
Overview

This unit describes how to prepare for professional lipspeaking assignments. This involves establishing the nature of the assignment and considering whether you have the right skills. You must be able to use a range of information sources to prepare for assignments and must plan for any use of equipment. You must be fully aware of the role of the professional lipspeaker and the principles of professional practice.

In this unit, you must be able to prepare, plan and carry out assignments as well as recognise your personal level of professional competence. You understand the principles of professional practice and ethics and you are able to use information sources available to you.

This unit is for those who are working as a professional lipspeaker or who wish to achieve accreditation as a professional lipspeaker to work with deaf, deafened and/or deafblind people.

This unit should be used in conjunction with LSB02 Deliver Lipspeaking Services.

**Performance
criteria**

- You must be able to:*
- P1 Identify the domain, context, setting and purpose of the assignment.
 - P2 Identify and reject any assignment that is beyond your competence.
 - P3 Agree contract details.
 - P4 Request a briefing session and sight of documents to be used in advance of the assignment.
 - P5 Explain the principles of professional practice if unethical demands are made on you.
 - P6 Plan appropriately so that you will be able to deal with the type and complexity of the assignment.
 - P7 Prepare for any domain-specific or context-specific requirements
 - P8 Plan for any special requirements.
 - P9 Identify the likely requirements and expectations of your client, service user(s) and any other parties.
 - P10 Use relevant sources of information to prepare for the assignment.

Knowledge and understanding

- You must be able to:*
- K1 The process of lipspeaking.
 - K2 Techniques to anticipate the type and the degree of difficulty of the assignment and the needs of the client, service user(s) and any other parties.
 - K3 Clear and inclusive communication skills.
 - K4 The role of the lipspeaker and the principles of professional practice.
 - K5 Contract negotiation and agreement of terms.
 - K6 How to research and verify general and domain- or context-specific terminology.
 - K7 Sources of information to assist with assignments.

Scope/range

Domain – legal; health & social services; community; education; employment

Context – court case, medical appointment; gallery tour; seminar; job interview; meeting; presentation

Setting – small group; large group; one-to-one appointment; teleconference

Contract details - client; location; equipment; timescales; need for co-workers; insurance; payment terms; payment method

Principles of professional practice - disclosure of any information, including conflict of interest which may make you unsuitable for an assignment; deaf awareness; impartiality; integrity; professionalism; confidentiality; ethics of lipspeaking professions; ethics of other professions; respect working practices of other professions; knowledge of legal requirements

Special requirements - method(s) of communication used by deaf or deafblind person; technology or technical aids available; equipment needed; the positioning of the user(s) and lipspeaker; working with other communication professionals

Parties – service users; clients; other participants in the meeting or dialogue

Sources of information – general information; specialist information; internet; leaflets; audiovisual materials; glossaries; technical journals

Terms - timescales; payment terms; payment method; cancellation policy; professional indemnity insurance; other applicable insurance

**Scope/range
related to
performance
criteria**

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Values

Lipspeakers provide a service for deaf, deafened and/or deafblind individuals who lipread and for hearing people who wish to communicate with them. Lipspeakers should act in such a way as to support and safeguard the needs and rights of the deaf, deafened and deafblind individuals.

Behaviours

- 1 Lipspeakers should demonstrate deaf awareness when preparing for assignments. They should be aware of their own skills. They should understand when to reject assignments on the basis of knowledge or expertise.

Skills

Identifying subject matter
Identifying requirements
Negotiating contract details
Agreeing contract details in writing
Planning assignments
Using relevant source information

Glossary

Client – the person or organisation who hires a lipspeaker. This may be, but does not have to be, the same person as the service user. See also ‘service user’.

Context – the type of assignment requiring the services of a lipspeaker e.g. meeting, medical appointment, court case.

Domain - the field or area of work in which you lipspeak e.g. legal, health & social services, community or employment. This is not the same as context e.g. business meeting, medical appointment, court case.

Lipspeaker – a lipspeaker is a hearing person who has been professionally trained to speak clearly and deliver a speaker’s message in a lipreadable format to deaf, deafened and/or deafblind people, with or without voice. The lipspeaker usually does this silently by producing the shapes of words clearly, reproducing the rhythm and phrasing of the speaker, using natural gesture and facial expressions to support the message. The lipspeaker may use lipreading appropriate fingerspelling to clarify or support the message, where necessary or if requested by the service user. In certain situations, the lipspeaker may also use voice, if the service user wishes to make use of any hearing they may have.

Principles of Professional Practice - the principles of professional practice summarise the common essentials of good practice in lipspeaking. They are distilled from the codes of good practice from professional/registration bodies such as Association of Lipspeakers (ALS) and National Registers of Communication Professionals working with Deaf and Deafblind People (NRCPD). They also refer to legislative frameworks, including responsibilities

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under the Disability and Human Rights legislation, Data Protection rules and Health & Safety legislation

Service user(s) – the person(s) who lipread and are participating in a meeting or presentation where a lipspeaker is required.

Links to other NOS

LSB02 Deliver Lipspeaking Services

LSC03 Develop your performance as a lipspeaker

LSD04 Co-work with other lipspeakers

External Links

www.lipspeaking.co.uk

www.nrcpd.org.uk

Equality Act 2010

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Prepare for lipspeaking assignments

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Relevant occupations Lipspeaker

Suite Lipspeaking

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