

Key Word Sign Australia: Professional Membership

Thank you for your interest in becoming a Professional Member of Key Word Sign Australia or in renewing your Professional Membership.

Key Word Sign (KWS) Australia is a not-for-profit organisation with the responsibility of ensuring the quality and standard of trained and accredited Key Word Sign Presenters.

Please return this form to keywordsignaustralia@scopeaust.org.au

1. Membership details

This section gathers information about you, why you use Key Word Sign (KWS), and where you work if you use KWS as part of your job role. The information collected here will be kept by Key Word Sign Australia and shared with the relevant Key Word Sign state committee only.

This gives us information on the overall activity of Key Word Sign Presenters and the range of client groups and geographical areas that are currently being supported by Key Word Sign workshops and training. It will help us to plan future resource development, training, funding and marketing activities.

A question in this section asks you to indicate if you would like to be listed as a Key Word Sign Presenter on our website and Facebook page. This will allow people to find you if they are looking for someone to deliver a KWS workshop, or to provide individual intervention in the use of KWS. This is of course optional.

Name:			
Email (work):			
Email (private):			
Phone:			
Preferred contact method:			
Address:			
	State:		Postcode:

Your role:	Parent
	Family Member
	Disability Support Worker
	Teacher
	Speech Pathologist
	Other: _____

Workplace (if applicable)	
Workplace postcode:	
Geographical area covered in your role:	
Age range of the people you use KWS with (select all that apply):	<p>Early childhood</p> <p>School-age</p> <p>Adult</p> <p>Other: _____</p>
When did you train as a Key Word Sign Presenter?	
How many workshops have you presented in the last 12 months?	
What was the target group for those workshops? (please indicate all that apply)	<p>Early childhood</p> <p>School-age</p> <p>Adult</p>
How many sign updates have you attended in the last 12 months?	
If you have not attended any sign updates in the last 12 months, please give reason.	
<p>Are you interested in presenting KWS workshops outside your work role?</p> <p>If so, please give details:</p>	<p>Yes</p> <p>No</p> <p>Weekdays</p> <p>Evenings</p> <p>Weekends</p>
<p>Do you want your name, work area and contact details to be listed in a "Find a Key Word Sign Presenter" directory on the Key Word Sign Australia website and Facebook page?</p>	<p>Yes</p> <p>No</p> <p>If YES:</p> <p>What email address would you like listed?</p> <p>_____</p> <p>What geographical area/s do you want listed?</p> <p>_____</p>

Is there any feedback you would like to give us, or suggestions you would like to make?	
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2. Quality Assurance - Keeping Current with Key Word Sign

This section is where you enter the activities you have undertaken in the past 12 months that have supported and extended your KWS knowledge and skill. These will be recorded via a points system, and accrual of the required points is necessary in order to renew and maintain KWSA Professional Membership.

Activities recorded may assist in contributing to other professional development requirements. This program supports KWSA to promote the quality and consistency of the Key Word Sign Presenters.

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 Professional 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.

Please enter the activities you have undertaken *in the past 12 months* that have supported and extended your KWS knowledge and skill.

Activity	Points	Evidence (to be provided if requested)	Total Points
Sign Update with State Group <i>*This activity is compulsory Evidence to be provided: Attendance will be recorded at each update</i>	3		
Sign Matching with a colleague/ peer KWS presenter - 30 minutes time or at least 50 signs matched. <i>Evidence to be provided: Record list of signs matched and any areas for future focus.</i>	2		
Presenting a full day basic workshop <i>Evidence to be provided: Participant feedback forms and/or workshop report.</i>	3		
Attendance/participation at a KWS Committee Meeting <i>Evidence to be provided: Meeting minutes.</i>	1		
Read journal articles relating to KWS practice <i>Evidence to be provided: List the reference in full and provide brief overview of the main message of the article. (May provide front cover of article)</i>	1		

Practice own signing skills, by using the KWS app or looking up signs on Auslan Signbank. 30 minutes time or at least 50 signs reviewed. <i>Evidence to be provided: Record list of signs matched and any areas for future focus.</i>	2		
Develop a video to share on KWSA YouTube or Facebook page/s (KWSA and/or State). <i>Evidence provided: Reference the video title/location.</i>	2		
Attend a KWSA national webinar <i>Evidence to be provided: Attendance recorded/Certificate of attendance.</i>	3		
Co-host a workshop, observing a colleague's workshop, or acting as Sign Tutor <i>Evidence to be provided: Signature sign off from colleague/co- presenter.</i>	3		
Attend regional or local sign interest group (not hosted by your state KWS group) <i>Evidence to be provided: Provide date attended, and a brief summary of signs reviewed/information discussed.</i>	3		
Other - this could be a range of activities, including but not limited to: <ul style="list-style-type: none"> • Record video of yourself demonstrating signs from Interactive Vocabulary Part 1 or 2 (Sign accuracy) • Record video of a practical activity E.g. a video clip of using KWS to describe how to make a smoothie or how to read a book with KWS • Develop a new activity that could be used by others in training or practice sessions <i>Evidence to be provided: Video reviewed and feedback provided by KWSA or state committee.</i> <i>Provide activity to state committee.</i>	2		
Other:	2		
TOTAL POINTS (12 REQUIRED)			

3. Presenter License Agreement

Key Word Sign (KWS) Australia is a not-for-profit organisation with the responsibility of ensuring the quality and standard of trained and accredited Key Word Sign Presenters.

The Presenter Licence Agreement entitles an accredited Presenter to deliver Basic Workshops according to the terms outlined and to display the Key Word Sign Australia logo™ on promotional hard copy and electronic material.

Accredited Presenters are those people who have completed Key Word Sign Presenter Training and delivered a supervised workshop to the required standard.

Please read the terms of the Licence on the Membership form, and sign as an indication of your agreement.

This Licence agreement is between:

Key Word Sign Australia and _____

This Licence Agreement entitles the above Accredited Presenter (referred to as the Licensee) to deliver KWS Workshops according to the terms outlined below and to display the Key Word Sign Australia logo™ on promotional hard copy and electronic material.

Terms of this Licence Agreement:

1. The Licensee will notify Key Word Sign Australia when a workshop is planned, one month before the date of the workshop.
2. Training will be delivered to a maximum of 15 people, or a maximum of 30 people if the training is delivered with another Licensed Presenter acting as a Sign Tutor, or if co-presented with another Licensed Presenter.
3. A Basic Workshop may be delivered over 1 day, 2 x half days or a series of modules. The training must be the equivalent of at least 6 hours in duration.
4. All participants of the Basic Workshop will be given the book "Getting Started with Key Word Sign" as part of their participation in the training.
5. The Licensee will use the approved Basic Workshop Powerpoint materials (with the trademarked Key Word Sign Australia logo).
6. A royalty from each workshop delivered will be paid to the state Key Word Sign body. The royalty required is \$20.00 per participant where participants are charged to attend. Workshops that are delivered free of charge for participants will require a royalty of \$50.00/workshop to be paid.
7. Within two weeks after the training the Licensee will send to Key Word Sign Australia and the relevant state committee/representative:
 - Workshop Participants Form
 - Workshop Report and Evaluation Summary, and
 - The required royalty (to the state committee/representative)

8. The Licensee will be provided with:
 - Information about relevant research, including new research emerging in the field
 - The opportunity to attend regular Sign Update sessions
 - Free access to Key Word Sign Australia Professional webinars
 - Approval to display the trademarked Key Word Sign Australia logo on promotional materials and website
 - Optional listing on "Find a Key Word Sign Presenter" on Key Word Sign Australia website and Facebook page
 - A 10% discount on all products, including new products
9. Key Word Sign Australia will maintain the Licensee's access to all required resources for the competent delivery of a Basic Workshop, will offer regular Sign Updates, and provide support to the Licensee as requested.
10. As a Licensed Presenter you will be expected to promote the appropriate use of Key Word Sign and contribute to its development.
11. The Licensee will maintain their competence in the use of sign and in delivery of training by adhering to the Key Word Sign Australia Quality Assurance requirements and will demonstrate this annually at the time of their licence renewal.
12. Non-renewal of the Licence will terminate this agreement and the Presenter will be unable to deliver Key Word Sign Workshops or other Key Word Sign training sessions, or to display the logo on any paper or electronic materials.

This Licence is provided with Professional Membership of Key Word Sign Australia when the Presenter has met the quality assurance requirements.

I agree to the terms and conditions set in this Licence Agreement.

Signed: _____ Date: _____

Name: _____

Thank you for completing this form.

Please return to keywordsignaustralia@scopeaust.org.au