



Baby Signing Teacher

Assessment Booklet

TRAINER:

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RESOURCES: Lesson plans, etc www.touchlearn.co.uk
Professional Membership http://www.gofsd.org.uk/
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THE ASSESSMENT PROCESS

To qualify and attain the status of 'Qualified Baby Signing Teaching' (QBST), it is necessary for students to complete **ALL** aspects of the assessment process successfully. The assessment process consists of one practical element and one theoretical element.

The Theoretical Assessment includes:

1. A three question workbook

The Practical Assessment includes:

1. Delivery of four of the eight sessions with parents
2. Complete four Practical Self-Reflection Documents

Assessment Strategy

Theoretical Assessment		Week	Date
Workbook	Submitted to trainer by email and returned by trainer	Week 4	
Practical Assessment			
Deliver Sessions Deliver four of the eight sessions, reflect on practice after each session and complete practical self-reflection document	Submit four practical self-reflection documents by email to trainer	Week 10	

TUTORIAL SUPPORT

Each student is entitled to telephone and e-mail tutorial support. **It is the student's responsibility to request tutorial support.**

THEORETICAL ASSESSMENT

WORKBOOK

COMPLETING THE WORKBOOK SUCCESSFULLY

To complete the workbook successfully, it is necessary to answer the questions with as much detail as you are able, so that you clearly indicate that you have the necessary underpinning knowledge to practise competently as a Baby Signing Teacher.

You are not required to reference your work, but it is necessary to show that you have accessed relevant literature. Please indicate what books, articles and websites you have read to help you complete the answers in a bibliography at the end.

PRESENTATION OF WORKBOOKS

- Use the Word template on the members section of the website to produce your workbook
- Include your name, address, course dates and venue on the first page
- Please use Arial Font, size 12 and 1.5 line spacing

SUBMITTING THE WORKBOOK

When emailing the completed workbook to your trainer, it is important to:

- Attachment the Word document to an email and send to your trainer.
- Keep a copy of the document for yourself

If you do not have access to a computer, please speak to your trainer who will advise you what to do. If you do submit a hard copy for any reason you must enclose two copies and a SAE for return of marked copy. You are also strongly advised to keep a copy for your records.

THE WORKBOOK QUESTIONS: *These can also be found on the website in a Word document template.*

1. In your own words describe 4 benefits of baby signing.
2. Describe what you consider to be the important aspects to teaching baby signing to parents.
3. When teaching parents and their children, why is it important to use non-directive teaching when you notice they are not signing correctly?
4. Supply your Bibliography

All questions require complete answers, with all aspects of the question investigated and included.

PRACTICAL ASSESSMENT

COMPLETING THE PRACTICAL TEACHING

During the two-day programme you will have been equipped with enough skills, strategies and materials to feel confident to be able to reproduce the teaching session with parents and their babies.

To pass the practical assessment, you are required to clearly indicate your ability to reflect on your organisation, teaching and managing the Baby Signing classes. This is achieved by using the reflective cycle example below or the more detailed version in your Baby Signing Handbook.

To complete successfully, you need to be able to indicate that you have confidence in your teaching abilities, be able to reflect on your experience in an objective manner and indicate that you are able to facilitate classes professionally, sensitively and ethically.

TEACHING PRACTICE

To gain adequate teaching experience and be able to prove your competence and ability to teach, you will need to:

- a. **Teach four (or more) parents over four sessions (minimum)** (*Students must teach all the sessions themselves*)
- b. **Write a reflective diary and complete the Practical Self-Reflection Documents for each week of teaching.**

Reflecting on Your Teaching Practise

To enable you to complete each competency successfully, clearly indicating your ability to teach proficiently and competently, it is important that you reflect on your teaching practise. Therefore, we strongly advise you to maintain a reflective journal, after each teaching session, so that you have the information to refer to (rather than just relying on memory) when completing your competencies.

To help you focus on the relevant information required for your reflective journal; and to assist with your successful completion of each of the competencies, follow the Reflective Cycle (based on Gibbs) below as you evaluate and reflect on your teaching.

- | | |
|-----------------------|---|
| 1. DESCRIPTION | Describe what happened? |
| 2. ANALYSIS | Consider the positive and negative aspects
How do you feel about it? |
| 3. ACTION PLAN | What changes would you make in future? |

SUGGESTED ACTION PLAN

The following is a suggested action plan to help you complete the assessment process successfully:

	Suggested action	Date Completed
1.	Research and write the workbook. Submit this, by email, no later than week 4 after attending the programme.	
2.	Arrange your classes and book a venue. Produce marketing material and send invitations to parents.	
3.	Print the scheme-of-work and lesson plans for the sessions. Amend if necessary to help you with your teaching. Collect props for teaching.	
4.	Print simple handouts for parents to take away each week and teaching cards for each of the sessions.	
5.	Run your classes. Be diligent about maintaining a reflective journal after each session, whilst your teaching experience is still fresh in your mind and then complete the Practical Self-Reflection document after each session.	
6.	Remember to print Certificates and Parental Evaluations and issue these on the last session. Collect completed Evaluations at the end of the session.	
7.	Submit four completed Practical Self-Reflection documents and email these to your trainer within 10 weeks of attending the programme.	

Resources available in the Members' Section of the Touch-Learn to enable and enhance your teaching:

- Assessment Booklet
- Practical Self-Reflection Template
- Baby Signing Workbook Template
- Sample invitation letter
- Parental Evaluation
- Parental Certificate
- Door Sign
- Poster for Advertising
- Top Tips for Baby Signing
- Poster for Music CD
- Parental handouts