

Keeping Current with Key Word Sign

Quality Assurance Program for KWS Presenters

Aim of Program

Ensuring sign accuracy and competency is the responsibility of each individual Key Word Sign Presenter. In order to support members to do this, the Key Word Sign groups across Australia have developed a nationally consistent program. The groups in each state want to ensure presenters are:

- Teaching and using Key Word Sign consistently and accurately
- Keeping up to date with changes and developments in KWS practice
- Developing their KWS skills further
- Using the most current resources under the banner of Key Word Sign Australia

Program Details

KWS Presenters will be required to undertake a variety of activities throughout the year to support their KWS practice. These will be recorded via a points system, and accrual of the required points is necessary in order to renew and maintain KWS state membership. Current membership to your state group will be required to present workshops under the name of KWSA/State Group and using KWSA/ State group Workshop Materials.

Activity	Points Accrued	Evidence
Sign Update with State Group	3	*This activity is compulsory Attendance will be recorded at each update
Sign Matching with a colleague/ peer KWS presenter- 30 minutes time or at least 50 signs matched - Refer to the guidelines for sign matching	2	Record list of signs matched and any areas for future focus.
Presenting a full day basic workshop	3	Participant feedback forms and/or workshop report.
Attendance/participation at a KWS Committee Meeting	1	Meeting minutes.
Read journal articles relating to KWS practice	1	List the reference in full, and provide brief overview of the main message of the article. (May provide front cover of article)
Practice own signing skills, by using the KWS app or looking up signs on SignBank. 30 minutes time or at least 50 signs reviewed.	2	Record list of signs matched and any areas for future focus.
Developing a video to share on KWSA Youtube or State Facebook page.	2	Reference the video title/ location.
Attend a KWSA national webinars	3	Attendance recorded/ Certificate of attendance.

Activity	Points Accrued	Evidence
Co-hosting a workshop, Observing a colleagues workshop, or Acting as sign tutor.	3	Signature sign off from colleague/co-presenter.
Attend regional or local sign interest group (not hosted by your state KWS group)	3	Provide date attended, and a brief summary of signs reviewed/ information discussed.
Other: Video-tape yourself demonstrating signs from Interactive Vocabulary Part 1 or 2 (Sign accuracy)	2	Video-tape reviewed and feedback provided by state committee.
Video-tape a practical activity to assess your sign fluency. E.g.A video clip of using Key Word Sign to describe how to make a smoothie or how to “read” a book eg. The Hungry Caterpillar (Sign fluency).	2	Video-tape reviewed and feedback provided by state committee.
Developing a new activity that could be used by others in training or practice sessions	2	Provide activity to state committee
TOTAL POINTS REQUIRED	12	

Program Benefits

- You will be able to document and record your activities that support keeping your practice current
- Activities recorded may assist in contributing to other professional development requirements
- This program supports KWSA and State Groups to promote the quality and consistency of the Key Word Sign Presenters.
- Should any aspect of the program highlight areas requiring improvement, your State group will work with you on developing that particular area of your KWS practice.

Participation in this program is **compulsory** in order to take out Professional Membership of Key Word Sign Australia.

Should you not wish to participate, you will be ineligible for Membership, and therefore unable to present KWS Basic Workshops under the banner of Key Word Sign Australia and will not be permitted to use the workshop presentation materials.

Evidence Record for Keeping Current in Key Word Sign

Recording evidence should not be an onerous task. Please provide a brief summary of evidence and submit with your annual membership renewal. Please refer to the guidelines for examples of evidence that can be provided.

Activity	Points	Evidence	Total Points
Sign Update with State Group *This activity is compulsory	3		
Sign Matching with a colleague/ peer KWS presenter - 30 minutes time or at least 50 signs matched - Refer to the guidelines for sign matching	2		
Presenting a full day basic workshop	3		
Attendance/participation at a KWS Committee Meeting	1		
Read journal articles relating to KWS practice	1		
Practice own signing skills, by using the KWS app or looking up signs on SignBank. 30 minutes time or at least 50 signs reviewed.	2		
Develop a video to share on KWSA Youtube or State Facebook page.	2		
Attend a KWSA national webinar	3		
Co-host a workshop, Observing a colleague's workshop, or Acting as sign tutor.	3		
Attend regional or local sign interest group (not hosted by your state KWS group)	3		
Develop a new activity that could be used by others in training or practice sessions	2		
Other:	2		
TOTAL POINTS REQUIRED	12		

I have undertaken the above stated activities to keep my Key Word Sign Practice current.

Name: _____

Signature: _____

Date: _____

Please email completed form to keywordsignaustralia@scopeaust.org.au