This Course Information Guide is to be read in conjunction with the Student Handbook and enrolment forms, which can be found on our website here - https://deafsocietynsw.org.au/learn_auslan/page/policies-and-conditions or requested in hard copy.

For information about the pathways for learning Auslan, allocation of hours, and other general student information, please see the Student Handbook.

The Certificate II in Auslan Course Guide is a living document and will be regularly updated in order to ensure our most current policies and practices are reflected.
Introduction 

Units of Competency summaries

Course workload

Class times and timetables

Timetable 1: Weekend Blocks (face-to-face classes)

Timetable 2: Evenings (face-to-face classes) - Sydney WEA only

Timetable 3: Weekdays (face-to-face classes) - Parramatta only

Facilitated Sessions (online) - all classes

Trainer/assessor contacts and venue information (by location)

Adelaide - Weekend Blocks

Blue Mountains - Weekend Blocks

Canberra - Weekend Blocks

Campbelltown - Weekend Blocks

Gosford - Weekend Blocks

Newcastle - Weekend Blocks

Parramatta Weekend Block

Parramatta - Monday's (day program)

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Auslan Only Event - Deaf Festival  
Auslan Only Event - Apple Picking Weekend  
Community Contact
  Supplementary Activities: Books, DVDs and other Resources  
  Journal Entry Task  
Frequently Asked Questions
  What do I do if I miss a weekend block or class?  
  What technology do I need for this course?  
  What is Moodle and how do I log in?  
  What if I can't log in to Moodle?  
  How do I know what my assessments are and when they're due?  
  How do I request an extension?  
  What is my 'Community Contact Journal'?  
  I've missed the due date for my online assessment – do I still hand it in?  
  What time are assessments due?  
  What if I don't understand my feedback?  
  I haven’t received my feedback for an assessment task, who do I contact?  
  Where is my feedback and results?  
  Request to submit a third attempt form (example only)
Introduction

PSP20218 Certificate II in Auslan forms part of the new PSP51018 Diploma of Auslan Training Package (released in 2018). This Training Package is nationally recognised and teaches the language of the Australian Deaf community, Auslan (Australian Sign Language). These qualifications also include units on the unique culture, history and values of the Deaf community in Australia.

This qualification provides signing skills to communicate in Auslan on familiar and routine matters. Communication may take place in any situation including personal, public, social, employment and educational domains.

The qualification aligns to an adaptation, for sign languages, of the Common European Framework of Reference for Languages (CEFR), A2: Basic User.

This is an Auslan signer who can:

- understand sentences and frequently-used expressions related to areas of most immediate relevance (e.g. basic personal and family information, shopping, local geography, employment)
- communicate about simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters
- describe in simple terms aspects of his or her background, immediate environment and matters in areas of immediate need.

More information regarding this qualification (and the units listed below) can be found at www.training.gov.au. More information about the Common European Framework of Reference for Languages (CEFR) can be found at https://www.coe.int/en/web/common-european-framework-reference-languages/home.

Units of Competency summaries

There are three Units of Competency that make up the delivery of the PSP20218 Certificate II in Auslan.

- PSPLAN001 Converse in Auslan at a basic user level
- PSPLAN002 Compare the fundamental differences between Auslan and English structure
- PSPLAN003 Source information on Deaf culture, and communicate according to Deaf protocol.

All three Units must be successfully completed to receive the PSP20218 Certificate II in Auslan.
Course workload

As well as attending face-to-face classes, you are expected to set aside approximately 20 hours per week for individual study, online learning, your own review of signs and information from class activities, research and preparation of theory and video journal assessments for submission online, and community contact.

Practicing with classmates (either in person or via Skype) as well as taking every opportunity to participate in community events is strongly encouraged.

Class times and timetables

Semester 1, 2020 timetables for PSP20218 Certificate II in Auslan (there are three) are featured on the next pages.

It is your responsibility to ensure that you attend all classes and class events as timetabled, as well as those events organised throughout the semester that can be included as part of your Community Contact hours (see the Community Contact section in this guide).

During class breaks (lunch etc), students are encouraged to continue the ‘voice-off’ mode and communicate using Auslan.

Returning from breaks on time will ensure the whole class can maximise the face-to-face time learning Auslan.

Timetable 1: Weekend Blocks (face-to-face classes)

Friday classes are from 6:00pm - 9:00pm. There is a 20 minute break for dinner.

Saturday and Sunday classes are from 9:00am – 12:00pm and 1:00pm - 4:00pm.*

*The one hour break in the middle of Saturday and Sunday sessions is to ensure students have time to get lunch, finish eating, and return on time to start the afternoon session.

Timetable 2: Evenings (face-to-face classes) - Sydney WEA only

Tuesday & Thursday classes are from 6:00pm - 9:00pm. There is a 20 minute break for dinner.
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Timetable 3: Weekdays (face-to-face classes) - Parramatta only

Mondays classes are from 9:00am – 12:00pm and 1:00pm - 4:00pm.*

*The one hour break in the middle of Monday sessions is to ensure students have time to get lunch, finish eating, and return on time to start the afternoon session.

Facilitated Sessions (online) - all classes

Wednesday evening facilitated sessions are from 6:30pm – 8:30pm.

Each of these sessions are individually timetabled. The topics can be found in the title/description of each discussion forum session. These topics may be subject to change pending course content and/or student needs.

Participation is encouraged as these forums are additional opportunities to supplement your learning, assist in preparations for upcoming assessment tasks, and connect online with your peers and trainer/assessors between face to face classes.
<table>
<thead>
<tr>
<th>Month</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
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</table>
# PSP20218 - Certificate II in Auslan

## Course Guide

### Semester I, 2020

### Timetable 2: Tues/Thurs evenings (WEA Sydney only)

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<td>Sun</td>
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Updated: 7 January 2020
## PSP20218 - Certificate II in Auslan

### Course Guide

#### Semester I, 2020

![Calendar Image]

**January**
- **School holidays**
- **Public holiday**
- **Online Orientation session**

**February**
- **Parramatta Deaf Society only**
- **School holidays**
- **Public holiday**

**March**
- **Parramatta Deaf Society only**
- **School holidays**
- **Public holiday**

**April**
- **Parramatta Deaf Society only**
- **School holidays**
- **Public holiday**

**May**
- **Public holiday**

**June**
- **Public holiday**

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### Adelaide - Weekend Blocks

| Venue                          | Deaf Can Do  
59-61 Grange Rd  
The Training Room  
WELLAND SA 5007 |
<table>
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<tr>
<td>Trainers:</td>
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<td>Linguistics Facilitator:</td>
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<td>Deaf studies Facilitator:</td>
<td>TBC</td>
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</tbody>
</table>
| Community Contact:            | Michelle Boundy  
communitycontact@deafsociety.com |

### Blue Mountains - Weekend Blocks

| Venue                          | Blue Mountains YHA  
Meeting Room  
207 Katoomba Street  
Katoomba NSW 2780 |
|-------------------------------|--------------------------------------------------|
| Trainers:                     | TBC  
2020s1bm2@deafsociety.com |
| Video Journal Assessor:       | TBC                                              |
| Linguistics Facilitator:      | TBC                                              |
## Deaf studies Facilitator:
TBC

## Community Contact:
Michelle Boundy  
communitycontact@deafsociety.com

### Canberra - Weekend Blocks

| Venue:          | The Deaf Society  
|                 | 27 Mulley Street  
|                 | HOLDER ACT 2611   |
| Trainers:       | TBC               |
| Video Journal Assessor: | TBC           |
| Linguistics Facilitator: | TBC         |
| Deaf studies Facilitator: | TBC         |
| Community Contact: | Michelle Boundy  
|                  | communitycontact@deafsociety.com |

### Campbelltown - Weekend Blocks

| Venue:          | Focus Connect  
|                 | Activity Room 3  
|                 | City Centre Building Ground Floor, 171-179 Queen Street, Campbelltown, NSW |
| Trainers:       | TBC               |
| Video Journal Assessor: | TBC           |
### Gosford - Weekend Blocks

| Venue:              | The Erina Centre  
|                    | Erina Fair Shopping Centre  
|                    | Terrigal Drive  
|                    | ERINA NSW 2250  
| Trainers:          | TBC  
| Video Journal Assessor: | TBC  
| Linguistics Facilitator: | TBC  
| Deaf studies Facilitator: | TBC  
| Community Contact: | Michelle Boundy  
|                    | communitycontact@deafsociety.com  

### Newcastle - Weekend Blocks

| Venue: | The Place  
|        | Charlestown Community Centre  
|        | The Glen Room  
|        | Corner Frederick and Pearson Streets  
|        | CHARLESTOWN NSW 2290  
| Trainers: | TBC  

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Updated: 7 January 2020
### Parramatta Weekend Block

| Venue:          | The Deaf Society  
|                | Level 4, 69 Phillip Street  
|                | PARRAMATTA NSW 2150 |
| Trainers:      | TBC |
| Video Journal Assessor: | TBC |
| Linguistics Facilitator: | TBC |
| Deaf studies Facilitator: | TBC |
| Community Contact: | Michelle Boundy   
|                | communitycontact@deafsociety.com |

### Parramatta - Monday’s (day program)

| Venue:          | The Deaf Society  
|                | Level 4, 69 Phillip Street  
|                | PARRAMATTA NSW 2150 |
# PSP20218 - Certificate II in Auslan

## Course Guide

**Semester I, 2020**

<table>
<thead>
<tr>
<th>Trainers:</th>
<th>TBC</th>
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<tbody>
<tr>
<td>Video Journal Assessor:</td>
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<tr>
<td>Community Contact:</td>
<td>Michelle Boundy <a href="mailto:communitycontact@deafsociety.com">communitycontact@deafsociety.com</a></td>
</tr>
</tbody>
</table>

## Sydney WEA - Tues/Thurs nights

| Venue: | WEA 70,72 Bathurst Street SYDNEY NSW 2000 The David Room - Ground floor |
| Trainers: | TBC |
| Video Journal Assessor: | TBC |
| Linguistics Facilitator: | TBC |
| Deaf studies Facilitator: | TBC |
| Community Contact: | Michelle Boundy communitycontact@deafsociety.com |
Assessments

Students will be assessed throughout the semester in a variety of ways. As Auslan is a visual language, filming is used to capture evidence of signing skills and videos are a regular feature of assessment tasks including those completed in class or at home. These may be done individually, in pairs or in groups depending on the requirements of the assessment.

The PSP20218 - Certificate II in Auslan requires that students demonstrate skills relating to producing, comprehending and exchanging Auslan which is why there are a range of assessments to assess these skills.

The PSP20218 - Certificate II in Auslan also includes theory subjects which require submission of written work online (on Moodle).

Important notes about assessments

● Please refer to the Student Handbook for information about the types of assessments, your responsibilities for assessments, reasonable adjustments, resubmission, appeals and plagiarism.

● Detailed assessment information can be found on Moodle.

Assessment submission

● Online assessment submissions (including video journals and theory assessments) are due by **11:55pm on the due date**.

● Submitting well before the due date/time will reduce the risk of technical difficulties impeding your punctual submission. In the case of issues uploading to Moodle, please email your submission to your trainer or facilitator directly before the due date/time – however this should only be used as a last resort if you are unable to submit to Moodle. Emails must be sent by the due date/time to be marked as your first attempt.

● Late submissions will be marked as your second attempt unless an extension has been granted (in exceptional circumstances).
Requesting an extension

- For assessment tasks due on Sunday evenings, extensions must be requested **before 12pm on the Friday before the due date.**

- For assessment tasks due on other days of the week (all days except Sundays), extensions must be requested **at least 48 hours before the due date/time.**

- All extensions must be requested via email directly to your assessor / facilitator. Your facilitator / assessor details are listed in the Course Guide and on Moodle.

- All extension requests must include your reason for requesting an extension, and a proposed new due date/time (which should be within 2 weeks of the original due date).

- All tasks must be submitted by the course end date, **12 June 2020.** Tasks submitted after this date may be subject to additional fees.
## Assessment Schedule

The following information is correct as at 7 January 2020 (subject to change).

**Please note:** This Assessment Schedule is divided into your three Units of Competency (subjects) and then sorted by date. Tasks are not due in alphabetic order, so check dates carefully. It is your responsibility to complete tasks on time.

All three timetables are included in the schedule below. Be sure you are looking at the correct due date for your class. The “Session” column lists your in class assessments. Unless it says Online you will be expected to be present in class to participate in the assessment. For more information about a specific assessment, please see Moodle.

*Legend: Block Weekend (b); Tuesday & Thursday evenings (e); Monday’s (d)*

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### PSPLAN001 Converse in Auslan at a basic user level

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Session</th>
<th>Dates (b: block, e: evening, d: weekday)</th>
<th>Done</th>
</tr>
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<td>2A Comprehension 1 - Live Exch.</td>
<td>5</td>
<td>b: 2 Feb; e: 18 Feb; d: 17 Feb</td>
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<tr>
<td>2B Spontaneous Exchange 1</td>
<td>9</td>
<td>b: 23 Feb; e: 2 Mar</td>
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<tr>
<td>2C.1 Prepared Production A</td>
<td>Online</td>
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<tr>
<td>2D Comprehension 2 - Recorded</td>
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<td>b: 14 Mar; e: 12 Mar; d: 9 Mar</td>
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<tr>
<td>2E Comprehension 3 - Live Exch.</td>
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<td>b: 29 Mar; e: 7 April; d: 6 April</td>
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<td>2C.2 Prepared Exchange A</td>
<td>Online</td>
<td>all classes: 11 March present via Skype</td>
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<tr>
<td>2F.1 Prepared Production B</td>
<td>Online</td>
<td>all classes: submitted online by 8 April</td>
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<tr>
<td>2G Spontaneous Exchange 2</td>
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<tr>
<td>2F.2 Prepared Exchange B</td>
<td>Online</td>
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<tr>
<td>2H Comprehension 4 - Recorded</td>
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<td>b: 30 May; e: 19 May; d: 18 May</td>
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</table>

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### PSPLAN002 Compare the fundamental differences between Auslan and English structure

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Session</th>
<th>Dates (b: block, e: evening, d: weekday)</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>2I Myths &amp; Bilingualism (written)</td>
<td>Online</td>
<td>all classes: submitted online by 26 Feb</td>
<td></td>
</tr>
<tr>
<td>2J Word Classes, Form &amp; Meaning (written)</td>
<td>Online</td>
<td>all classes: submitted online by 22 March</td>
<td></td>
</tr>
<tr>
<td>2K Auslan Equivalence (Auslan)</td>
<td>Online</td>
<td>all classes: submitted online by 26 April</td>
<td></td>
</tr>
</tbody>
</table>

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### PSPLAN003 Source information on Deaf culture, and communicate according to Deaf protocol

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Session</th>
<th>Dates (b: block, e: evening, d: weekday)</th>
<th>Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>2L.1 Discussions 1: Protocols</td>
<td>14</td>
<td>b: 15 Mar; e: 16 Mar; d: 19 Mar</td>
<td></td>
</tr>
<tr>
<td>2L.2 Discussions 2: Protocols</td>
<td>24</td>
<td>b: 3 May; e: 7 May; d: 4 May</td>
<td></td>
</tr>
<tr>
<td>2M Portfolio Workbook (written)</td>
<td>Online</td>
<td>all classes: submitted online by 17 May</td>
<td></td>
</tr>
</tbody>
</table>
Auslan Only Events

Auslan Only Events are held throughout the course and are designed to give you a voice-off experience outside of the classroom. Events will be organised and advertised well in advance. Students who take a lead in organising events can also earn hours towards their Community Contact Journals.

Auslan Only Events are a great opportunity for students to mingle outside of the classroom and also to meet and interact with members of the deaf community.

Auslan Only Weekend

The Auslan Only Weekend (AOW) is a no-voice, fully catered, Auslan getaway organised by The Deaf Society and hosted by a team of deaf people providing a variety of workshops and activities. This award-winning program will inspire, challenge and motivate you.

What's included as part of $150 fee?

- 2 nights share accommodation at the venue (see venue details below)
- 2 breakfasts, 2 lunches, 1 dinner
- Morning and afternoon tea throughout your stay
- Unlimited tea, coffee and hot chocolate

The AOW team

Our Auslan Only team is made up of trainers and volunteers from the Deaf Community. Our team members look forward to helping you expand your vocabulary, recognise different signing styles and most of all become more confident in your signing ability.

The AOW experience

The AOW experience is something truly unique. You will spend an entire weekend communicating strictly in the visual and highly-engaging language of Auslan.

You will:

- Meet and learn from a variety of deaf presenters & team members
- Use Auslan in a friendly and supportive environment
- Learn new Auslan vocabulary
- Experience total immersion in a deaf social environment
- Increase your confidence in using Auslan

Previous participants have said:

- “Complete immersion was brilliant...”
PSP20218 - Certificate II in Auslan

Course Guide
Semester I, 2020

- “I feel more comfortable signing and understanding others”
- “It was a real experience of a voice off environment”

Date and venue for Semester 1, 2020
The AOW will be held on 22-24 May at ‘The Tops’ Conference Centre, Stanwell Tops.

Please note: The AOW forms part of your course. Attendance at the AOW is a requirement of the course. If you cannot attend, you will need to inform the Deaf Society, in writing, at least 28 days prior to the start date of the AOW. Refunds will be given as per the Fees & Refunds policy.

Auslan Only Event - Deaf Festival
The Deaf Festival is held every year in October on the north side of Parramatta River between Wilde Avenue and Elizabeth Street.

This is a great opportunity to meet up with other students and enjoy a voice-off day with plenty of stalls, entertainment and fun.

Auslan Only Event - Apple Picking Weekend
Save the date! 7 or 8 March 2020 at Bilpin Springs Orchard in Bilpin. More information will follow soon. Numbers are limited and bookings will be essential.

Community Contact

Required Hours

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSP20218 - Certificate II in Auslan</td>
<td>15</td>
</tr>
<tr>
<td>PSP30218 - Certificate III in Auslan</td>
<td>20</td>
</tr>
<tr>
<td>PSP40818 - Certificate IV in Auslan</td>
<td>25</td>
</tr>
<tr>
<td>PSP51018 - Diploma of Auslan</td>
<td>30</td>
</tr>
</tbody>
</table>

Submit your journal entries as you complete them. Do not wait until the end of the semester to send through your entries all at once.

Attending Deaf Events
An important part of learning any language is interacting with native speakers/signers. While you have access to a limited number of deaf people during your class time, it is important that you also see how other deaf people sign and seek out opportunities to practise your Auslan skills with a wide range of deaf people.

Interacting with the deaf community and attending deaf and interpreted events is a wonderful way to augment your learning from class. Not only is ‘Community Contact’ strongly encouraged, it is a requirement of your course. It is important to note, however, that not all events are suitable for students.

Some events have a limited number of spaces and if students book in it could mean a deaf person misses out. For example, events like interpreted theatre have a limited number of Auslan seats allocated and if students book them it could mean a deaf person goes without access to the interpreter. Another example would be workshops that are held with the purpose of providing information to the Deaf Community. If students register it could mean deaf people miss out on receiving important information.

This isn’t to say students shouldn’t attend events, there are many events that are appropriate for students and where students are welcome. Deaf socials such as IWAS (Inner West Auslan Social), Deaf Australia (NSW) Deaf Social Nights in Parramatta, the Sydney Auslan Social group that meets at Macquarie Shopping Centre and the Newtown Auslan Social are always good options. Other regions have similar deaf socials where students are more than welcome.

As a student, we understand that it may be hard to know what is appropriate and what is not. If you are unsure, you should discuss it with your trainers. They will be able to guide you. You can also contact the Deaf Society to discuss it with Student Support or send an email through to communitycontact@deafsociety.com. Contacting the event organiser to ask if it is appropriate for students is another option.

For interpreted theatre events we recommend waiting until the day before the event to book your tickets. If there are still Auslan seats available the day before, it is safe to assume you are not going to be taking seats away from deaf people. If you do not want to wait, you can call the venue and ask what row/seats are available directly behind the Auslan seats and book those.

Again, if in doubt, just ask. We are here to guide and support you.
Please note:
Class hours and the Auslan Only Weekend cannot be used for Community Contact Hours.

Supplementary Activities: Books, DVDs and other Resources

If you’re finding it difficult to accumulate your contact hours, please email communitycontact@deafsociety.com. We understand that students in regional areas may have limited access to events. Alternatives can be investigated to allow the use of DVDs, other videos (e.g. YouTube) or books to supplement Community Contact hours. Please note, however, these ‘supplementary activities’ should be a last resort as these provide less ‘active’ benefit to your skills development.

Community Contact and/or Supplementary Activities may include:

<table>
<thead>
<tr>
<th>Community Contact Activity</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending a deaf community event</td>
<td>The length of time you attended the event</td>
</tr>
<tr>
<td>Attending an Auslan interpreted event</td>
<td>The length of time you attended the event</td>
</tr>
<tr>
<td>Attending an Auslan students’ &amp; deaf event</td>
<td>The length of time you attended the event</td>
</tr>
<tr>
<td>Watching a DVD/other videos about the deaf community</td>
<td>The length of time for the video + ½ - 1 hour for summary writing</td>
</tr>
<tr>
<td>Reading a book or research article about deafness or the deaf community</td>
<td>Up to 5 hours</td>
</tr>
<tr>
<td>Research deaf organisations in Australia</td>
<td>Up to 3 hours</td>
</tr>
<tr>
<td>Other events</td>
<td>Negotiated</td>
</tr>
</tbody>
</table>
Supplementary Activity requests and negotiations must be in writing to communitycontact@deafociety.com and include:

- intended video or research topic
- estimated time allocated
- what you are hoping to learn from the activity

Journal Entry Task

Once you have completed a Community Contact Activity, you are to complete a Journal Entry and email it to communitycontact@deafociety.com.

Submit your journal entries as you complete them. Do not wait until the end of the semester to send through your entries all at once.

Please use the template provided on Moodle under Orientation.

Each Journal Entry should be around 200-250 words, including relevant information such as:

- A description of the activity or event,
- Notes about any -
  - interesting aspects of deaf culture you observed,
  - new signs observed and how they were used,
  - additional learning that occurred related to Auslan or the deaf community,
  - further learning that you may need to undertake and how you might go about doing this (e.g. more fingerspelling read-back practise),
  - interesting issues or situations that occurred (related to Auslan or deaf culture),
- How you felt about participating in this event or activity,
- Any additional thoughts, comments or questions.
Name: Sarah Strong  
Date of submission: 16/02/01

Event: Deaf Club  
Date of event: 15/02/01

Number of hours attended: 2  
Current total hours to date: 13.5

Description/summary of the event:

I visited the deaf club on Friday night. There were around 30 people there. As more people arrived, more tables were added to the big circle. I like to just watch the signing but it’s hard to get into a conversation.

I spoke to a couple of different people, including my teachers. I had to re-learn the signs for BAR, RESTAURANT and HOW-MUCH because I’d forgotten these. Everyone signs really fast so I only catch some of the things that are said. I’d really like to work on my fingerspelling read-back skills.

I didn’t realise how difficult it was to see everyone in a conversation and follow along. It felt a bit like watching a game of tennis. I felt out-of-my-depth a bit, but appreciated when people took the time to chat with me.

I saw a lot of new signs, including TOUCH-FOOTBALL and learnt there was a deaf touch football team. I think I met a girl called Ella who was talking about this. She signs very fast and I had to keep asking her to slow down. I also watched as two deaf men talked about AFL, I think, but I didn’t really follow the specifics.

The Deaf Club runs every month so I will try to go again next month. Before I go again, I will practise my greetings and talking about my family and work because these seem to be good topics. (237 words)
Frequently Asked Questions

What do I do if I miss a weekend block or class?

As Auslan is a visual language, you will need to make sure you dedicate time to practice your skills in between face-to-face sessions. This is necessary to ensure you remain confident with your developing understanding and use of a new language.

If you are unable to attend all face-to-face sessions, we recommend you defer your enrolment until next semester in order to maximise your language development and ensure you don’t fall behind in this unique course. A weekend missed makes up 20% of your face-to-face classroom time and potentially more than 20% of your in-class assessments.

If you have missed a few face-to-face sessions due to illness or another unforeseen and unavoidable reason, you are responsible for catching up on what you’ve missed, including filming and submitting the in-class assessments with a group/partner (according to the requirements of the assessment).

In-class assessments require you to ‘exchange’ in Auslan (see the assessment Elements and Performance Criteria for details), which is why it is important that you engage in conversation, produce Auslan and provide evidence of comprehension.

- **Step 1:** As soon as possible after the missed session/s, log in to Moodle and read the content on the PowerPoints and assessments.
- **Step 2:** Contact classmates and arrange to do your assessments sometime within two weeks from the session/s you missed.
- **Step 3:** Contact your trainer to let them know the arrangements you have made to do your assessments and submit by the deadline or to negotiate a new deadline where necessary.

What technology do I need for this course?

All home study is done in your own time and will need to be managed by you. You will need to have regular access to a computer and the internet which includes:

- Word processing software e.g. Microsoft Word or Google Docs
- Presentation software e.g. Microsoft PowerPoint or Google Slides
- A device you can film yourself on during both in-class assessments and video journals which are completed outside class time e.g. smart phone, iPad, webcam
- A YouTube account for your videos to be uploaded (YouTube is owned by Google so if you have a Gmail address, you have a YouTube account).
A Skype account (Microsoft account) for online Auslan tasks with trainers.

What is Moodle and how do I log in?

Moodle is your online learning platform which you will need to access for all your course related materials; including:

- announcements regarding your course,
- content from your face-to-face classes,
- online study materials including videos and practise activities, and
- your theory/online subject materials.

Moodle is also where you will upload assessments, both theory and practical.

To log in, you will need to go to https://elearn.deafsociety.com.au/

From there, click the button on the top right-hand corner of the page.

You will have been sent an email with your username and temporary password. Enter these to log in.

You will be prompted to choose a new password on your first log in.

What if I can’t log in to Moodle?

If you need to reset your password to log in, you can manage your own password through Moodle. Go to http://elearn.deafsociety.com.au/login/forgot_password.php and type in your username OR email associated with your Moodle account (the one that you’ve given to us for correspondence).

You will receive an email and be prompted to change your password.
If you are having technical issues with Moodle, and it is not solved by resetting your password, please email studentsupport@deafsociety.com.

How do I know what my assessments are and when they’re due?

The Assessment Schedule outlines every assessment task for the certificate program. This includes all in-class assessments, video journals and theory assessment tasks.

You will note that every section of the Assessment Schedule has a corresponding section on Moodle. This will help you find your assessments.

How do I request an extension?

See page 16 “Requesting an extension”.

What is my ‘Community Contact Journal’?

Community Contact is the time you spend outside of class, engaging in activities with the deaf community, using Auslan or reading/watching more about deaf people and their history and culture.

For more information, see the Community Contact section in this Course Guide on

I’ve missed the due date for my online assessment – do I still hand it in?

Yes – within two weeks from the original due date. Late assessments are marked as your second attempt (unless an extension has been granted prior to the submission date).

If your assessment is not handed in by two weeks after the original due date (and without an extension negotiated with your assessor), it will be marked as your third attempt.

Third and subsequent attempts will be charged a fee. This includes attempts submitted after 12 June 2020. See the Request to submit a third attempt form at the end of this guide.

For more information about assessment attempts and fees, see the Student Handbook.
What time are assessments due?
Assessments submitted online are due at **11:55pm** on the due date.

It is recommended that you do not leave submissions until the last minute. Assessments are available online well in advance of the due date to ensure that you’re able to upload by the due date and time.

What if I don’t understand my feedback?
If you have any questions about your feedback given in English or Auslan, your first step is to contact your assessor directly via the email on the feedback sheet.

I haven’t received my feedback for an assessment task, who do I contact?
It usually takes two weeks for results to be uploaded to Moodle. If this time has lapsed and you have not received feedback, you can contact your assessor directly. The contact details for each assessor are in the Course Guide. Your in-class assessments, deaf studies, linguistics and other online theory subjects are marked by different assessors, and these vary for each class so please check the details carefully.

Where is my feedback and results?
When feedback is uploaded to Moodle from your assessor, you will receive an automated notification from Moodle. Your next step is to log in to Moodle and access the assessment task in the same way you would upload to that assessment (by clicking on the assessment task submission link).

You can quickly navigate to any assessment task by clicking ‘This Course’ and selecting ‘Assignments’.

Choose the assessment task that you’ve received feedback for, and then scroll down until you see ‘Feedback’. There will be a PDF file there to download. This file will contain your feedback in English (including your results) and if your assessment was a video task, you will have a link to YouTube where your assessor has given feedback in Auslan.
Who do I contact…?

The details for all of your trainers / assessors / online facilitators and community contact journal submissions are in this Course Guide under “Trainer/assessor contacts and venue information (by location)” as well as on Moodle under the Orientation section.

You should always contact your trainers / assessors / facilitators directly by email in the first instance. If you would like to Skype to discuss your questions or to clarify task requirements, you can arrange a time via email.

I’ve received ‘Not Attempted’ / ‘Not Yet Satisfactory’ for my assessment task, what do I do?

**Not attempted:** If you’ve received Not Attempted (NA) for your assessment task it means you missed this assessment in class or didn’t submit by the due date online. The same procedure applies for late submissions above.

**Not Yet Satisfactory:** If you’ve received Not Yet Satisfactory (NYS), this means you’ve been given some feedback on your assessment in order to prepare for a second attempt. If you are unsure about any of the feedback or how to proceed, contact the assessor who marked the assessment (their details are on the feedback sheet).

Resubmissions for NA or NYS are due two weeks from the feedback date (unless otherwise stated).

I’ve received ‘Not Attempted’ / ‘Not Yet Satisfactory’ for my second attempt for the same assessment task, what do I do?

There is a procedure for requesting to submit a third attempt and an example copy of the form and the process is on the next 2 pages.

This request form is available on Moodle or by emailing studentsupport@deafsgociety.com.
Request to submit a third attempt form (example only)

This is an example of the Request to submit a third attempt form which is available on Moodle (under the Orientation section) or by emailing studentsupport@deafsociey.com. The procedure for requesting a third attempt is on the back of the form and the next page.

Certificate II in Auslan

Request to submit a third attempt

While studying the Certificate II in Auslan, all students receive two opportunities to complete each assessment. If assessments are not attended or submitted on time, this is deemed as a first attempt (unless there is a medical certificate, or an extension requested before the due date). See the Student Handbook for more details.

If you have received feedback for a second attempt which is Not Yet Satisfactory or Not Attempted, a fee of $110 applies to the third (or subsequent) attempt/s for the assessment.

This request form is to be filled out and submitted to Student Support (studentsupport@deafsociey.com) within 2 weeks of receiving feedback for a second attempt.

Student Details:

Student name:
Class location: e.g. Newcastle

Assessment Details:

Course name: Certificate II in Auslan
Assessment Task: e.g. Task 2G
Assessor:
[The assessor’s name appears on the bottom of the feedback you have received.]

Student declaration:

By filling out and submitting this form to Student Support, I understand that:
• I am requesting to submit a third attempt for the above Assessment Task,
• I will receive an invoice from the Deaf Society for $110 to resubmit this Assessment Task,
• I will need to pay this fee before my resubmission can be submitted and marked,
• I am responsible for submitting my third attempt directly to my assessor (who I have named above) once I receive my receipt, and
• I have two weeks from the date I receive my receipt to either resubmit my assessment or to negotiate for another due date with my assessor.
Certificate II in Auslan

Request to submit a third attempt

**Student**
- Receives feedback and 
  *Request to submit a third attempt* form.
- Fills out *Request to submit a third attempt* form and submits to 
  Student Support.
- Pays invoice by one of 
  the methods outlined on 
  the invoice.
- Reviews second 
  attempt feedback (if 
  applicable).
- Prepares new 
  submission of the 
  assessment task and 
  sends directly to 
  assessor.

**Student Support**
- Receives *Request to submit a third attempt* form and sends invoice 
  to student for fee payment.

**Assessor**
- Provides second 
  attempt feedback as 
  Not Yet Satisfactory or 
  Not Attempted.
- Provides *Request to submit a third attempt* form (also available on 
  Moodle).
- Prepares a receipt of 
  payment and sends 
  receipt to student (and 
  assessor).

Marks Assessment Task 
and provides feedback.