

Learner Handbook

It is intended that the learner handbook be used to record evidence to indicate what they have achieved on the course.

In our view, photographs present the best record of a learner's achievements and we hope that the handbook will contain mostly these. Don't forget to obtain permission to take and use the photographs in this way; your organisation will probably have its own procedure that you should follow.

Please label each photograph indicating which sign the learner is performing in the picture; it's not always straightforward to determine this from the moment captured by a photograph.

Of primary importance is the fact that the handbook is the **learner's** and each individual should be fully involved with, and if possible determine, its completion. Most learners will enjoy indicating where the photographs are to be placed in the book, and sticking them in.

Again, depending on the learner's level of symbolic development, it might be appropriate to identify and use symbols in the handbook, to show which concepts the learner can perform and recognise. Learners may like to write and draw pictures of the concepts they can perform and recognise with sign, or maybe stick in pictures from resources like catalogues and brochures. It may even be that items can be stuck in such as bus tickets, shop receipts, sweet and biscuit wrappers, and so on (clean, of course!).

The handbook itself is the record of achievement and will be sufficient in the absence of additional witness statements.

Experience suggests, however, that most learners greatly enjoy completing the handbooks, and are both proud and eager to show them to peers, staff, friends and family. Experience has also shown that such well-loved handbooks can become "worn around the edges" and maybe even a little grubby. This is NOT a problem! Whilst we feel that it's a good idea to encourage learners to take care of their handbooks, it's more important that they understand their ownership of them, and of the achievement they represent, and continue to share them with pride!