

August 2007

Dear Colleague

Application to Register as a Speech to Text Reporter 2007-2008

Please find enclosed an application pack for **1 January 2008** registration. 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 Speech to Text Reporters 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 Speech to Text Reporters 2007-2008.**
- **The Complaints and Disciplinary Procedure for Speech to Text Reporters 2007-2008.**
- **Policy Statement for the Registration of Speech to Text Reporters 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



REGISTRATION APPLICATION FORM

Speech to Text Reporters 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 Speech to Text Reporters must renew their registration to take effect from 1 April each year.

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 ✓
Member of the Register of Speech to Text Reporters	

3. Eligibility Criteria for Speech to Text Reporters

(All applicants must meet all of the listed eligibility criteria)

	Please ✓	Date Achieved
Member of the British Institute of Verbatim Reporters (<i>This membership of the BIVR is only open to Verbatim Reporters who have passed a speed examination of 180 wpm administered and accredited by the BIVR</i>)		
OR -----	-----	-----
Other evidence of passing an Independent Assessment of speed and accuracy at 180 wpm or above from an independent body, e.g. IPS, Pitmans, CART, as agreed by the Registration Panel		
CACDP Level 1 Certificate in Deaf Awareness		
Two endorsements by CACDP-trained endorsers undertaken during live assignments		

4. Declaration

I have read and agree to adhere to the conditions for the registration of STTRs.

- 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 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).
- 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)

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

		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"/>

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 2i) 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

Speech to Text Reporters

Introduction

In this document, the term Speech to Text Reporter (STTR) means any person who is registered by the CACDP Registration Panel for Speech to Text Reporters as a Member of the Register of Speech to Text Reporters in accordance with the conditions of registration.

STTRs are expected to abide by the Ethical Code and work to the Code of Practice for Speech to Text Reporters. It is the view of CACDP that when STTRs are managing, training, supervising or mentoring other STTRs, 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 STTR. The purpose of the Ethical Code is to ensure that the STTR 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 STTR must be able to justify any course of action by reference to the ethical principles below.

The STTR'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 STTR 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 an STTR 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 STTRs 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 STTR 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, STTRs must keep to the content and spirit of the Code.
- 1.3 STTR must know about the Complaints and Disciplinary Procedure. They must co-operate with the Registration Panel for Speech to Text Reporters 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 STTR.
- 2.2 'Work' means STT Reporting or the teaching of STT Reporting, or activities connected with it.
- 2.3 'STTR' means a person providing simultaneous verbatim text from the spoken word on to a computer and/or projector screen.

3. Standards of Work

- 3.1 STTRs will report 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, STTRs will do their best to solve them using their professional skills. If this is impossible, they will stop reporting and let the consumers know there is a problem.

4. Acceptance of Work

- 4.1 STTRs will only accept work where they have appropriate qualifications, skill, experience and competence.
- 4.2 If a suitable STTR cannot be found, work may be accepted if all the people involved agree. They must be told of the risks and what might happen if the STTR is not able to manage difficulties.
- 4.3 When the STTR accepts work, s/he will say that s/he is a registered STTR.
- 4.4 STTRs may refuse any assignment without giving a reason.
- 4.5 When an assignment has been accepted, the STTR will not cancel it without good reason. If the STTR cannot go to an assignment s/he will tell the people concerned as soon as possible, and try to find another registered STTR to take her/his place.
- 4.6 STTRs will not give their work to another STTR without the agreement of the people involved.
- 4.7 STTRs 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 STTR. This may not be the deaf person.
- 4.8 STTRs will ask for papers and information from the people who are organising the assignment no later than one week before the assignment. This will allow them to update their dictionaries. If the organisers do not give the information to the STTR, the STTR will explain that it is not possible to give the best service without a fully updated dictionary, and that the text may have some words that are spelt incorrectly.

5. Confidentiality

- 5.1 Any information STTRs learn when working will be confidential. This includes telling others that they are doing a particular job.
- 5.2 Evidence of reporting may be needed for training or assessment. STTRs will respect the consumer's right to confidentiality. STTRs 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 reported in public is not confidential.

6. Impartiality

- 6.1 STTRs will not give advice or offer their own opinion about anything discussed or about people in the room in an STTR assignment.
- 6.2 STTRs will be impartial, and show no bias or preference to either side when reporting.
- 6.3 STTRs will not work in any situation when people could question their impartiality.
- 6.4 STTRs will not benefit unfairly from any information learned while they are working.
- 6.5 STTRs 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 STTRs will support the reputation of the STT Reporting profession and work to improve their professional standards and status. They will not do anything to damage the profession.
- 7.2 STTRs will respect the ethics and the working practices of other professions.
- 7.3 STTRs 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 STTRs will not wear clothing and jewellery that may be distracting to deaf people.
- 7.5 STTRs 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 STT Reporting.
- 7.6 STTRs will support each other when working together.
- 7.7 STTRs will co-operate with other Language Service Professionals (e.g. BSL/English Interpreters, Lipspeakers, 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 STTRs 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 STTRs will encourage and help other STTRs with their professional development. They will try to make opportunities for new STTRs to learn.



COMPLAINTS AND DISCIPLINARY PROCEDURE

Speech to Text Reporters

All Members of the Register of Speech to Text Reporters (STTR) 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 Speech to Text Reporters 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 an STTR 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 STTR 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 STTR 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 STT Reporting work. The complaint must be in writing, email, or a video letter to the Nominated Person. 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 clarification.
 - The Nominated Person will send a letter to the STTR explaining in a few words what the complaint is. The letter will ask the STTR 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 will write to the person who made the complaint and to the STTR informing them of this.
- 1.4 If the person who has complained or the STTR is unhappy with the response, and can provide relevant additional information, s/he 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 above shows that the STTR 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 STTR 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 STTR, 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 STTR 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 STTR 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 STTR. The STTR 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 STTR’s name from the register.
 - If another complaint is made within the two years, and after the same process of investigation this is upheld by the committee, the STTR’s name will be removed from the register. In the event of an STTR’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 STTR, to tell them what has been decided.

Stage 3 – Appeals Committee

- 3.1 If either the person who made the complaint or the STTR 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. The STTR must write to the Chief Executive of CACDP saying why s/he wants to appeal. The appeal will be considered by three members of the Registration Panel who were not involved in the original decision.

3.2 An STTR 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 STTR 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 STT Reporting field.

4.3 The decision of this 'Ombudsperson' will be final.



POLICY STATEMENT THE REGISTRATION OF SPEECH TO TEXT REPORTERS

Speech to Text Reporters (STTR) 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.

Deaf people have the right to receive quality Speech to Text Reporting services. Registration of STTRs 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 STTR.

Registration Categories – Eligibility Criteria

There is one category of registration – Member of the Register of Speech to Text Reporters (MRSTTR).

In order to be eligible for registration with CACDP, STTRs must meet the following criteria:

- Be a Member of the British Institute of Verbatim Reporters (BIVR) **or** hold an equivalent speed qualification as agreed by the STTR Registration Panel, i.e. IPS, Pitmans, CART.
- Hold the CACDP Level 1 Certificate in Deaf Awareness.
- Successfully complete two endorsements by CACDP-trained endorsers undertaken during live assignments.

These criteria have been set by the CACDP Speech to Text Reporting and Notetaking Qualifications Committee 2003-2005.

Standards and Qualifications

The standards which are currently used are as follows:

- Membership of the BIVR - this category of membership is only open to Verbatim Reporters who have passed a speed examination of 180 wpm administered and accredited by the BIVR.
- CACDP Level 1 Certificate in Deaf Awareness.
- Two live endorsements by CACDP trained endorsers, i.e. adequate and appropriate preparation for the assignment (including checks of equipment and positioning), readability and speed of delivery of the transcript (relative to the speaker and adequacy of means of dealing with problems encountered whilst providing the transcript).

Registration Panel

There is a **Registration Panel for Speech to Text Reporters** 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</i> /professional 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</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</i> events, 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</i> , e.g. services, weddings, funerals		
	<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
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