
Overview

This unit describes how to co-work with trainee or colleague lipspeakers. You must be able to work with colleagues before, during and after an assignment. You must be able to demonstrate the ability to prepare for and offer support during assignments. You must be able to evaluate the working relationship with colleagues.

This unit is divided into two elements.

4.1 Plan for co-working

4.2 Delivering lipspeaking services as part of a team of lipspeakers.

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.

**Performance
criteria**

4.1 Plan for co-working

You must be able to:

- P1 Clarify your role and that of your colleague(s).
- P2 Negotiate how you and your colleague(s) will carry out the necessary preparation and research.
- P3 Negotiate with your colleague(s) to agree the order in which you will work during the assignment.
- P4 Negotiate with your colleague(s) where you will sit during the assignment to ensure the requirements of the service user are met.
- P5 Check that the work is allocated in the most effective way, making the most of your skills and those of your colleagues.
- P6 Agree methods of support and intervention for the duration of the assignment.
- P7 Agree appropriate alternative ways of working should the demands of the assignment change unexpectedly.

4.2 Deliver lipspeaking services as part of a team of lipspeakers

You must be able to:

- P8 Organise your own activities effectively.
- P9 Be an effective member of a team.
- P10 Make efficient use of resources.
- P11 Inform colleagues promptly of any difficulties in meeting your responsibilities.
- P12 Give and receive support in various ways.
- P13 Ensure behaviour throughout the assignment is consistent with the code of conduct.

Knowledge and understanding

4.1 Plan for co-working

You must be able to:

- K1 How to communicate constructively within a team.
- K2 How to make constructive suggestions to improve the effectiveness of the team.
- K3 Techniques and accepted conventions of working as part of a team of lipspeakers.
- K4 Various methods of support and intervention.
- K5 The principles of professional practice.

4.2 Deliver lipspeaking services as part of a team of lipspeakers

You must be able to:

- K6 How to communicate constructively within a team.
- K7 How to make constructive suggestions to improve the effectiveness of the team.
- K8 Techniques and accepted conventions of working as part of a team of lipspeakers.
- K9 Various methods of support and intervention.
- K10 The principles of professional practice for lipspeakers.

Scope/range

Methods of support and intervention – timings; positioning; signals; preparation materials; handouts; taking notes; taking over; supplying missed information; using diagrams

Resources – equipment; preparatory materials; documents distributed during the assignment; information presented during the assignment

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

**Scope/range
related to
performance
criteria**

Methods of support and intervention – timings; positioning; signals; preparation materials; handouts; taking notes; taking over; supplying missed information; using diagrams

Resources – equipment; preparatory materials; documents distributed during the assignment; information presented during the assignment

**Scope/range
related to
knowledge and
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Methods of support and intervention – timings; positioning; signals; preparation materials; handouts; taking notes; taking over; supplying missed information; using diagrams

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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 during all assignments. Lipspeakers are required to demonstrate tolerance and sensitivity to their colleagues, while ensuring the needs of the person(s) they are lipspeaking for are met. They should give encouragement and support to colleague lipspeakers. They should act responsibly at all times.

Skills

Identifying personal strengths and weaknesses
Planning co-working strategies
Team working
Evaluating performance
Giving and receiving constructive feedback

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’.

Code of conduct – these are established by the relevant professional and registration bodies and may be referred to by other names such as Code of Practice. A code will also include details of any complaints or disciplinary procedures. For a copy of the current code, please contact the relevant organisations directly: www.als.org.uk (professional body) or www.nrcpd.org.uk (registration body).

Co-working – a lipspeaker may work in a pair or in a team to cover assignments longer than two hours, assignments that require more intensive working or where there are multiple users of lipspeaking services.

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 the National Registers of Communication Professionals working with Deaf and Deafblind People (NRCPD). They also refer to legislative frameworks, including responsibilities 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

LSA01 Prepare for Lipspeaking assignments
LSB02 Deliver Lipspeaking Services
LSC03 Develop your performance as a lipspeaker

External Links

www.lipspeaking.co.uk
www.nrcpd.org.uk
Equality Act 2010

CFALSD04

Co-work with other lipspeakers

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Relevant occupations Lipspeaker

Suite Lipspeaking

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