

August 2007

Dear Colleague

Application to Register as a Member of the Register of Deafblind Interpreters (Manual), 2007-2008

Please find enclosed an application pack to register from **1 January 2008 to 31 March 2008**. The pack contains:

- **The Registration Application Form.** It should be noted that all application forms make reference to Professional Indemnity Insurance and CRB Enhanced Disclosure. These safeguards are not compulsory but are strongly recommended, and there will be an opportunity for Deafblind Interpreters (Manual) to state in the online Directory if they hold certificates of Professional Indemnity Insurance or Enhanced Disclosure.
- **The Ethical Code and Code of Practice for Deafblind Interpreters (Manual) 2007-2008.**
- **The Complaints and Disciplinary Procedure for Deafblind Interpreters (Manual) 2007-2008.**
- **Policy Statement for the Registration of Deafblind Interpreters (Manual) 2007-2008.**
- **List of Regions.**
- **CACDP Online Directory Entry Form.** If you wish to advertise your details in the CACDP Online Directory, this form should be completed and returned with your application form.

If you register as a BSL/English Interpreter you are entitled to discounted fees to register as a Deafblind Interpreter (Manual). Please refer to the application form for more information.

I look forward to receiving your completed application form by **31 October 2007**. Please note to guarantee your registration from 1 January 2008, your form must be returned by 31 October 2007.

Yours sincerely

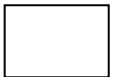
Angela Nunn
Registration Officer



REGISTRATION APPLICATION FORM

Deafblind Interpreters (Manual)

2007-2008



Part A – Registration Details

Registration Timetable:

Registration Date	Registration Period	Closing Date for Applications	Please ✓
1 April 2007	1 April 2007 – 31 March 2008	31 January 2007	<input type="checkbox"/>
1 September 2007	1 September 2007 – 31 March 2008	31 July 2007	<input type="checkbox"/>
1 January 2008	1 January 2008 – 31 March 2008	31 October 2007	<input type="checkbox"/>

The registration year runs from 1 April to 31 March and all registered Deafblind Interpreters (Manual) must renew their registration to take effect from 1 April each year.

Please indicate: new to category renewal in same category

1. Personal Details

Please complete all of the relevant sections.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
First name				
Other names				
Surname				
Name previously known by				
Date of birth				
Address (this is the address to which registration information should be sent)				
Phone:	Mobile:			
Fax:	Email:			
Region: Please refer to the list of regions and indicate the area in which you live.				<input style="width: 50px; height: 20px;" type="text"/>
Ethnicity (completion of this is optional)	White UK Heritage	<input type="checkbox"/>	Indian	<input type="checkbox"/>
	White European	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
	White Other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
	White Type not known	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
	Black Caribbean Heritage	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Black African Heritage	<input type="checkbox"/>	Black Other	<input type="checkbox"/>

2. Registration Category

	Please ✓
Member of the Register of Deafblind Interpreters (Manual)	

3. Eligibility Criterion for Deafblind Interpreter (Manual)

	Please ✓	Date Achieved
Level 4 Certificate in Deafblind Interpreting (Manual)		

Please note: if you are applying to join this category for the first time, please provide a copy of your certificate.

4. Declaration

I have read and agree to adhere to the conditions for the registration of Deafblind Interpreters (Manual).

- a) I agree to abide by the relevant CACDP Ethical Code and Code of Practice.
- b) I agree to abide by the relevant CACDP Complaints and Disciplinary Procedure.
- c) I agree to inform all service users of my registration status.
- d) I understand that my signature below is a declaration of my agreement to a), b) and c) above.
- e) I enclose two passport-sized photographs for my ID badge.
(Please print your name and/or ID number on the back of the photographs.)
- f) I understand that the information I have provided may be used in connection with CACDP's assessments, awarding and registration processes, charitable activities, products, services and events.

CACDP will not disclose this information to any other person or organisation, except in connection with the above purposes. CACDP's Data Protection Statement is available from the CACDP website (www.cacdp.org.uk) or by contacting CACDP's Head Office.

- g) I enclose evidence of my Professional Indemnity Insurance.
(This is optional for registration year 2007-2008 but will be indicated in the Directory where evidence has been provided.)
- h) I enclose evidence of my Criminal Records Bureau – Enhanced Disclosure.
(This is optional for registration year 2007-2008 but will be indicated in the Directory where evidence has been provided.)
- i) I understand that the following information will be displayed on the open web pages:
 - My name.
 - My registration status (including previous two years' status).
 - My having Professional Indemnity Insurance (only indicated if evidence provided).
 - Whether I have obtained Criminal Records Bureau – Enhanced Disclosure (only indicated if evidence provided).

Signature Date

Part B – Payment Details

1. Fees

a) Application fee (payable by those applying to enter any category of registration for the first time)

There is a **non-refundable application fee of £30**. This fee goes towards the cost of processing your application and convening the meeting of the Registration Panel, at which your application will be ratified.

I enclose an application fee of £30.

Please ✓

b) Registration fee

N.B. If you are registered as a BSL/English Interpreter with CACDP, you are entitled to a discounted registration fee for Deafblind Interpreter (Manual) registration. Please refer to the tables below and tick which is appropriate to you.

No Discount Applicable

Please ✓

1 April 2007 – 31 March 2008	£60	<input type="checkbox"/>
1 September 2007 – 31 March 2008	£40	<input type="checkbox"/>
1 January 2008 – 31 March 2008	£25	<input type="checkbox"/>

50% Discount Applicable

Please ✓

1 April 2007 – 31 March 2008	£30	<input type="checkbox"/>
1 September 2007 – 31 March 2008	£20	<input type="checkbox"/>
1 January 2008 – 31 March 2008	£15	<input type="checkbox"/>

This entitles me to the following benefits from CACDP:

- Identity badge.
- Registration certificate.
- Job advertisements submitted by employers.
- Registration & Qualifications Newsletter.
- A listing on CACDP's website as outlined in 4i) of the declaration.
- An opportunity of having a free advertising entry in the Online Directory, access to which is open to subscribers.

Please complete the separate CACDP Online Directory Entry Form if you wish to advertise your details.

2. Payment

Total amount payable =

Fees	£
Application fee	
Registration fee	
Total amount	

I enclose a cheque for the total amount made payable to CACDP. Please ✓

If paying by cheque, do you require a receipt? Please ✓

Or

For companies and professional organisations only:

Please invoice the total amount to: Please ✓

Name _____

Address _____

Please return this form to:
The Registration Department
c/o CACDP
Durham University Science Park, Block 4
Stockton Road
Durham, DH1 3UZ

Telephone: 0191 383 1155

Textphone: 0191 383 7915

Fax: 0191 383 7914

Email: durham@cacdp.org.uk



THE ETHICAL CODE AND CODE OF PRACTICE

Introduction

In this document, the term Deafblind Interpreter (Manual) (DBI(M)) means any person who is registered by the CACDP Registration Panel for Deafblind Interpreters (Manual) as a Member of the Register of Deafblind Interpreters (Manual) in accordance with the conditions of registration.

DBI(M)s are expected to abide by the Ethical Code and work to the Code of Practice for Deafblind Interpreters (Manual). It is the view of CACDP that when DBI(M)s are managing training, supervising or mentoring other DBI(M)s, or are working with consumers, they abide by the Ethical Code and work to the Code of Practice.

Ethical Code

The Ethical Code sets out the principles that must underpin the work of the DBI(M). The purpose of the Ethical Code is to ensure that the DBI(M) carries out his/her work with a due regard for the fundamental rights of deafblind and hearing people involved in, or affected by, all aspects of the communication process. The DBI(M) must be able to justify any course of action by reference to the ethical principles below.

The DBI(M)'s duty is to:

- do no harm;
- be honest;
- keep their promises;
- act justly and fairly towards other people;
- respect the personal choices another person makes.

These five principles support the Code of Practice. Under the Complaints and Disciplinary Procedure the DBI(M) may be asked to explain why they have done something which seems to break the Code of Practice. They may defend their choice of action using the principles above. If there is conflict between the principles, principle one "do no harm" is the most important.

Issues of professional competence and practice and procedures that are specific to the role of a DBI(M) are covered by the Code of Practice.

Code of Practice

1. Status and Spirit of the Code

- 1.1 This Code gives standards of how DBI(M)s must behave and work. If they do not follow the Code when working, it may be necessary to investigate the behaviour and ability of the DBI(M) using the Complaints and Disciplinary Procedure.

- 1.2 If a way of behaving or working is not found in this Code, this does not mean that it cannot be used for disciplinary purposes. When they are working, DBI(M)s must keep to the content and spirit of the Code.
- 1.3 DBI(M)s must know about the Complaints and Disciplinary Procedure. They must co-operate with the Registration Panel for Deafblind Interpreters (Manual) should an investigation be necessary. They will give this information to anyone who wants to know.

2. Definitions

- 2.1 'Consumer' means any person, or group of people, who use a DBI(M).
- 2.2 'Work' means carrying out the activities of a DBI(M) or the teaching of DBI(M)s, or activities connected with it.
- 2.3 A 'DBI(M)' in this document, means a person who uses the Deafblind Manual alphabet when facilitating communication between a deafblind person and a hearing person.

3. Standards of Work

- 3.1 DBI(M)s will work as accurately as possible between deafblind and other people. They will not add anything or take anything away from the meaning and they will keep to the spirit of what is said.
- 3.2 DBI(M)s will use the Deafblind Manual chosen by the deafblind person at the speed which is best for them. They will give the mood of the situation and information about what can be seen, the way people are talking and background information.
- 3.3 If something difficult happens when working, the DBI(M) will say that they are having problems. They will try to overcome the problem in a professional way. If they cannot, they will stop working.

4. Acceptance of Work

- 4.1 DBI(M)s will only accept work, which they think they can do well.
- 4.2 If a suitable DBI(M) cannot be found, work may be accepted if all the people agree. They must be told of the risks and what might happen.
- 4.3 When the DBI(M) accepts work which may be difficult, the DBI(M) will think about the professional advice and guidance s/he can get from employers, mentors or other support networks.
- 4.4 When the DBI(M) accepts work s/he will say if s/he is a registered DBI(M).
- 4.5 DBI(M)s may refuse (say no to) work they do not want. They do not need to say why.
- 4.6 When DBI(M)s have accepted work they will not cancel without a good reason. If the DBI(M) cannot go, they will tell the person who made the booking and explain to the people involved quickly. The DBI(M) will be responsible for trying to find another suitable DBI(M) to do the work for them.
- 4.7 DBI(M)s must not give their work to another DBI(M) without the agreement of the people involved.

- 4.8 DBI(M)s will ask to be paid in a professional way. They will agree the amount to be paid and working conditions when they accept the work. These cannot be changed later. Any problems after the work should be resolved with the person who booked the DBI(M). This may not be the deafblind person.

5. Confidentiality

- 5.1 Any information DBI(M)s learn when working, will be confidential. This includes telling others that they are doing a particular job.
- 5.2 Evidence may be needed for training or assessment, e.g. NVQ witness statements. The DBI(M) will respect the consumer's right to confidentiality. The DBI(M) can leave out agreed information or the consumer may agree to a prepared statement.
- 5.3 They may also give information from their work if they could be prosecuted for not doing so or if asked to by law.
- 5.4 They may also give information to protect the welfare of an individual or the community.
- 5.5 Information given in public is not confidential.

6. Impartiality

- 6.1 DBI(M)s will not give advice or their own opinion about what is being discussed or about people in the room when working.
- 6.2 DBI(M)s will be impartial (fair) and show no bias or preference to either side when communicating.
- 6.3 DBI(M)s will not work in any situation when people could question their impartiality.
- 6.4 DBI(M)s will not benefit unfairly from any information learned while they are working.
- 6.5 DBI(M)s will say if they have any business, financial or other interest that might make it difficult to be impartial (fair). They will say before the work starts or as soon as possible.

7 Professional Behaviour and Relationships

- 7.1 DBI(M)s will support the reputation of DBI(M)s and improve their professional standards and status. They will not do anything to damage the profession.
- 7.2 DBI(M)s will respect the ethics and the working practices of other professions.
- 7.3 DBI(M)s will try to be sure that the environmental conditions are as good as possible when working.
- 7.4 DBI(M)s will dress properly all the time. Many deafblind people like DBI(M)s to wear dark, plain colours. Jewellery on hands and wrists can get in the way. The DBI(M) will ask, when booking, what the deafblind person likes.
- 7.5 DBI(M)s may advertise their services, but what is advertised must be accurate, relevant and must not mislead. It will not be harmful to deafblind people or the profession.
- 7.6 DBI(M)s will help other DBI(M)s when working together.

- 7.7 DBI(M)s will co-operate with other Language Service Professionals (e.g. BSL/English Interpreters, Lipspeakers, Speech to Text Reporters) when working, and make sure they do not do anything that makes it difficult for them to carry out their work.
- 7.8 If the DBI(M) is working with a deafblind person, it is part of their job to guide at the place where s/he is working. It may not be part of the job to guide the deafblind person **to and from** that place. The DBI(M) and all the people must agree this from the beginning of the assignment.
- 7.9 The DBI(M) has a right to breaks. If the deafblind person has other help at lunch and going to the toilet, the DBI(M) may also have meal breaks. The breaks and the person who will support the deafblind person in the breaks, must be agreed when booking the work.

8. Professional Development

- 8.1 DBI(M)s will try to improve and develop their skills and knowledge. They will try to take any training and development opportunities offered to them.
- 8.2 DBI(M)s will encourage and help other DBI(M)s with their professional development. They will try to make opportunities for new DBI(M)s to learn.



COMPLAINTS AND DISCIPLINARY PROCEDURE

Deafblind Interpreters (Manual)

All Members of the Register of Deafblind Interpreters (Manual) will be expected to abide by the Ethical Code and work to the Code of Practice. They must know the Complaints and Disciplinary Procedure.

The Registration Panel for Deafblind Interpreters (Manual) has a Complaints and Disciplinary Committee made up of three people. Another member of the Panel is known as the 'Nominated Person' who receives the complaint, resolves the complaint if appropriate and decides if there is a case to answer. Three other members make up the Appeals Committee.

If someone thinks a Deafblind Interpreter (Manual) (DBI(M)) has broken the Ethical Code or Code of Practice, they can make a complaint.

Stage 1 – Initial Complaint

- 1.1 If possible, small complaints should be resolved locally. The person who has a complaint should talk to the DBI(M) and/or the organisers immediately after the event and try to sort out any problems.
- 1.2 If a complaint cannot be settled locally, the person who wishes to make a complaint should contact CACDP. If the DBI(M) is not registered with CACDP, a letter will be sent to the complainant explaining that no further action can be taken.
 - All complaints should be made within one month of the assignment. The complaint must be in writing, email or a video letter to the Nominated Person. Complaints will not be dealt with by telephone or text telephone.
 - A letter/email/video letter will be sent to the person who is complaining. The letter/email/video letter will say that the complaint has been received and may ask for clarification.
 - The Nominated Person will send a letter to the DBI(M) explaining in a few words what the complaint is. The letter will ask the DBI(M) to give information from his/her point of view.
 - If needed, a letter will be sent to the organiser or contractor asking what has happened.
- 1.3 Most complaints will be sorted out quickly and easily by the Nominated Person on the basis of the information received. The Nominated Person will make a decision and will write to the person who complained and the DBI(M), informing them of this.
- 1.4 If the person who has complained or the DBI(M) is unhappy with the response and can provide relevant additional information, they can ask for the next stage of this procedure to start. S/he must do this within 20 working days from receipt of the letter in 1.3.

- 1.5 If the Nominated Person believes that the information received in 1.2 shows that the DBI(M) has broken the Code of Practice or the Ethical Code, i.e. that there is a “case to answer”, s/he will refer the matter to the Complaints and Disciplinary Committee. S/he will notify the complainant and the DBI(M) by letter.

Stage 2 – Complaints and Disciplinary Committee

- 2.1 The Complaints and Disciplinary Committee will be made up of three people from the Registration Panel. If the Complaints and Disciplinary Committee find they need further advice from someone with particular knowledge about the complaint, they can invite them onto the committee to give advice and information. The committee will meet as soon as possible and will make their decision. If necessary, they will write to the complainant and the DBI(M), explaining why there is a delay. Whenever possible, the Chair or Vice-Chair of the Panel will chair the committee.
- 2.2 The committee will look at all the evidence and may ask for more details from the people involved in the case. The person who complained and the DBI(M) will also be invited to submit further information. The committee will then look at all the available information, and has a number of different courses of action they can take.
- 2.3 They may decide to dismiss the complaint on the grounds that it is unfounded.
- 2.4 If the complaint is upheld, i.e. the committee considers that the DBI(M) has broken the Code of Practice or the Ethical Code, they will take the following action:
- They may decide not to take any further action against the DBI(M). The DBI(M) may have been working under difficult conditions but did his/her best to provide a good service. A record of this will be kept at CACDP for two years.
 - If the committee finds that there was no reasonable justification for the code(s) being broken, they will issue a formal written warning. A record of this will be kept at CACDP for two years. In serious cases, the committee may decide to remove the DBI(M)'s name from the register.
 - If another complaint is made in the future, and after the same process of investigation this is upheld by the committee, the DBI(M)'s name will be removed from the register. In the event of a DBI(M)'s name being removed from the register, this will be indicated on the open pages of the Online Directory.
- 2.5 The committee will write to the person who made the complaint, and to the DBI(M), to tell them what has been decided.

Stage 3 – Appeals Committee

- 3.1 If either the person who has made the complaint or the DBI(M) is not satisfied with the committee's decision and wants to appeal, s/he must appeal within 28 days of the date of the letter in 2.5, in writing or on videotape to the Chief Executive of CACDP saying why s/he is appealing. The appeal will be considered by three members of the Registration Panel who were not involved in the original decision.

- 3.2 A DBI(M) or the person who complained can appeal if:
- mistakes were made in the way the committee managed the disciplinary proceedings or in their behaviour;
 - there is relevant new evidence.
- 3.3 The Appeals Committee will write to the person making the complaint and to the DBI(M) to say if the appeal is successful or not within two months of receiving the letter in 3.1.

Stage 4 – Further Appeal

- 4.1 A further appeal can be made on the grounds of a point of procedure or natural justice and not on the grounds of the facts or evidence of the case.
- 4.2 Any further appeal following a decision of the Appeals Committee will be dealt with by an independent ‘Ombudsperson’ who will have had no previous involvement in the case and is not connected with the registration of Language Service Professionals.
- 4.3 The decision of this ‘Ombudsperson’ will be final.



POLICY STATEMENT THE REGISTRATION OF DEAFBLIND INTERPRETERS (MANUAL)

Deafblind Interpreters (Manual) (DBI(M)) who are registered with CACDP have achieved the nationally agreed standards of competence and professional practice. They have agreed to demonstrate and maintain the standards of professional competence, behaviour and integrity contained within the CACDP Codes of Ethics and Practice. They are bound by a Complaints and Disciplinary Procedure.

Deafblind people have the right to receive quality communication services. Registration of Deafblind Interpreters (Manual) will safeguard this right. The registration system allows for complaints and issues of concern to be fully investigated and protects the rights of the deafblind person and the DBI(M). DBI(M)s working with deafblind people have a wide range of responsibilities and the CACDP registration policy reflects this.

Registration Categories – Eligibility Criteria

The CACDP Level 4 Certificate in Deafblind Interpreting (Manual) is a prerequisite for eligibility for membership of the Register for Deafblind Interpreters (Manual). This is the *only* qualification that is accepted for the registration of DBI(M)s. There is one level of registration, and its members are known as **Members of the Register of Deafblind Interpreters (Manual)**.

Standards and Qualifications

The standards for eligibility for membership of the register are currently those skills and the required knowledge contained within the CACDP Level 4 Certificate in Deafblind Interpreting (Manual).

These standards were set with advice from the CACDP Qualifications Committee – Deafblind 2003-2004.

Registration Panel

There is a **Registration Panel for Deafblind Interpreters (Manual)** to scrutinise applications for registration to ensure that the agreed criteria have been met.

In order to implement the Complaints and Disciplinary Procedure, the Registration Panel will form a Complaints and Disciplinary Committee and an Appeals Committee.

LIST OF REGIONS

For the purpose of the Directory the UK is divided into the following areas:

1. UK
2. England
3. Scotland
4. Northern Ireland
5. Wales
6. Northumberland, Gateshead, Newcastle upon Tyne, North Tyneside, South Tyneside, Sunderland, Durham, Cumbria, Hartlepool, Middlesbrough, Redcar & Cleveland, Stockton on Tees
7. North Yorkshire, Barnsley, Doncaster, Rotherham, Sheffield, Bradford, Calderdale, Kirklees, Leeds, Wakefield, East Riding of Yorkshire, North East Lincolnshire, North Lincolnshire
8. Lincolnshire, Nottinghamshire, Derbyshire, Leicestershire, Northamptonshire
9. Lancashire, Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford, Wigan, Knowsley, Liverpool, St Helens, Sefton, Wirral, Cheshire
10. Staffordshire, Shropshire, Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall, Wolverhampton, Hereford and Worcester, Warwickshire
11. Norfolk, Suffolk, Essex, Cambridgeshire
12. Gloucestershire, Oxfordshire, Buckinghamshire, Bedfordshire, Hertfordshire, Berkshire
13. Inner and Outer London
14. Kent, Surrey, East Sussex, West Sussex, Hampshire, Isle of Wight
15. Cornwall, Devon, Dorset, Somerset, Wiltshire, Bath and North East Somerset, Bristol, North West Somerset, South Gloucestershire



CACDP ONLINE DIRECTORY ENTRY FORM

Advertising Details

If you supplied advertising details with your current year's registration form, a printout of this information is enclosed. **If you are not currently advertising in the CACDP Online Directory or you are registering for the first time and wish to advertise, please complete ALL sections.** The details you supply on this form will be used in your advertising entry.

1. Contact Details

Please if there are no changes to your existing entry or indicate any changes below:

Name	
Address	
Email address	

Telephone contact details

For each telephone number please include the STD code and telephone number, and delete as applicable to identify the type of telephone and service available. Only four telephone numbers can be included.

STD code	Telephone number	Please delete as necessary
		Voice/fax/answerphone/text/mobile/SMS
		Voice/fax/answerphone/text/mobile/SMS
		Voice/fax/answerphone/text/mobile/SMS
		Voice/fax/answerphone/text/mobile/SMS

2. Availability

Please ✓ if there are no changes to your existing entry or indicate any changes below:

Availability for work (Please ✓ all relevant boxes)

Weekdays

Evenings

Weekends

Regions/
countries

Please see list of regions and insert the appropriate number(s) for the regions/countries you are willing to cover.

Catchment
(i.e. areas
willing to
travel to)

Please give details of how far you are prepared to travel for assignments (e.g. 50 mile radius from home, within two hours travel from home).

3. Additional Relevant Qualifications

Please ✓ if there are no changes to your existing entry or indicate any changes below:

These are qualifications that are not directly related to your category of registration, but which may be relevant. These might include:

- Other qualifications in communication and language (e.g. those awarded by CACDP).
- Professional qualifications (e.g. Teaching, Social Work, Law).
- Specialist professional qualifications (e.g. Teaching or Social Work with Deaf People).

Additional relevant qualifications/training	Please specify	Date achieved
Communication/language		
Professional		
Specialist Professional		

4. Employment Details

Please ✓ if there are no changes to your existing entry or indicate any changes below:

Please insert here details of your employment status and employer (where relevant).

Full-time Part-time

Employed Self-employed

Job title

Employer (where relevant)

5. Membership of Relevant Professional Organisations

Please ✓ if there are no changes to your existing entry or indicate any changes below:

Association of Sign Language Interpreters (ASLI)	
Scottish Association of Sign Language Interpreters (SASLI)	
British Institute of Verbatim Reporters (BIVR)	
Association of Lipspeakers (ALS)	
Other (please specify)	

6. Range of Assignments by Domain and Sub-Domain

Please indicate those domains in which you are willing to work, and domains in which you are not willing to work.

For information

The open pages of the CACDP Directory lists all domains, by way of general information. In the password protected section of the Directory the items in italics, and your preference for each will be displayed in the form of two lists – one listing those assignments which you are willing to undertake and the other, assignments which you are not willing to undertake.

Please read “Limitations for Trainee Interpreters and Junior Trainee Interpreters” or “Limitations for Level 2 Lipspeakers” prior to completing this section.

If you wish to change your existing advertising details, please tick box B and show your new details in this section. Please tick box A, if you do not wish to make any changes. **New applicants must complete this section.**

Range of Interpreting Assignments			
A – I do not wish to change my range of assignments		(Please ✓) <input type="checkbox"/>	
B – I wish to change my range of assignments and my new details are shown below		(Please ✓) <input type="checkbox"/>	
	Please tick one column per row.	Willing to undertake (Please ✓)	Do not wish to undertake (Please ✓)
Education	<i>Adult</i> Education, i.e. ‘leisure’ courses		
	<i>Further</i> Education		
	<i>Higher</i> Education and professional		
	<i>Schools</i> , e.g. classroom, staff meetings/training, parents’ meetings		
	<i>SEN tribunals</i>		
Employment	<i>Disciplinary</i> proceedings – employment		
	<i>Interviews</i>		
	<i>Training/professional</i> development		
	<i>Work support</i> , e.g. telephone interpreting, meetings, correspondence, supervision		
Health and Social Services	<i>Child protection</i> case conferences		
	<i>Community</i> consultation meetings		
	<i>Housing</i>		
	<i>Physical health</i> , e.g. GPs, hospitals, physio, opticians, dentists, health visitors, ante-natal		
	<i>Social Services casework</i>		
	<i>Social Services home visits</i> and assessments		
Legal and	<i>Courts</i> , e.g. magistrates, crown, civil		

Quasi-judicial	<i>Memorandum interviews</i> with children and vulnerable adults		
	<i>Police interviews</i> (including customs and immigration)		
	<i>Prison</i> or probation		
	<i>Solicitors'/barristers' meetings</i> , law centres		
	<i>Tribunals</i> , e.g. DLA appeals, employment, immigration		
	Please tick one column per row.	Willing to undertake (Please ✓)	Do not wish to undertake (Please ✓)
Leisure	<i>Social events</i> , e.g. wedding reception		
	<i>Sport indoor</i>		
	<i>Sport outdoor</i> , outdoor pursuits		
Mental Health	<i>Clinical interviews</i> , e.g. mental state examinations, assessments		
	<i>Clinical meetings</i>		
	<i>Therapy/treatment</i>		
	<i>Tribunals</i>		
Other Specialisms	<i>Children</i> and young people		
	<i>Conferences</i> and large meetings		
	<i>Disabilities</i> , i.e. deaf people with disabilities		
	<i>Disability politics</i>		
	<i>Driving test</i> (not applicable to Deafblind Interpreters (Manual))		
	<i>Gay/Lesbian/Bisexual</i>		
	<i>Hands On/Visual Frame</i>		
	<i>Minimal language skills</i> clients		
	<i>Other sign languages</i> , e.g. ASL, ISL, international (Not applicable to Deafblind Interpreters (Manual), Lipspeakers and STTR)		
	<i>Political</i>		

	<i>Religion specified, e.g. services, weddings, funerals</i>		
	<i>Telephone</i>		
	<i>Usher</i>		
	<i>Video telephony, i.e. remote, distance</i>		
Theatre, Arts, Television	<i>Deaf cabaret</i>		
	<i>Talks, e.g. gallery, museum</i>		
	<i>Television on screen, i.e. front of camera</i>		
	<i>Theatre/opera performance, musicals, pantomime, comedy, etc</i>		
	<i>Workshops or training, arts, TV</i>		

7. Declaration

I confirm that the information contained in this form is, to the best of my knowledge, correct at the time of writing.

I understand the information I have provided may be used in connection with CACDP's assessments, awarding and registration processes, charitable activities, products, services and events.

CACDP will not disclose this information to any other person or organisation, except in connection with the above purposes. CACDP's Data Protection Statement is available from the CACDP website (www.cacdp.org.uk) or by contacting CACDP's Head Office.

Signature

Date

Please return this form to:

Registration Department
c/o CACDP
Durham University Science Park, Block 4
Stockton Road
Durham DH1 3UZ

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Textphone: 0191 383 7915
Fax: 0191 383 7914
Email: durham@cacdp.org.uk