

Unit Title:	Notetaking Skills For Support Staff Working With Sensory Impaired Learners
Unit Level:	3
Unit Credit Value:	3
GLH:	21
LASER Unit Code:	WJF900
Ofqual Unit Code:	F/615/5290

This unit has 4 learning outcomes.

Learning Outcome (The Learner will):		Assessment Criteria (The Learner can):	
1.	Know why it is important to take notes which meet the needs of individual learners with a sensory impairment.	1.1.	Explain the need for notetakers to make bespoke and contingent notes to meet the needs of individual learners with a sensory impairment.
2.	Know about the issues involved in notetaking for sensory impaired learners.	2.1.	Analyse the issues to be considered when notetaking for sensory impaired learners in each of the following situations: <ul style="list-style-type: none"> <li>• lecture</li> <li>• workshop</li> <li>• seminar</li> <li>• presentation</li> <li>• multimedia session and</li> <li>• out of class learning.</li> </ul>
3.	Be able to produce bespoke, accessible notes for sensory impaired learners.	3.1	Produce notes for sensory impaired learners using the standardised features and components of notetaking: <ul style="list-style-type: none"> <li>• page layout</li> <li>• use of the margin</li> <li>• identification of spelling</li> <li>• important information and</li> <li>• missed information.</li> </ul>
		3.2	Make and present notes for the continuous assessment of a learner with a sensory impairment.
4.	Know about the role of specialist notetakers as part of a learner's support team	4.1	Explain the role and professional boundaries of: <ul style="list-style-type: none"> <li>• the specialist notetaker and</li> <li>• other professionals within a support team.</li> </ul>
		4.2	Evaluate current legislation and safeguarding guidance in relation to learners with a sensory impairment.

#### Assessment Guidance:

AC 4.2 The Equality Act 2010 and safeguarding guidance regarding learners with a sensory impairment must be included.

#### Additional Information:

NA