



Specialist Electronic Note Taking for Deaf/Hard of Hearing students

We are looking to recruit Freelance Electronic Note Takers in the Canterbury Area. Successful candidates will be experienced in providing Electronic Note Taking communication support for Deaf and Hearing impaired Higher Education Students.

You will be required to produce comprehensive electronic notes in lectures, seminars, discussions etc. Notetakers must have good spelling and grammar and be able to record notes quickly and accurately. The primary requirement of this support is to meet the need for live access to the content of the teaching session, seminar etc. and the need for notes for review and revision purposes.

The note-taker will make a comprehensive although non-verbatim, live, typed record of the content of lectures, seminars, discussions, off-campus events etc. in the student's preferred style and format. Candidates must hold an accredited level 2 or 3 Electronic Note Taking Qualification and ideally be educated to Degree level.

One of the following qualifications is required for this role:

1. Council for the Advancement of Communication with Deaf People (CACDP) Level 3 Certificate for Language Service Providers working with Deaf and Deafblind People (Notetaking)
2. The National Registers of Communication Professionals Working with Deaf and Deafblind People (NRCPD) Registered Notetaker
3. Signature NVQ 2 electronic notetaking
4. CACDP Level 3 Certificate in Facilitating Communication with Deaf People (Lipspeaking Skills) and (Notetaking Skills). Qualification Ref: 500/1613/1
5. Open College Network London (OCN) Level 3 Certificate in Electronic Notetaking to Support Deaf and Disabled People.
6. Open College Network London (OCN) Level 3 Certificate in Manual Notetaking to Support Deaf and Disabled People.
7. CACDP Level 2 Certificate in Manual Notetaking for Deaf People
8. CACDP Level 2 Certificate in Electronic Notetaking for Deaf People
9. CACDP Level 3 Certificate for Manual/Electronic Notetakers
10. LASER Level 3 Award in Notetaking Skills for Support Staff Working with Sensory Impaired Learners (Deaf and Hard of Hearing) Qualification Number: 603/1155/1
11. AQA Notetaking electronically for deaf people Level 2 76923

12. City & Guilds Level 3 Certificate in Communication Support for Deaf Learners (6259-07)
13. CACDP Level 3 Certificate in Facilitating Communication with Deafblind People (Manual).
Qualification Ref: 500/1614/3
14. OCN London Level 2 Note taking for Disabled Students in Higher Education
15. OCN London Level 3 Electronic Note taking to Support People with Disabilities
16. Council for the Advancement of Communication with Deaf People (CACDP) Level 2
Certificate in Manual Notetaking for Deaf People
17. CACDP Level 2 Certificate in Electronic Notetaking for Deaf People

Applicant wishing to apply for this role are required to send a CV and covering letter to jobs@totum.education by the 24th August 2019