 Certificate in British Sign Language: Part 1 or equivalent

Course content

The Signature Level 3 Certificate in British Sign Language: Part 2 includes providing evidence that you are able to:

- put across information and your personal opinions
- develop arguments supporting your own views
- debate with others with different views
- apply persuasive tactics
- respond to enquiries, advice and instruction
- use BSL in a range of work and social situations

How will I be assessed?

This is a skills and knowledge assessment and portfolio-building programme and there are no tests or exams. Candidates are required to film evidence and fill in self-assessment reports, which will be verified by their assessor, if the evidence is supported.

Are there any additional costs or is specialist equipment required?

Students are expected to have a digital video camera using SD memory cards and a compatible PC or laptop to perform self-assessments.

What can I do after the course?

Further study

You can progress to the Signature Level 6 Certificate in British Sign Language: Part 1.

Careers

This qualification is suitable for someone who wishes to develop their communication with a Deaf person in their place of employment. Please note that this qualification does not train someone to provide interpreting support or to facilitate communication between a Deaf person and a hearing person.

However, if you wish to work as a Communication Support Worker (CSW) then you are able to undertake studies leading towards this Signature qualification. Unfortunately, Signamic does not offer this programme, but our Interpreting and Translation training and assessment programmes are highly regarded.



Signature Level 6 Certificate in British Sign Language: Part 1

Course level: 6

Duration: 8 months

Times: 1 day per month on Tuesdays for 8 months, 10am-4pm

Intakes: January, May, and September

Location: London



We have specially structured our BSL Level 6 programme so you can do it in 2 stages. Part 1 prepares you for the assessment and portfolio-building component, ready for Part 2 of the programme. Our curriculum has been developed by a team of highly qualified and knowledgeable staff who have a comprehensive understanding of BSL linguistics and how BSL is used in all aspects of life. We will help you develop your BSL skills so that you can deal with all situations.

Course summary

This course will aim to improve your confidence in both receptive and productive skills to a richer level required for Level 6 standard. We will work with you to develop your ability to participate in complex conversations and discussions delivered at speed on a range of topics in work and social situations. We will also work with you to develop your ability to participate in complex social interaction, as well as following complex negotiations and discussions. We will work with you on developing your BSL skills and knowledge so you are able to understand complex news items, interviews and documentaries, as well as be able to use modern technology.

When you have completed this course successfully, you will receive a Certificate of Attendance and you will be invited to apply for a place on our Level 6 Part 2 (assessment) programme. You will be able to hold complex discussions with Deaf people on an every-day basis and you will continue on your way towards becoming someone who is able to communicate in BSL effectively and fluently.

Entry requirements

- Signature Level 3 Certificate in British Sign Language or equivalent

Course content

The course will focus on the following Signature assessment criteria:

- providing information and personal opinion
- debating with others whose views may differ
- arguing in support of own views
- reasoning with others when persuasion is required
- responding to enquiries, advice and instruction
- communicating at any speed and whatever the length: clearly, fluently and accurately
- using complex language as needed in a wide range of situations
- using technical vocabulary and complex grammatical structures as needed

How will I be assessed?

This is a skills and knowledge development programme so there is no assessment involved, although you will receive feedback on the development of your BSL skills throughout and at the end of the course. You will be invited to apply for a place on our Level 6: Part 2 programme.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

You can progress to the Signature Level 6 NVQ Certificate in British Sign Language: Part 2. In addition, you may wish to enrol on either the Signature Level 6 NVQ Diploma in Sign Language Interpreting: Part 1, or Signature Level 6 Diploma in Sign Language Translation: Part 1 courses.

Careers

This course is suitable for someone who is either working towards Interpreting or Translation qualifications, or wishes to hold advanced conversations with a Deaf person in their place of employment. Please note that this qualification does not train someone to provide interpreting support or to facilitate communication between a Deaf person and a hearing person.



Languages

Signature Level 6 Certificate in British Sign Language: Part 2

Course level: 6

Duration: 5 - 6 months

Times: 2-day induction from 10am-4pm, and 4 two-hour tutorials arranged with tutor/assessor to take place once a month on Mondays or Tuesdays. Plus, there are bookable fortnightly evidence collection workshops on Wednesdays, inclusive of the course fee (subject to availability).

Intakes: January, May, and September

Location: London



We have structured our BSL Level 6 programme so you can do it in 2 stages. In Part 2, we help you build your portfolio and we will guide you on the way towards achieving your BSL Level 6. Our assessors have a combined experience of over 40 years. Our special portfolios, which have been developed and continually improved over 20 years, take the headache out of the production of your portfolio. We provide a range of role models so you can film evidence quickly and easily.

Course summary

You will be assessed on participating in complex conversations and discussions delivered at speed on a range of topics in different work and social situations. You will also be assessed on your participation in complex social interaction, as well as your ability to follow complex negotiations, discussions and instructions in your area of work.

We will assess you on your BSL skills and knowledge in understanding complex news items, interviews and documentaries, as well as your ability to use modern technology.

When you have completed this course successfully, you will receive the NVQ Level 6 Certificate in BSL from Signature and be able to commence your Sign Language Interpreting or Translation Level 6 studies. The qualification is evidence that you can hold complex conversations with Deaf people on an every-day basis, and are able to communicate in complex BSL effectively and fluently.



Entry requirements

- Signature Level 6 Certificate in British Sign Language: Part 1

Course content

During this programme, you will be assessed on your ability to:

- understand complex social interaction with a BSL user
- maintain social and professional relationships using BSL
- understand varied BSL in a wide range of complex work situations
- use complex sign language to communicate fluently over extended periods on all topics within his/her field of work in a range of situations
- use and understand a complex range of vocabulary and technical language
- use and understand a full range of grammatical forms
- use reference sources

How will I be assessed?

This is a skills and knowledge assessment and portfolio-building programme, so there are no tests or exams. You are required to film evidence and fill in self-assessment reports, which will be verified by your assessor, if the evidence is supported.

Are there any additional costs or is specialist equipment required?

You are expected to have a digital video camera using SD memory cards and a compatible PC or laptop to perform self-assessments.

What can I do after the course?

Further study

You can progress onto either the Signature Level 6 NVQ Diploma in Sign Language Interpreting: Part 1, or Signature Level 6 Diploma in Sign Language Translation: Part 1 courses.

Careers

This qualification is suitable for someone wishing to work towards either Interpreting or Translation qualifications or to hold advanced conversations with a Deaf person in their place of employment. Please note that this qualification does not train someone to provide interpreting support or to facilitate communication between a Deaf person and a hearing person.

Cambridge English: FCE (First Certificate in English)

Course level: 5

Duration: 13 consecutive weeks

Times: Tuesday evenings from 6-9.15pm

Intakes: May and September

Location: London



Do you want to bring your English up to an advanced standard? Do you write quite well but are frustrated with those silly little mistakes that you can't seem to stop making? Would you like to be able to properly understand professionally written English texts? If so, then this is the course for you. We will work with you to help you recognise these silly little mistakes and show you how to overcome them. We will also help you develop more confidence in your reading and writing skills.

Course summary

The course is designed to prepare you to take the FCE exam and is designed to develop your general English reading and writing skills, as well as your accurate use of English grammar and vocabulary.

This qualification is an exam for people who need to prove they can use everyday written English at an Upper-Intermediate level for work or study purposes. Typically, FCE is a qualification that will demonstrate your ability to use English for effective communication in real-life situations.

This exam has been developed by Cambridge English (formerly Cambridge ESOL), a not-for-profit department of the University of Cambridge. Cambridge English is one of three major exam boards that form the Cambridge Assessment Group (Cambridge Assessment). More than 8 million Cambridge Assessment exams are taken in 150 countries around the world every year (correct as of January 2011).

FCE is set at Level B2 on the Common European Framework of Reference (CEFR) scale. B2 is the level of English needed to study in English at foundation or pathway level. For example, at B2 level you can expect to:

- understand the main ideas of complex pieces of writing
- express your opinion and present arguments on a fairly wide range of topics
- produce clear, detailed writing explaining the advantages and disadvantages of different points of view.

Entry requirements

- English skills at Level 4 or equivalent

Course content

The course will prepare you to take the FCE exam and will cover reading and writing skills, as well as your use of English (grammar and vocabulary).

• Writing:

You will be expected to produce two different pieces of writing, such as letters, reports, reviews and short stories.

You will also explore the differences between formal and informal styles of written English.

• Reading and Use of English:

You will need to be able to deal confidently with different types of text, such as fiction, newspapers and magazines. Your use of English grammar and vocabulary must be controlled and accurate. The lessons will review and practice a range of grammatical structures such as conditionals and reporting verbs, as well as vocabulary such as phrasal verbs and dependent prepositions.

How will I be assessed?

You have the opportunity to sit for the FCE examinations, which are held several times a year.

Are there any additional costs or is specialist equipment required?

Course book and CD-ROM from £15.00-£25.

What can I do after the course?

Further study

You can progress to the Cambridge English: CAE course.

Careers

This qualification is suitable for someone who would like to be able to work with English independently in his or her place of employment. Please note that this qualification is not assessed at the standard of English required to become qualified Interpreters or Translators.

Languages

Cambridge English: CAE (Certificate of Advanced English)

Course level: 6

Duration: 13 consecutive weeks

Times: Wednesday evenings from 6-9.15pm

Intakes: May and September

Location: London



Do you want to bring your English up to an advanced standard? Would you like to improve your command of written English? Would you like to know the little tricks professionals use to help them with reading advanced English texts? If so, then this is the course for you, and we will work with you to bring your English up to an advanced standard.

Course summary

The course is designed to prepare you to take the CAE exam. It is designed to develop your general English reading and writing skills, as well as your accurate use of English grammar and vocabulary.

This qualification provides evidence of the language skills which universities and employers are looking for. CAE increases your study and employment opportunities. You can prove to universities that you are prepared for study and show employers you are ready to do business. You will stand out from the crowd with real-life skills that help you to make the most of studying and working in English.

This exam has been developed by Cambridge English (formerly Cambridge ESOL), a not-for-profit department of the University of Cambridge. Cambridge English is one of three major exam boards that form the Cambridge Assessment Group (Cambridge Assessment). More than 8 million Cambridge Assessment exams are taken in 150 countries around the world every year (correct as of January 2011).

CAE is set at Level C1 on the Common European Framework of Reference (CEFR) scale. C1 is the level of English needed to study in English at undergraduate level. At this level, students can show that they are high achievers with the right communication skills to cope with the demands of study and work.

Entry requirements

English at Level 5 or equivalent – you can demonstrate this at our assessment day. The FCE qualification is recommended.

Course content

The course will prepare you take the CAE exam and will cover reading and writing skills, as well as your use of English (grammar and vocabulary).

• Writing:

You will be expected to produce two different pieces of writing, such as letters, reports, information sheets, proposals, reviews and short stories. You will also explore the differences between formal and informal styles of written English.

• Reading:

You will need to be able to deal confidently with different types of text, such as fiction and non-fiction, journals, newspapers and magazines, as well as promotional and informational materials.

• Use of English:

You will develop your knowledge of words with similar meanings, collocations, linking phrases and phrasal verbs, as well as your ability to make/use different words which you can make from a base word. You will also develop your ability to use a wide range of English grammar accurately.

How will I be assessed?

You have the opportunity to sit for the CAE examinations, which are held several times a year.

Are there any additional costs or is specialist equipment required?

Course book and CD-ROM from £15.00-£25.

What can I do after the course?

Further study

You can progress to the Cambridge English: CPE course.

Careers

This qualification is suitable for someone who would like to be able to work with English professionally. This qualification is assessed at the standard of English required to become a qualified Translator, but not an Interpreter.

Cambridge English: CPE (Certificate of Proficiency in English)

Course level: 7

Duration: 13 consecutive weeks

Times: Wednesday evenings from 6-9.15pm

Intakes: May and September

Location: London



Do you want to bring your English up to a professional standard? Would you like to fine-tune your written English? Would you like to develop the skills professionals use to help them with reading professional English texts? If so, then this is the course for you, and we will work with you to bring your English up to a professional standard.

Course summary

This exam has been developed by Cambridge English (formerly Cambridge ESOL), a not-for-profit department of the University of Cambridge. Typically, CPE is a qualification that will demonstrate exceptional ability with English in order to:

- study demanding subjects at the highest levels
- actively engage with academic life
- lead on complex and challenging projects
- negotiate and persuade effectively at senior management levels in business settings

CPE is set at Level C2 – the highest level on the CEFR scale. C2 is required in demanding academic and professional settings, and achieving a certificate at this level is proof that a candidate has the linguistic competence to use English with a fluency and sophistication approaching that of a native speaker.

Cambridge English is one of three major exam boards that form the Cambridge Assessment Group (Cambridge Assessment). More than 8 million Cambridge Assessment exams are taken in 150 countries around the world every year (correct as of January 2011).

Entry requirements

- English at Level 6 or equivalent – you can demonstrate this at our assessment day.

Course content

The course will prepare you to take the CPE exam and will cover reading and writing skills, as well as your use of English (grammar and vocabulary).

- Writing:
 - You will be expected to write an essay which will summarise and evaluate key ideas, as well as being able to write an article, a letter a report or a review. All of these text types will be explored in class.
- Reading and Use of English:
 - You will need to be able to understand complex texts at sentence and whole text level. You will need to demonstrate a variety of reading skills such as reading for specific information and understanding features of text organisation, as well as being able to understand implication, tone and text structure.

Lessons will include a wide range of activities that will develop your skills in all of these areas, as well as looking at key grammatical structures that will assist with these.

How will I be assessed?

You have the opportunity to sit for the CPE examinations, which are held several times a year.

Are there any additional costs or is specialist equipment required?

Course book and CD-ROM from £15.00-£25.

What can I do after the course?

Further study

You can progress to the Cambridge: IELTS at level 8.

Careers

This qualification is suitable for someone who would like to be able to work with English professionally. This qualification is assessed at the standard of English required to become a qualified Translator or Interpreter.



Languages

Cambridge English: IELTS (International English Language Testing System)

Course level: Up to Level 8

Duration: 13 weeks

Times: TBC visit www.signamic.co.uk

Intakes: TBC visit www.signamic.co.uk

Location: London



This qualification is for hearing professionals, particularly those working in Sign Language Interpreting. It is the world's most popular English test for study and migration. Each year, over 1.5 million candidates take IELTS to start their journeys into education and employment.

Course summary

The course is designed to prepare you to take the IELTS exam. It is designed to develop your already advanced English skills to a level that will match your BSL skills.

Entry requirements

In order to be accepted on to this course, you will need to demonstrate that your English skills are already at an advanced level. You will need to take a barrier test (mock/practice IELTS test) in order to progress on to this course. Visit www.signamic.co.uk/level-8-ielts-english for test dates and timetables.

Course content

The course covers three main areas:

- **Writing:**
You will be expected to write an essay which will summarise and evaluate key ideas, as well as being able to write a formal discursive essay. All of these text types will be explored in class.
- **Reading and Use of English:**
You will need to be able to understand complex texts at sentence and whole text level. You will need to demonstrate a variety of reading skills such as reading for specific information and understanding features of text organisation, as well as being able to understand implication, tone and text structure. Lessons will include a wide range of activities that will develop your skills in all of these areas, as well as looking at key grammatical structures that will assist with these.
- **Speaking and Listening:**
This course prepares you for the examination, and you will need to be able to demonstrate your ability to speak English at a complex level as well as understanding complex spoken English, and understanding implication, tone and variations in pronunciation.

The exam covers any and all areas of the English language. It is therefore impossible to cover all potential exam questions in the classroom during the course and you will need to do a significant amount of work on your own at home. You will be given homework to do each week, as well as self-study tasks. The tutor will point you in the direction of supplementary materials that it is your responsibility to use.

In general, it is expected that you will do an additional 6-8 hours of study per week outside of class time.

How will I be assessed?

You have the opportunity to sit for the IELTS examinations, which are held several times a year.

Are there any additional costs or is specialist equipment required?

Book and CD-ROM from £15-£25.

What can I do after the course?

Further study

IELTS is your passport to international opportunity. Whatever your aspirations are – whether they're related to your study, career or life plans – IELTS can help you achieve them.

Careers

This qualification is suitable for someone who would like to be able to work with English professionally. This qualification is assessed at the standard of English required to become a qualified Translator or Interpreter.



Interpreting and Translation

Signature Level 6 NVQ Diploma in Sign Language Interpreting: Part 1

Course level: 6

Duration: 16 days over 8 months

Times: A block of two days, once a month. 9.30am-4.30pm

Intakes: May

Location: London

We have structured our Interpreting programme so you can do it in 2 stages. Part 1 is the skills and knowledge development preparing you for Part 2 of the programme. The curriculum has been developed by our team of some of the most respected and experienced Interpreting practitioners/trainers in the field. The training has been developed rigorously around the Signature qualification specification and enables you to gain a comprehensive understanding of Interpreting theory, the intra-lingual process and associated Interpreting issues.

Over the 8 months, you will see a considerable development in your knowledge of Interpreting issues as well as a corresponding development of your Interpreting skills.

Course summary

This course provides you with theoretical knowledge and gives you the opportunity to try out new Interpreting techniques in a safe environment and obtain feedback on your work. Course content is based on the Signature qualification specification, and prepares you for the Signature NVQ Level 6 Diploma in Sign Language Interpreting qualification, which consists of 6 units:

- A1 Preparation skills
- B1 One-Way Interpreting
- C1 Two-Way Interpreting
- D1 Evaluation and PDP
- E1 Sight Translation
- G Co-working.

Units A1, B1, C1 and D1 are mandatory and in addition you are required to choose an optional unit from either E1 or G.

Frequent practicals will be held to reinforce newly-gained knowledge and you will be given assignments to complete on a range of topics. The course is classroom based and the teaching team comprises of teachers, qualified experienced RSLIs and Deaf professionals as well as role models.

A variety of teaching methods are used including group and pair work activities, role-play and simulations, demonstrations, discussions, PowerPoint presentations, video, conversation, and practicals using modern technology

Entry requirements

- Signature Level 6 Certificate in British Sign Language. However, we will accept those who are undertaking the assessment component of the BSL Level 6 qualification
- English skills at C2 standard (Level 7)
- Working experience of BSL/English Interpreting

Course content

At the end of the Signature Level 6 NVQ Diploma in Sign Language Interpreting: Part 1 course, you will develop knowledge and skills in the following:

- Professionalism, Ethics & Dilemmas
- Preparation and Interpreting theory
- Exploring Interpreting Skills and Discourse Analysis
- Using Technology
- Team Interpreting
- Looking after yourself

How will I be assessed?

This is a skills and knowledge development programme so there is no assessment involved, although you will receive continual feedback on the development of your skills.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

This course is suitable for someone who is working towards Interpreting qualification. Please note that enrolling on this course does not necessarily qualify someone to register with the NRCPD as a Trainee Interpreter (TSLI).

Careers

You can progress to the Signature Level 6 NVQ Diploma in Sign Language Interpreting: Part 2.

The IDP Process

In order to be able to register with NRCPD as a Trainee Sign Language Interpreter (TSLI) you need to undertake the IDP process. Signamic's IDP process takes place as follows:

The Initial Assessment

This is 3 hours long and includes the assessment of 1 piece of evidence relevant to units A/B/C/D(1&2)/E/G from the National standards (INT6 part 2). All relevant forms will be completed and signed off by the assessor if they have met the national standards and are competent. The candidate will then be able to register as a TSLI.

Supervisions

These are 1 hour long and take place every 3 months. The fee includes 3 supervisions. The Supervisor will review the candidates' recent work against the agreed actions identified within the initial assessment process.

In special circumstances and by arrangement, the IDP process can take place remotely.



Interpreting and Translation

Signature Level 6 NVQ Diploma in Sign Language Interpreting: Part 2

Course level: 6

Duration: 8 months

Times: Two day block for induction in the first month plus 3 hours of tutorials every six weeks

Intakes: September

Location: London



We have specially structured our Interpreting programme so you can do it in 2 stages. In Part 2, we help you build your portfolio and we will guide you all along the way towards achieving your Interpreting qualification. Our special portfolios, which have been developed over 20 years, take the headache out of the production of your portfolio. We even provide role models for you to help you film evidence quickly and easily.

Course summary

This course assesses you on your knowledge of Interpreting issues and skills, which are set against the Signature Interpreting qualification specification consisting of 6 units:

- A1 Preparation Skills
- B1 One-Way Interpreting
- C1 Two-Way Interpreting
- D1 Evaluation and PDP
- E1 Sight Translation
- G Co-working

Completing Units A1, B1, C1 and D1 is mandatory and you need to choose either Unit E1 or Unit G to complete all the required 5 units necessary to complete their portfolio.

Entry requirements

- Signature Level 6 NVQ Diploma in Sign Language Interpreting: Part 1
- Signature Level 6 Certificate in British Sign Language
- English skills at C2 standard (Level 7)
- Prior experience of BSL/English Interpreting

Course content

By the end of the Signature Level 6 NVQ Diploma in Sign Language Interpreting: Part 2, you will be assessed on your knowledge and skills in the following:

- Professionalism, Ethics & Dilemmas
- Interpreting theory
- Preparation
- Exploring Interpreting Skills and Discourse Analysis
- Using Technology
- Team Interpreting
- Looking after yourself

How will I be assessed?

This is a skills and knowledge assessment and portfolio-building programme so there are no tests or exams. You are required to film evidence and fill in self-assessment reports. Your assessor will work with you in order to determine whether your filmed evidence is supported or not. Your completed portfolio will then be verified by an Internal Verifier and subsequently by an External Verifier, before your certificate can be issued.

Are there any additional costs or is specialist equipment required?

Students are expected to have a digital video camera using SD memory cards and a compatible PC or laptop to perform self-assessments.

What can I do after the course?

Further study

Once you have achieved the qualification you will be expected to continue you to develop and update your skills with Continual Professional Development. Signamic runs CPD workshops for Interpreters which you will be informed about.

Careers

Work as a professional BSL/English Sign Language Interpreter registered with the NRCPD as a RSLI.



Interpreting and Translation

Signature Level 6 Diploma in Sign Language Translation: Part 1

Course level: 6

Duration: 8 months

Times: A block of two days, once a month 9.30am-4.30pm

Intakes: May

Location: London

We have structured our Translation programme so you can do it in 2 stages. Part 1 is the skills and knowledge development, to prepare you for Part 2 of the programme. Our curriculum has been developed by a team of qualified and highly experienced staff who have a comprehensive understanding of Interpreting and Translation theory, the intra-lingual process and associated translation issues. Over this 8-month course, you will see a considerable development in your knowledge of translation issues as well as a corresponding development of your translation skills.

Course summary

This course provides you with theoretical knowledge and gives you the opportunity to develop your translation skills in a safe environment and obtain feedback on your work. Course content is based on the Signature qualification specification, and prepares you for the relevant Signature NVQ qualification, which consists of 5 units:

- PTr1 - Maintaining skills and systems for managing translation tasks
- PTr2 - Managing new translation assignments
- PTr3 - Translating written texts from one language into another
- PTr4 - Developing your performance as a professional translator
- E1 - Sight Translation

Regular practical sessions will be held to reinforce newly-gained knowledge and you will be given assignments to complete on a range of topics. The course is classroom based and the teaching team comprises teachers, experienced RSLTs and RSLIs as well as Deaf professionals. A variety of teaching methods are used including group and pair work activities, role play and simulations, demonstrations, discussions, PowerPoint presentations, video, conversation, practical sessions using modern technology.

Entry requirements

- Signature Level 6 Certificate in British Sign Language. However, we will accept those who are undertaking the assessment component of the BSL Level 6 qualification
- English skills at C1 standard (Level 6)
- Prior experience of BSL/English Translation

Course content

By the end of the Signature Level 6 Diploma in Sign Language Translation Part 1 course, you will develop knowledge and skills in the following:

- Developing and maintaining translation systems i.e. research, technology, quality assurance
- Professionalism and ethics
- Preparation and Translation theory
- Exploring translation skills
- Actual translation practice using an autocue
- Using technology
- Working with peers
- Looking after yourself as a Professional Translator

How will I be assessed?

This is a skills and knowledge development programme so there is no assessment involved, although you will receive continual feedback on the development of your skills.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

This course is suitable for someone who is working towards the Translation qualification. Please note that enrolling on this course does not necessarily qualify someone to register with the NRCPD as a Trainee Translator (TSLT).

Careers

You can progress to the Signature Level 6 Diploma in Sign Language Translation: Part 2.



The IDP Process

In order to be able to register with NRCPD as a Trainee Sign Language Translator (TSLT) you need to undertake the IDP process. Signamic's IDP process takes place as follows:

The Initial Assessment

This is 3 hours long and includes the assessment of 1 piece of evidence relevant to units PTr1/PTr2/PTr3/PTr4/E1 from the National standards (TRA6 part 2). All relevant forms will be completed and signed off by the assessor if they have met the national standards and are competent. The candidate will then be able to register as a TSLT.

Supervisions

These are 1 hour long and take place every 3 months. The fee includes 3 supervisions. The Supervisor will review the candidates' recent work against the agreed actions identified within the initial assessment process.

In special circumstances and by arrangement, the IDP process can take place remotely.

Interpreting and Translation

Signature Level 6 Diploma in Sign Language Translation: Part 2

Course level: 6

Duration: 8 months

Times: Two day block for induction in the first month plus 3 hours of tutorials every six weeks

Intakes: September

Location: London



We have structured our Translation programme so you can do it in 2 stages. In Part 2, we help you build your portfolio and guide you all along the way towards achieving your Translation qualification. Our assessors have over 20 years of combined experience as translation practitioners. Our special portfolios, which have been developed over many years, take the headache out of the producing your portfolio. We even provide role models for you to help you film evidence quickly and easily.

Course summary

This course assesses you on your knowledge of Translation issues and skills, which are set against the Signature qualification specification, and consists of 5 mandatory units:

- PTr1 - Maintaining skills and systems for managing translation tasks
- PTr2 - Managing new translation assignments
- PTr3 - Translating written texts from one language into another
- PTr4 - Developing your performance as a professional translator
- E1 - Sight Translation

Entry requirements

- Signature Level 6 NVQ Diploma in Sign Language Translation: Part 1
- Signature Level 6 Certificate in British Sign Language
- English skills at C1 standard (Level 6)
- Prior experience of English to BSL translation

Course content

By the end of the Signature Level 6 Diploma in Sign Language Translation: Part 2 course, you will be assessed on your knowledge and skills in the following:

- Professionalism, Ethics
- Preparation and Translation theory
- Exploring translation skills
- Producing a faithful translation
- Using Technology
- Working with peers
- Looking after yourself as a professional translator

How will I be assessed?

This is a skills and knowledge assessment and portfolio-building programme so there are no tests or exams. You are required to film evidence and fill in self-assessment reports. Your assessor will work with you in order to determine whether your filmed evidence is supported or not. Your completed portfolio will then be verified by an Internal Verifier and subsequently by an External Verifier, before your certificate can be issued.

Are there any additional costs or is specialist equipment required?

Students are expected to have a digital video camera using SD memory cards and a compatible PC or laptop to perform self-assessments.

What can I do after the course?

Further study

Once you have achieved the qualification you will be expected to continue you to develop and update your skills with Continual Professional Development. Signamic runs CPD workshops which you will be informed about.

Careers

Work as a professional English/ BSL Translator registered with the NRCPD as a RSLT.



Lifelong Learning

OCR Preparing to Teach in the Lifelong Learning Sector (PTLLS)/ Level 3 Education and Training*

(from September 2013 PTLLS changes to Level 3 Education and Training)

Course level: 3 and 4

Duration: 5 months

Times: 1 day per month, 9.30-5.30pm

Intakes: March and October

Location: London



Our Level 3/4 Award in Preparing to Teach in the Lifelong Learning Sector is taught in British Sign Language and specifically aimed at Deaf people. This course is for people who will be using BSL in the classroom no matter which subject is being taught.

The course is for you if you:

- wish to start training to teach in the Lifelong Learning Sector;
- are already working in the area, and need to gain the minimum threshold status as a teacher within a FE College, adult and community learning centre, work-based learning or training organisations; or
- have a strong interest in teaching and want to find out about its mechanics

Course summary

PTLLS introduces you to teaching adults and is the first step towards becoming a fully qualified teacher (holding the Diploma in Teaching in the Lifelong Learning Sector (DTLLS) qualification). It offers an introduction to the role and responsibilities of the teacher, and explores different aspects of teaching from the perspective of yourself as a learner, the teacher and the education provider or college.

There will be lots of opportunity to deliver teaching sessions to your peers, and reflect on your learning experiences in the classroom. Practical sessions will be conducted alongside theoretical aspects of teaching in order to reinforce newly-gained knowledge.

The award can be delivered at both level 3 and level 4; the overall level achieved will depend on the assessment tasks undertaken and the results achieved. The award has a value of 12 credits on the QCF and needs to be studied in 35 guided learning hours plus 30 hours of self-directed study. This means that you will have to attend five Tuesdays 9.30am till 5.30pm. You are also entitled to tutorials and online guidance support.

Entry requirements

None.

Course content

Topics covered in this course include:

- the role and responsibilities and boundaries of role in relation to teaching
- appropriate teaching and learning approaches in the specialist area
- session planning
- delivering inclusive sessions which motivate learners
- the use of different assessment methods and the need for record keeping

How will I be assessed?

There are no formal entry requirements but if you intend to progress to Diploma level (DTLLS) you need to have at least Level 2 skills in Numeracy and Literacy.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

Commence studies towards the Diploma in Teaching in the Lifelong Learning Sector (DTLLS) qualification.

Optional: we offer a combined PTLLS with DTLLS course over 2 years.

Careers

You will be able to work as a classroom assistant.



*PTLLS changes to Level 3 Education and Training

Lifelong Learning

OCR Diploma in Teaching in the Lifelong Learning Sector (DTLLS)

Course level: 5

Duration: DTLLS 17 months; combined with PTLLS 2 years

Times: 1 day per month, 9.30-5.30pm

Intakes: July & March

Location: London



Our DTLLS course is for teachers in the lifelong learning sector teaching in BSL and wishing to progress onto the full teaching qualification. This course is for people who will be using BSL in the classroom no matter which subject is being taught. DTLLS meets the Lifelong Learning UK / Learning and Skills Improvement Service standards.

Course summary

The Diploma in Teaching in the Lifelong Learning Sector provides you with extensive training and assessment leading to the teaching qualification. Our program has been developed specifically for those teaching in BSL.

The aim of the program is to develop the skills, knowledge and understanding of teachers in the Lifelong Learning Sector which includes those who teach in Further Education Colleges (FE), 14-19 units in schools and academies, private training organisations and public services.



Entry requirements

- PTLLS
- English skills at level 2 equivalent
- IT and Numeracy skills at 2 or equivalent
- BSL skills at Level 6 or equivalent
- A minimum of 75 teaching hours for each year of programme.

Course content

Topics covered in this course include:

- Planning and Enabling Learning
- Enabling Learning & Assessment
- Theories & Principles for planning and enabling learning
- Teaching a specialist subject
- The Lifelong Learning Sector
- Continuing Personal and Professional Development
- Curriculum Design for Inclusive Practice
- Wider Professional Practice

How will I be assessed?

This is a skills and knowledge assessment and portfolio-building programme and there are no tests or exams.

Candidates are to complete assignments and perform several practical exercises which will be observed by their assessor.

Are there any additional costs or is specialist equipment required?

No.

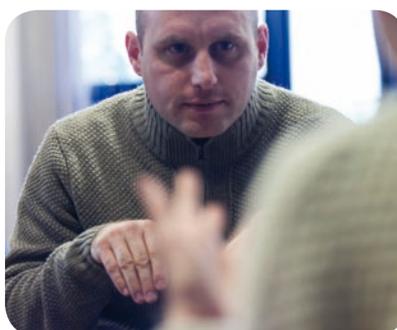
What can I do after the course?

Further study

No.

Careers

You will be able to work as a fully qualified teacher in the lifelong learning sector.



Lifelong Learning

OCR Level 3 Certificate in Learning and Development (Coaching and Mentoring)

Course level: 3

Duration: 5 months

Times: 5 weekends or one day per month for Certificate, 10.00–5.30pm

Intakes: This course is delivered on a rolling basis, for next course visit: www.signamic.co.uk

Location: London



Our Level 3 Certificate in Learning and Development is taught in British Sign Language. It is especially aimed at people who are practitioners themselves and is designed for them to demonstrate in practice that they can facilitate, identify and develop skills required when working with learners.

Course summary

The course introduces you to a theoretical understanding of the field of learning and development practice. It also provides you with the opportunity to demonstrate your threshold level of competence when facilitating learning and development in the subject area of your choice. The course will also help you to identify the various components of your overall job responsibilities – for example as experienced workers or team leaders who work with new staff or trainees, or as workplace coaches/mentors who work with apprentices, you will have the opportunity to role-play, conduct peer support observation and explore theoretical aspects of facilitating, learning and development. The certificate has a value of 30 credits on the QCF and needs to be studied in 130 guided learning hours.

Entry requirements

There are no formal entry requirements however if you intend to progress to diploma level you will need to have a Level 2 in literacy and numeracy.

Course content

Topics covered in this course include:

- Understanding the principles and practice of learning and development
- Facilitating learning and development for individuals
- Reflecting on and improving own practice in learning and development
- Engaging learners in the learning and development process
- Evaluating and improving learning and development provision

How will I be assessed?

These qualifications are competence-based. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work. These qualifications are internally assessed and internally verified by Signamic staff and externally verified by OCR Assessors.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

You can progress onto Level 4 Diploma in Learning and Development.



Lifelong Learning

OCR Level 4 Diploma in Learning and Development (Coaching and Mentoring)

Course level: 4

Duration: 2 years

Times: 1 day per month, 10.00–5.30pm

Intakes: This course is delivered on a rolling basis, for next course visit: www.signamic.co.uk

Location: London



Our Level 4 Diploma in Learning and Development is taught in British Sign Language. It is especially aimed at people who wish to become advanced practitioners themselves and is designed for them to demonstrate in practice that they can facilitate, identify and develop the skills required when working with learners.

Course summary

The course introduces you to a theoretical understanding of the field of learning and development practice at an advanced level. It also provides you with the opportunity to demonstrate your higher threshold level of competence in complex skills when facilitating learning and development in the subject area of your choice. The course will also help you to identify the various components of your overall job responsibilities – for example, at operational levels and where job roles involve a mixture of practice and management. You will have the opportunity to role-play, conduct peer support observation and explore theoretical aspects of facilitating, learning and development. The diploma has a value of 45 credits on the QCF and needs to be studied in 265 guided learning hours.

Entry requirements

There are no formal entry requirements. However, if you intend to progress to diploma level you will need to have a Level 2 in Literacy and Numeracy.

Course content

Topics covered in this course include:

- Reflect on and improve own practice in learning and development
- Principles, theories and practices of learning and development
- Engage learners in the learning and development process
- Evaluate and improve learning and development provision
- Provide information and advice to learners and employers
- Provide leadership and direction for own area of responsibility
- Manage or support equality of opportunity, diversity and inclusion in own area of work
- Plan, allocate and monitor work in own area of responsibility
- Set objectives and provide support for team members

How will I be assessed?

These qualifications are competence-based. This means that they are linked to a person's ability to competently perform a range of tasks connected with their work. These qualifications are internally assessed and internally verified by Signamic staff and externally verified by OCR Assessors.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

You can progress onto higher level OCR Management and Team Leading Qualifications if you selected the management endorsement options.



Lifelong Learning

OCR Training, Assessment and Quality Assurance (TAQA, formerly A1)

Course level: 3

Duration: 6 months

Times: 2 induction days, 10am-4pm and 3 tutorials over six months to be arranged directly with assessor and IV

Intakes: February, May, August and November

Location: London



The training for this NEW OCR assessor award uses any NVQ qualifications in BSL, Interpreting, Translation or any vocational qualifications as the model. The award enables participants to assess NVQ qualifications.

During the induction you will find out more about the process of compiling your TAQA portfolio. You will learn how to go about collecting evidence and how to work with your candidates. Within one month of the induction you will meet your assessor for your first tutorial to look at the first set of evidence you have collected. There are another two tutorials after this before your portfolio can finally be signed off by the IV ready for the EV visit.

The induction sessions will be delivered by two experienced assessors, who are also IVs, and who will agree a convenient date and time with you and meet you at your centre. On the three tutorial days, you will be working in a one-to-one setting with your allocated assessor. Again, the assessor will agree a convenient date and time with you and meet you at your centre.

Course summary

The TAQA Award introduces you to a range of topics which prepare you for the world of assessment and quality assurance in the lifelong learning sector.

Entry requirements

- You must already be working in an approved assessment centre and have access to your own candidates
- BSL skills at Levels 4 or 6
- English skills at Level 3 or equivalent
- Linguistics knowledge
- Subject qualifications and knowledge

Course content

This qualification comprises 3 units covering the following:

- Unit 1 Understanding the Principles and Practices of Assessment
- Unit 2 Assessing Occupational Competence in the Work Environment
- Unit 3 Assessing Vocational Skills, Knowledge and Understanding

How will I be assessed?

This is a skills and knowledge assessment and portfolio-building programme and so there are no tests or exams. Candidates are to complete assignments and perform several practical exercises which will be observed by their assessor.

Are there any additional costs or is specialist equipment required?

No.

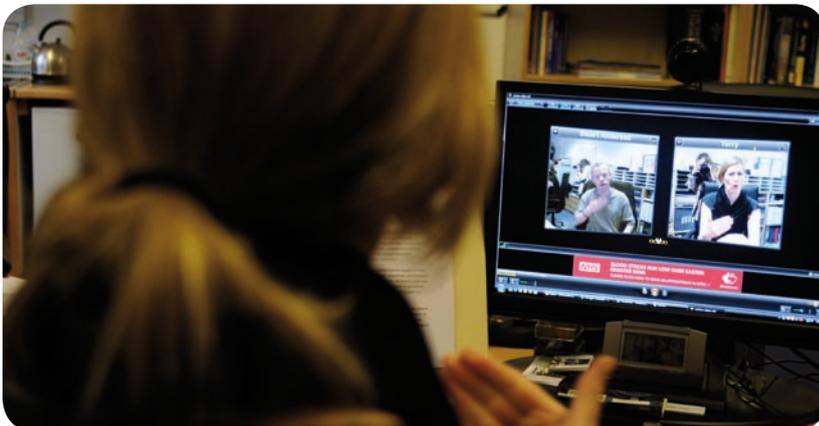
What can I do after the course?

Further study

Commence studies towards the IQA qualification.

Careers

You will be able to work as an assessor on a NVQ programme.



Lifelong Learning

OCR Internal Quality Assurance (IQA, formerly V1)

Course level: 4

Duration: 6 months

Times: 3 induction days, 10am-4pm and 3 tutorials over six months to be arranged directly with assessor and IV

Intakes: March and September

Location: London



The training for this NEW OCR assessor award uses NVQ qualifications in BSL, Interpreting, Translation or any vocational qualifications as the model. The award enables participants to assess NVQ qualifications.

Certification and progression

You will receive an OCR IQA Certificate. You will be able to progress towards External Verifier (EQA) qualification.

Course summary

The IQA Award introduces you to a range of topics involved in the internal verification and quality assurance of vocational training courses in the lifelong learning sector.

The training course starts with a two-day induction block and is followed by monthly tutorials for 3 months. During the induction you will find out more about the process of compiling your portfolio. You will learn how to go about collecting evidence and how to work with your vocational NVQ assessors. Two months later, you will meet your assessor for your first tutorial, looking at the first set of evidence you have collected. There are another two tutorials after this, with a two-month gap between them.

On the three tutorial days, you will be working in a one-to-one setting with your allocated OCR assessor. Again, the assessor will agree a convenient date and time with you and meet you at your centre.

Entry requirements

- To be already be working in an approved assessment centre and have access to your own assessors
- BSL skills at Level 4 or 6
- A1/TAQA assessor qualification
- Linguistics knowledge
- Subject qualifications and knowledge

Course content

This qualification comprises 3 units covering the following:

- Unit 1 - Understanding the principles and practices of internally assuring the quality of assessment
- Unit 2 - Internally assure the quality of Assessment
- Unit 3 - Plan, allocate and monitor work in own area of responsibility

How will I be assessed?

This is a skills and knowledge assessment and portfolio-building programme and there are no tests or exams. Candidates are to complete assignments and perform several practical exercises which will be observed by their assessor.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

Commence studies towards the EQA qualification.

Careers

You will be able to work as an Internal Verifier on an NVQ programme.



Lifelong Learning

OCR External Quality Assurance (EQA, formerly V2)

Course level: 4

Duration: To suit the awarding body

Times: To suit the awarding body

Intakes: To suit the awarding body

Location: London



Our EQA course works with you in becoming a qualified External Verifier in the lifelong learning sector and our team of experienced and committed teachers and assessors will help you on your way towards this goal. We are working in partnership with Signature on this learning and qualification programme and have all the resources in our nationally recognised centre to make your learning experience an enjoyable and stress free one!

Please note: This course is not open to the public but has to be in partnership with an awarding body like Signature or OCR. Please contact us for further information.

Course summary

The EQA qualification comprises 2 Units. The aim of Unit 1 is to assess the knowledge and understanding of a learning and development practitioner required for the external quality assurance of assessment. The qualification specification specifies 45 GLH hours which is substantial and makes training at weekends an essential requirement.

The aim of Unit 2 is to assess the knowledge and understanding of a learning and development practitioner whose job requires him/her to provide external quality assurance of assessment. The qualification specification specifies 30 GLH hours.

We will be working with candidates on a range of assessment methods including the following:

- Case studies – tutor observation of class discussions
- Oral question and answer: direct questioning of the learner
- Written question and answer: test and exams as well as learner statements
- Essays
- Performance observation (during field work)
- Written description and written assignment
- Practical demonstration and examining products of work
- Group discussion including peer observation and self assessment

And all the above will be counted as evidence towards candidates' portfolios.

Entry requirements

- English skills at Level 4 or equivalent
- IT and Numeracy skills at Level 4 or equivalent
- BSL skills at Level 4 or equivalent
- OCR IQA

This qualification comprises 3 units covering the following:

- Unit 1 - Understanding the principles and practices internally assuring the quality of assessment
- Unit 2 - Internally assure the quality of Assessment
- Unit 3 - Plan, allocate and monitor work in own area of responsibility

How will I be assessed?

This is a skills and knowledge based assessment and portfolio building programme so there are no tests or exams. Candidates are to complete assignments and perform practical exercises including centre visits which will be observed by their assessor. There are opportunities for group discussions between trainees and assessors about their learning experiences and sharing of information about assignments and other course work. There will be plenty of chance throughout the assessment programme to seek advice and guidance if required. All the evidence produced will go into the candidate's portfolio.

Are there any additional costs or is specialist equipment required?

No.

What can I do after the course?

Further study

No.

Careers

You will be able to work as an External Verifier for an awarding body.



Other Services: Employers

Signamic offers a range of services to employers that can help organisations become more effective as communicators with Deaf people. As a Deaf-led company, we have a wealth of expertise to draw on when it comes to advising strategically on making your organisation ready to match the high expectations of the Deaf community. We can work with you to make your organisation more accessible to its Deaf staff and clients, using our tool box of training, resources and services.

We offer:

- Training programmes on Deaf Awareness and BSL; Mentoring and Coaching; and Training, Assessment and Quality Assurance;
- Bespoke training;
- Resources in Deaf-friendly formats; and
- Consultancy as a one off or an ongoing basis.

Meeting your organisation's needs: Training

Signamic has a highly experienced team of teachers and assessors, who are also amongst the top practitioners in the UK. They bring with them many years of experience in various sectors, and working with a wide range of companies.

Drawing on the know-how of our team of experienced trainers, we will work with you to ensure that all your needs are met. Signamic is extremely well equipped to ensure that we meet all the required learning outcomes required in the workplace. A dedicated member of staff will be available during office hours for companies to liaise with directly about any issues that may arise.

Training offered:

Deaf Awareness

- Introduction to Deaf Awareness and BSL: This 2-day workshop raises awareness of all ranges of deafness and the barriers facing Deaf people. It looks at appropriate communication tactics to use with a Deaf person and includes an introduction to British Sign Language.
- Signature Level 1 in Deaf Awareness and Communication. Over 3 days this course covers 2 modules; Deaf and Deafblind Awareness; and Communication Tactics with Deaf and Deafblind people. It consists of 20 Guided Learning Hours and in addition, students are required to spend 20 hours learning in their own time.

British Sign Language

We can offer any of the workshops and courses below in a range of options to suit your schedules:

- BSL Tasters and Introduction to BSL workshops
- Signature Level 1 Award in BSL: 64 Guided Learning Hours (GLH) that can be delivered 1 day per week for 10 weeks; 1 half day per week over 20 weeks; or 2 intensive blocks of 5 days.
- Signature Level 2 Certificate in BSL: 90 GLHs that can be delivered 1 day per week for 20 weeks; 1 half day per week over 40 weeks or as an intensive course.
- Signature Level 3 and 6 NVQ Certificates in BSL: These are delivered in two parts – Part 1 as the language and skills development; and Part 2 as the portfolio development and assessment.

Mentoring and Coaching

These qualifications are aimed at workplace team leaders and workplace coaches who wish to achieve professional qualifications.. They are designed for them to demonstrate in practice that they can facilitate, identify and develop the skills required when working with staff teams and learners.

- OCR Level 3 Certificate in Learning and Development (Coaching and Mentoring)
- OCR Level 4 Diploma in Learning and Development (Coaching and Mentoring)

For more information on these qualifications go to pages 34-35.

Bespoke Training

With our expertise and a wide range of training and assessment programmes in our portfolio, Signamic is able to provide a high quality customised training programme or a blended learning approach to fit a bespoke training requirement. We can tailor a training package to suit your needs, timescales and budget. See the next section on Bespoke Courses, page 41.

Locations for Training

Training courses can be delivered in the workplace, or in our training centre, or at a suitable venue upon your request.

Course costs

The costs depend on the training required, group size, duration of the programme, location and venue. Where we can, we will work with you to find a training solution that fits your budget.

Providing greater access: Deaf-friendly Resources

We can produce HR Handbooks and Packs with information on Deafness: the facts, and useful tips on what to do and what not to do in the workplace. We can work with you to make your resources more accessible for Deaf staff and customers by producing BSL translated options. We are at the forefront of BSL translation and can produce high quality BSL formats for your websites, handbooks and promotional materials.

Amongst the many organisations that we have delivered training to are:

- **NHS: Springfield Hospital and The National Deaf Service:** *BSL and Interpreter training in Deaf Mental Health, BSL Levels 1, 2 and 3 NVQ*
- **Royal Exeter Academy for Deaf Education:** *BSL Levels 1 and 2; and Level 3 NVQ*
- **Metropolitan Police Service:** *BSL Level 2 and Level 3 NVQ*
- **Sainsbury's Supermarkets Ltd:** *Introduction to BSL and Deaf Awareness; and Level 1 Award in BSL*
- **BBC staff including the See Hear team:** *Deaf Awareness, BSL for beginners, intermediate and advanced*
- **Ministry of Defence:** *Deaf Awareness and BSL Level 1*
- **Unicorn Theatre:** *Deaf Awareness and Beginners BSL*
- **The Drill Hall:** *Deaf Awareness*
- **Graeae Theatre Company:** *BSL Coaching*

If you are interested in finding out more about our services for organisations submit an employer's enquiry form which you can find at www.signamic.co.uk/employers and we will be in touch.

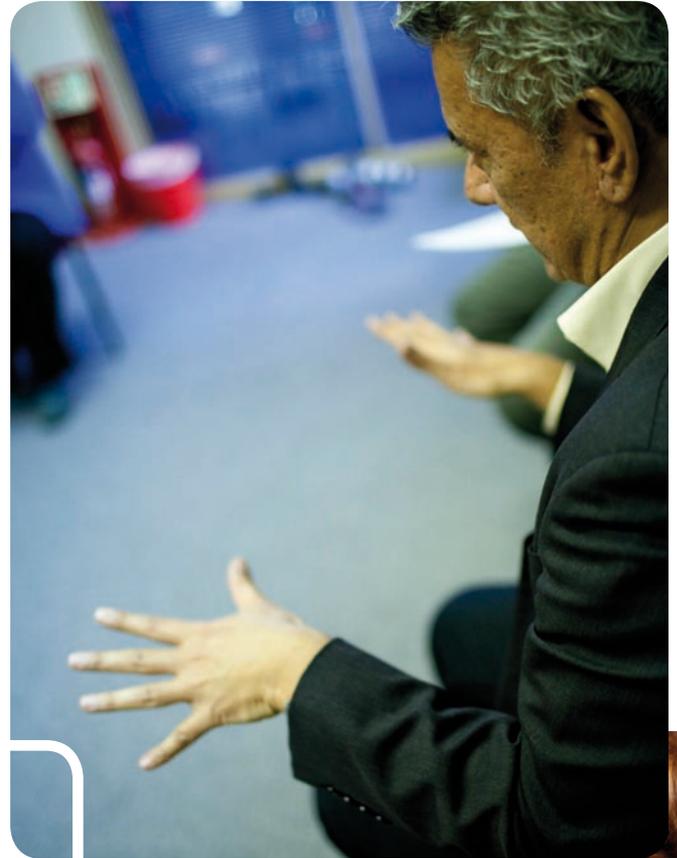


Other Services: Consultancy

Do you want to make your organisation more accessible? Do you want to make your organisation a GREAT place for Deaf people to work or to come into contact with? Signamic can work with you through our consultancy service to help you meet your goals.

We can take a holistic approach so it's not just about doing a piece of one-off training but can embrace organisational practices like recruitment, induction and training, through to developing and producing BSL translated resources for websites, staff handbooks, handbooks on Deaf Access and promotional materials. Book a one-off consultancy or we can arrange to work with you in an ongoing capacity.

If you are interested in finding out more about our consultancy service submit an employer's enquiry form which you can find at www.signamic.co.uk/employers and we will be in touch.



Other Services: Bespoke courses

When it comes to training one size doesn't fit all and many organisations have a specific training need which is not answered by open courses or off-the-shelf training programmes.

With our expertise and wide range of training and assessment programmes, Signamic is able to provide a high quality customised training programme or a blended learning approach to fit a bespoke training requirement. We can offer a wide range of bespoke solutions including providing a Level 1 course adapted to your frontline staff, workshops that meet specific needs, residential weekends offering an introduction to BSL and Deaf Awareness, or a Level 3 BSL Part 1 course where we make the focus specific to a particular field of business. They can take place on-site at your organisation, or a venue of your choice and location, or at our training centre. These are just a few examples of what we can offer you.

We will meet to discuss your training needs and work with you to put together the best training solution to fit your needs and budget. The courses can be accredited by an awarding body like Signature or OCR and so a qualification is achieved. Where the course has been designed by us and is non-accredited, we provide a Signamic Certificate of Attendance.



Other Services: Evidence Collection



Our programme of fortnightly Evidence Collection Workshops provides plenty of opportunities to develop your Level 3 or 6 portfolios. This is a chance to gather some good quality clips with our experienced role models.

Our team are all Deaf and each member has particular areas of interest and experience to bring to the sessions. Our Evidence Collection calendar has been designed so that you have the widest variety of choice to fill the gaps in your evidence.

Some of the areas of interest include Deaf education, forensics, theatre, family research, Deaf families, CODA and counselling.

A half-day workshop produces two clips and a full-day workshop produces four clips.

FREE: Signamic students currently on a Level 3: Part 2 or Level 6: Part 2 assessment program.

For the timetable and booking form visit:
www.signamic.co.uk/evidence-collection-0



Other Services: CPD for professionals



We offer a range of Continuing Professional Development (CPD) opportunities for professionals and here is how we are able to meet certain CPD requirements:

BSL

We offer workshops and other group learning activities for those wishing to enhance their knowledge of BSL. For example, once a year we offer a 6-day course on Sign Language Linguistics that is delivered by Dr Rachel Sutton-Spence from the University of Bristol. Sign up for our E-newsletter for regular updates of CPD activities or visit our website, www.signamic.co.uk

Interpreting and Translation

The NRCPD has now made CPD mandatory for revalidation of registered Interpreters and Translators. We offer a range of CPD opportunities that are designed to help you earn these all too valuable CPD credits. Signamic's partner organisation, Communication id, provides the CPD programme for Interpreters. Sign up for our E-newsletter for regular updates of CPD activities or visit our website, www.signamic.co.uk

Life-Long Learning

For those who are accredited teachers, assessors and verifiers, we offer a range of CPD activities to ensure that you remain on top of developments in the profession. From time to time Signamic are contracted by Signature to deliver Annual Standards Meetings for verifiers and assessors as well as refresher courses for BSL teachers. Sign up for our E-newsletter for regular updates of CPD activities or visit our website, www.signamic.co.uk

communicationid



Other Services: Room Hire

Signamic offers a top quality room hire service at affordable prices. Our room hire facilities ensure that your events run smoothly, and your clients and guests are impressed, whilst giving excellent value for money. Located in the heart of London's docklands, our bright and airy meeting rooms are based at St Olav's Court, a modern, landmark building, constructed about 15 years ago.

We have a range of fully equipped meeting rooms for hire that are suitable for:

- Training
- Meetings
- Forums
- Receptions
- Conferences
- Corporate events
- Networking events
- Launches
- Away days
- Screenings

Our rooms are available 24 hours a day, 7 days a week, 365 days a year.

Each room comes with the following specifications:

- Flexible seating, with tables and chairs available to suit any event
- Ceiling-mounted data projectors
- PC and touchscreen monitors
- Wireless internet
- Whiteboards and flip charts
- Video conferencing facilities
- Flipcharts and whiteboards
- Laser printing (for light use)
- Tea, coffee and biscuits (two servings are included in the fee for max. 20 participants)

Meeting/Conference Room (Room 4)

This large and flexible space has a capacity of 50 seated or 105 standing. This room has full air conditioning (both warm and cool function) and raised platform for presentations.

Training Suite (Rooms 1 & 2)

The suite consists of a medium sized meeting/ training room, small breakout room and kitchen area. Each can be hired individually or as a whole. Seating capacity for Room 1 is 16 and for Room 2 the capacity is 12.

"A big thank you to Signamic. The training room was excellent and everything from the access to equipment, constant supply of refreshments as well as on-site support was second to none." Satisfied customer, Lynn Delfosse, Action on Hearing Loss.



Student and Graduate Profiles

I started the Deaf Translation course in January 2012 and although it is hard work I have certainly learnt an awful lot to date. No doubt it is quite challenging and I do look forward to completing the course and hopefully achieve the qualification sometime in 2013. The trainers are immensely knowledgeable and work hard at providing what we need to know and do towards the qualification and preparing for the field of work that will open a new avenue for Deaf BSL users for whom English is not their strong point.

It is not only the English side that has to be developed but also the BSL so that the two languages are at the same, or at least very similar, standard. This is the main factor of the challenge involved.

Doing work on par with BSL Interpreters and working alongside with these professionals should be very rewarding in itself. This will add another job perspective to my signing work. My current work is teaching and assessing BSL from Level 1 to NVQ6. With the Deaf Translation qualification this can add to the teaching perspective as well in terms of enabling learners to translate more effectively through my understanding of English terms and the BSL equivalent.

I certainly would recommend Signamic as a trainer provider as they make the course enjoyable and very welcoming. Not to mention providing a lot of support, which we do need at all times.

Paul Cable, completed Part 1 of the Translation programme.

I am a CODA (Children of Deaf Adults) so have been heavily involved in the Deaf community all my life. It wasn't till I had children of my own and was thinking of returning to work, that I decided to develop and use the BSL skills that I had acquired. It was then that I started my inspiring journey.

I supported Deaf students at a local college for 15 years, and I have been working as a freelance Interpreter, in the Deaf community for the last 2 years. My mother still attends the local Deaf club, which I also go to regularly and meet up with people that I have known all my life.

I loved every bit of training that I received from Signamic, especially the Interpreter Training Development (my light bulb moment!). I never had a burning ambition to be an Interpreter, but it became a natural progression as I went through the stages of development. I have met so many lovely and interesting people whilst training at Signamic, and have found the staff there very supportive.

In 2012 I graduated as a fully qualified Interpreter with Signamic! I love what I do.

Viv Anderson, RSLI

My first interest in signing was through a seminar organised by a church to provide Deaf awareness and some signs for Christian worship. When I took up my present post as a minister of a parish church, there was a Deaf lady who signed in the congregation (I am glad that she also lip read very well!!) I did Level 1 to improve my communication with her.

I also went to conventions where there was signing and got to know some of the Deaf community there. Of course you can't get far on Level 1 so I took up the challenge of Level 2. This made a big difference and I grew in confidence and was able to offer some support to a local congregation of Deaf people.

Having completed that, I realised that to be really useful I needed to do level 3. There is a shortage of clergy with the requisite skills to lead public worship and ceremonies in BSL. The timetabling of Signamic's course suited me perfectly. From first contact to application and enrolment, the staff at every level have been helpful and cooperative.

The quality of the teaching materials and even the facilities projected a culture of high standards. I struggled with the course since I do not work full time with the Deaf community. However, the tutors were patient and I learnt more than I realised. The students on my course were a great group of diverse people.

Rev Dr Nigel Parker, Level 3 part1

I have thoroughly enjoyed each class of my Level 2 course. I feel that the quality of the teaching at Signamic is second to none. Wendy Klein and Terry Edwards are great teachers. The trainers possess excellent teaching skills and made the course very enjoyable.

The teaching methodology used in the course delivery is also excellent as the trainers make rather complex things very simple. This means that everyone is given the opportunity to learn in the most effective manner. The office staff are friendly and always willing to offer assistance as well as bringing about solutions to any problems that arise in an efficient and effective manner.

I would recommend Signamic to anyone who wants to attend a Sign Language course. Why? It provides: value for money, high quality training and the opportunity to learn sign language in a very clear and accessible way.

Dawn Barnett, Level 2

Important Information

Protecting your personal data

The personal data that you supply during enrolment, and for the purposes of any course administration, is subject to the terms of the Data Protection Act 1998. You will have the right to check personal data held by the Centre and to ensure that it is both accurate and up-to-date. See our Data Protection Policy for further details.

Signamic's policies and procedures

- Equal Opportunities and Diversity Policy
- Environment and Sustainability Policy
- Quality Assurance Policy
- Confidentiality Policy
- Health and Safety Policy
- Client Complaint Policy

In addition, we have strict quality assurance and appeals mechanisms in place, which are a requirement of our various awarding bodies i.e. Signature and OCR.

Equality and diversity

We take equal opportunities and diversity seriously. You can be assured that we're working hard to ensure that all learners reach their potential in an environment of fairness, where individuality and difference is valued. We are committed to achieving a working and learning community free from discrimination, harassment and bullying – and to removing barriers to success. Visit www.signamic.co.uk for our full Equality and Diversity Policy.

Where to find us

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This publication is available, on request, in a range of accessible formats. Please call 020 7231 6990 for your copy. All details contained within this publication were correct at the time of going to print. Special thanks to staff and students who agreed to be photographed for the publication.



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HM Digi Arts: Hugh and Martha – their photos are used throughout the prospectus with the exception of the following:

The BSL Photography Project at CommunityID – pages 18, 32 and 43

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