

August 2007

Dear Colleague

Application to Register as a Lipspeaker 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 Lipspeakers to state in the Directory if they hold certificates of Professional Indemnity Insurance or Enhanced Disclosure.
- **The Ethical Code and Code of Practice for Lipspeakers 2007-2008.**
- **The Complaints and Disciplinary Procedure for Lipspeakers 2007-2008.**
- **Policy Statement for the Registration of Lipspeakers 2007-2008.**
- **List of Regions.**
- **Recommended Practice for all Language Service Professionals (LSPs) working with deafblind people.**
- **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.

I look forward to receiving your application 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

ID No:



REGISTRATION APPLICATION FORM

Lipspeakers 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 Lipspeakers must renew their registration to take effect from 1 April each year.

Please indicate: applying to enter a new 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 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 ✓
Registered Level 2 Lipspeaker	
Member of the Register of Level 3 Lipspeakers	

2. Eligibility Criteria for Level 2 Lipspeakers and Members of the Register of Level 3 Lipspeakers

Level 2 Lipspeaker	Please ✓	Date Achieved
CACDP Level 2 Certificate in Lipspeaking		

Member of the Register of Level 3 Lipspeakers	Please ✓	Date Achieved
CACDP Level 3 Certificate in Lipspeaking		

Please note: if you are applying to join a 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 Lipspeakers.

- 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 on page 3 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 the 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 the 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).
- My having 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, including those applying to upgrade from one registration category to another)

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

This fee goes towards the costs of the Registration Panel for Lipspeakers.

Please ✓

	Member of the Register of Level 3 Lipspeakers	Level 2 Lipspeakers	Upgrade fee Level 2 to Member of the Register of Level 3 Lipspeakers
1 April 2007 – 31 March 2008	£60 <input type="checkbox"/>	£40 <input type="checkbox"/>	
1 September 2007 – 31 March 2008	£40 <input type="checkbox"/>	£30 <input type="checkbox"/>	£15 <input type="checkbox"/>
1 January 2008 – 31 March 2008	£25 <input type="checkbox"/>	£20 <input type="checkbox"/>	£10 <input type="checkbox"/>

This entitles me to the following benefits from CACDP:

- Identity badge.
- Registration certificate (for Members of the Register only).
- 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	
Registration Upgrade 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

Lipspeakers

Introduction

In this document, the term Lipspeaker means any person who is registered by the CACDP Registration Panel for Lipspeakers as a Member of the Register of Lipspeakers or as a Registered Level 2 Lipspeaker in accordance with the conditions of registration.

Lipspeakers are expected to abide by the Ethical Code and work to the Code of Practice for Lipspeakers. It is the view of CACDP that when Lipspeakers are managing, training, supervising or mentoring other Lipspeakers, 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 Lipspeaker. The purpose of the Ethical Code is to ensure that the Lipspeaker carries out his/her work with a due regard for the fundamental rights of deaf and hearing people involved in, or affected by, all aspects of the communication process. The Lipspeaker must be able to justify any course of action by reference to the ethical principles below.

The Lipspeaker's duty is to:

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

These five principles support the Code of Practice. Under the Complaints and Disciplinary Procedure the Lipspeaker 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 Lipspeaker 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 Lipspeakers 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 Lipspeaker 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, Lipspeakers must keep to the content and spirit of the Code.
- 1.3 Lipspeakers must know about the Complaints and Disciplinary Procedure. They must co-operate with the Registration Panel for Lipspeakers should an investigation be necessary. They will provide information about the Complaints and Disciplinary Procedures if requested.

2. Definitions

- 2.1 'Consumer' means any person, or group of people, who use a Lipspeaker.
- 2.2 'Work' means lipspeaking or the teaching of lipspeaking, or activities connected with it.
- 2.3 'Lipspeaker' means a person who conveys a speaker's message to a lipreader using unvoiced speech, or clear communication, with the support of facial expression, natural gesture and fingerspelling.

3. Standards of Work

- 3.1 Lipspeakers will lipspeak as accurately as possible. 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 If there are problems during an assignment, Lipspeakers will do their best to solve them using their professional skills. If this is impossible, they will stop lipspeaking and let the consumers know there is a problem.

4. Acceptance of Work

- 4.1 Lipspeakers will only accept work where they have appropriate qualifications, skill, experience, and competence.
- 4.2 Exceptions to the above are:
 - A Level 2 Lipspeaker who is doing a placement as part of Level 3 training with a recognised Level 3 mentor.

Or

- When a Level 2 Lipspeaker has done everything they can to make sure that an assignment is suitable for a Level 2, but finds themselves in a Level 3 assignment¹ where a Level 3 is not available. A Level 2 Lipspeaker may continue with this assignment, but only if they tell the consumers that they are not qualified to do the assignment, and that there may be difficulties that they have not been trained to manage. The consumers must have agreed for the Level 2 Lipspeaker to continue with the assignment. This does not apply to assignments in police contexts, courts, tribunals, solicitor meetings or consultations, mental health and social services contexts, which must *a/ways* be refused by a Level 2 Lipspeaker. Level 2 Lipspeakers must know how to refer the consumers to a Member of the Register of Level 3 Lipspeakers in such cases.

4.3 When the Lipspeaker accepts work, s/he will say that s/he is a registered Lipspeaker.

4.4 Lipspeakers may refuse any assignment without giving a reason.

4.5 When an assignment has been accepted, the Lipspeaker will not cancel it without good reason. If the Lipspeaker cannot go to an assignment s/he will tell the people concerned as soon as possible, and try to find another registered Lipspeaker with the same qualification to take her/his place.

4.6 Lipspeakers will not give their work to another Lipspeaker without the agreement of the people involved.

4.7 Lipspeakers will ask to be paid in a professional way. They will agree the amount to be paid and the working conditions when they accept the work . Any problems after the work should be resolved with the person who booked the Lipspeaker. This may not be the deaf person.

5. Confidentiality

5.1 Any information Lipspeakers learn when working will be confidential. This includes telling others that they are doing a particular job.

5.2 Evidence of lipspeaking may be needed for training or assessment. Lipspeakers will respect the consumer's right to confidentiality. Lipspeakers 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 and lipspoken in public is not confidential.

¹ Details of assignments that are appropriate for Level 2 Lipspeakers and Members of the Register of Level 3 Lipspeakers can be found on the open web pages of the CACDP Online Directory.

6. Impartiality

- 6.1 Lipspeakers will not give advice or offer their own opinion about anything discussed or about people in the room in a lipspeaking assignment.
- 6.2 Lipspeakers will be impartial, and show no bias or preference to either side when communicating.
- 6.3 Lipspeakers will not work in any situation when people could question their impartiality.
- 6.4 Lipspeakers will not benefit unfairly from any information learned while they are working.
- 6.5 Lipspeakers will say if they have any business, financial or other interest that might make it difficult to be impartial. They must do this either before the assignment takes place, or as soon as possible.

7. Professional Behaviour and Relationships

- 7.1 Lipspeakers will support the reputation of the lipspeaking profession and work to improve their professional standards and status. They will not do anything to damage the profession.
- 7.2 Lipspeakers will respect the ethics and the working practices of other professions.
- 7.3 Lipspeakers will use their knowledge of the correct environmental conditions to help in communication with deaf and hearing people. This includes making sure that the environmental conditions (light, positioning, background) are suitable.
- 7.4 Lipspeakers will not wear clothing and jewellery that may be distracting to deaf people.
- 7.5 Lipspeakers may advertise their services but what is advertised must be accurate, relevant and must not mislead. It will not be harmful to deaf people or to the profession of lipspeaking.
- 7.6 Lipspeakers will support each other when working together.
- 7.7 Lipspeakers will co-operate with other Language Service Professionals (e.g. BSL/English Interpreters, Speech to Text Reporters, Deafblind Interpreters (Manual)) and make sure they do not do anything that makes it difficult for them to carry out their work.

8. Professional Development

- 8.1 Lipspeakers will try to improve and develop their skills and knowledge. They will try to take any training and development opportunities offered to them.
- 8.2.1 Lipspeakers will encourage and help other Lipspeakers with their professional development. They will try to make opportunities for new Lipspeakers to learn.



COMPLAINTS AND DISCIPLINARY PROCEDURE

Lipspeakers

All Members of the Register of Lipspeakers, and Registered Level 2 Lipspeakers 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 Lipspeakers has a Complaints and Disciplinary Committee made up of three people from the Panel. 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 Lipspeaker 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 made the complaint should talk to the Lipspeaker 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 Lipspeaker 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 sent to the Nominated Person in writing, email or a video letter, within one month of an assignment. Complaints will not be dealt with by telephone/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 some clarification.
 - The Nominated Person will send a letter to the Lipspeaker explaining in a few words what the complaint is. The letter will ask the Lipspeaker to give information from his/her point of view.
 - If it is 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 write to the person who made the complaint and to the Lipspeaker, informing them of this.
- 1.4 If the person who has complained or the Lipspeaker is unhappy with the response and can provide relevant additional information, they can ask for the next stage of this procedure to start. They 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 Lipspeaker 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 Lipspeaker 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 on to 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 Lipspeaker 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 Lipspeaker 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 it is unfounded.
- 2.4 If the complaint is upheld, i.e. the committee considers that the Lipspeaker 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 Lipspeaker. The Lipspeaker may have been working under difficult conditions but did his/her best to provide a good service. A record of this will be kept 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 Lipspeaker’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 Lipspeaker’s name will be removed from the register. In the event of a Lipspeaker’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 Lipspeaker, to tell them what has been decided.

Stage 3 – Appeals Committee

- 3.1 If either the person who has made the complaint or the Lipspeaker 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 Lipspeaker or the person who complained can appeal if:
- mistakes were made in the way the committee managed the disciplinary procedure or in their behaviour;

- there is relevant new evidence.

3.3 The Appeals Committee will write to the Lipspeaker and the person making the complaint 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 lipspeaking field.
- 4.3 The decision of this ‘Ombudsperson’ will be final.



POLICY STATEMENT THE REGISTRATION OF LIPSPEAKERS

Lipspeakers 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 Ethical Code and Code of Practice. They are bound by a Complaints and Disciplinary Procedure.

Deaf people have the right to receive quality lipspeaking services. Registration of Lipspeakers will safeguard this right. The registration system allows for complaints and issues of concern to be raised and investigated. It protects the rights of the deaf person and the Lipspeaker.

Registration Categories – Eligibility Criteria

In order to be eligible to register with CACDP, Lipspeakers must meet the following criteria and hold the following qualifications:

- a) Members of the Register of Lipspeakers (MRL), i.e. Level 3 Lipspeakers:
 - CACDP Level 3 Certificate in Lipspeaking; or
 - CACDP Level 2 Certificate in Lipspeaking jointly certificated with Hearing Concern including evidence of attendance at training modules for the CACDP Level 3 Certificate in Lipspeaking.
- b) Registered Level 2 Lipspeakers (RL2L), i.e. Level 2 Lipspeakers:
 - CACDP Level 2 Certificate in Lipspeaking.

Standards and Qualifications

- a) Members of the Register of Lipspeakers (MRL), i.e. Level 3 Lipspeakers:

The standards for Membership of the Register of Lipspeakers, are currently those skills and knowledge contained within the CACDP Level 3 Certificate in Lipspeaking.
- b) Registered Level 2 Lipspeakers (RL2L), i.e. Level 2 Lipspeakers:

The standards for Registered Level 2 Lipspeakers, are currently those skills and knowledge contained within the CACDP Level 2 Certificate in Lipspeaking.

These standards were set with advice from the CACDP Qualifications Committee – Lipspeaking 2003-2004. These are the only qualifications that are currently accepted for registration purposes.

Registration Panel

There is a **Registration Panel for Lipspeakers** 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



RECOMMENDED PRACTICE FOR ALL LANGUAGE SERVICE PROFESSIONALS WORKING WITH DEAFBLIND PEOPLE

Recognising that deafblind people may require different Language Service Professionals (LSPs) to suit their communication preferences, it is recommended that all LSPs adopt safe working practices when working with deafblind people. The following is a section from the Code of Practice for Deafblind Interpreters (Manual), which is relevant to every LSP working with deafblind people.

- If the LSP 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 LSP and all concerned must agree this from the outset.
- The LSP has a right to breaks. If the deafblind person has other help at lunch and going to the toilet, the LSP may also have meal breaks. On accepting the assignment the LSP is responsible for ensuring that there is suitable support for the deafblind person during breaks.



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 Quasi-judicial	<i>Courts</i> , e.g. magistrates, crown, civil		
	<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, law centres</i>		
	<i>Tribunals, e.g. DLA appeals, employment, immigration</i>		
	Please tick one column per row.	Willing to undertake (Please ✓)	Do not wish to undertake (Please ✓)
Leisure	<i>Social events, e.g. wedding reception</i>		
	<i>Sport indoor</i>		
	<i>Sport outdoor, outdoor pursuits</i>		
Mental Health	<i>Clinical interviews, e.g. mental state examinations, assessments</i>		
	<i>Clinical meetings</i>		
	<i>Therapy/treatment</i>		
	<i>Tribunals</i>		
Other Specialisms	<i>Children and young people</i>		
	<i>Conferences and large meetings</i>		
	<i>Disabilities, i.e. deaf people with disabilities</i>		
	<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 clients</i>		
	<i>Other sign languages, e.g. ASL, ISL, international (Not applicable to Deafblind Interpreters (Manual), Lipspeakers and STTR)</i>		
	<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</i> on screen, i.e. front of camera		
	<i>Theatre/opera</i> performance, musicals, pantomime, comedy, etc		
	<i>Workshops</i> or training, arts, TV		

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

Telephone: 0191 383 1155
Textphone: 0191 383 7915
Fax: 0191 383 7914
Email: durham@cacdp.org.uk

LIMITATIONS FOR LEVEL 2 LIPSPEAKERS

The ACE/Deafblind Registration Panel expects that individual Level 2 lipspeakers will know their own limitations, and will act within the spirit of the Ethical Code and Code of Practice when deciding which assignments they are currently sufficiently experienced and competent to accept. The ACE/Deafblind Registration Panel may introduce measures to regulate the work of Level 2 lipspeakers in future years.

There are limitations in force for Level 2 lipspeakers for assignments which must *always* be refused. These are assignments within the criminal justice system. Other assignments that should always be refused are solicitors meetings or consultations, mental health and social services contexts. In order to be seen to be actively promoting best practice, CACDP reserves the right to contact Level 2 Lipspeakers whose advertising submissions indicates a willingness to work in domains considered unsuitable for Level 2 Lipspeakers in these categories. If it is deemed necessary, CACDP may refuse to include this information.