**Information about the following roles:**

* **Supporting author**
* **Peer reviewer**

**Context – Communication Access UK elearning**

The RCSLT is **looking for members from across the UK** to help develop a piece of elearning to support the Communication Access UK project.

Communication Access UK is a partnership between charities and organisations that share a vision to improve the lives of people living with communication disabilities. It includes the Royal College of Speech and Language Therapists, Communication Matters, the Motor Neurone Disease Association, the Stroke Association, Headway – the brain injury association, Disability Rights UK, the Business Disability Forum and the National Network of Parent Carer Forums.

Together, we are working to increase the confidence and independence in those people living with communication difficulties. Following an extensive consultation, a new communication access symbol with underpinning standards has been developed. By raising awareness and providing training, we hope to increase the confidence and skills of staff in organisations so they can more effectively support people with communication difficulties.

Find out more about Communication Access UK on the [RCSLT](https://www.rcslt.org/policy/uk-wide#section-3) and [Communication Matters website](http://www.communicationmatters.org.uk)

**Aim of this project**

To develop elearning which will roll out the Communication Access UK training at scale, giving learners understanding about the cause and nature of communication difficulties; help them to recognise the new communication access symbol; know and apply the Talk, Ask, Listen and Keep trying (TALK) prompt and ideas for reviewing and improving practice.

**Delivery:**

* A piece of elearning which is split into short ‘bite-sized’ modules.
* To take no more than 30 minutes for learners to complete.
* Certification for individuals and their organisations on completion.

**Audience:**
The elearning will primarily focus on service delivery staff in shops and organisations, as induction training and mandatory training. This will include organisations with service staff such as leisure centres, shops, churches, corporate and local government. It will also be applicable to the wider public.

At the end of this work the Learning Authors and Supporting Authors will be invited to highlight any gaps identified and opportunities for further work.

**Key Roles and Responsibilities**

**(These will need to be amended once project plan stages have been agreed)**

|  |  |
| --- | --- |
| **Role** | **Responsibilities** |
| **Lead author** (already appointed) | * Prepare content: learning journey draft and advise on video storyboards
* Review and incorporate feedback from Supporting Authors and Peer Reviewers to prepare final version, working in collaboration with the local influencing learning journey author
* Ensure own milestone deadlines are met
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| **Supporting Author(s)** | * Take part in three/four meetings (face to face or virtual) to discuss and agree the (i) scope, (ii) content and (iii) review feedback from the peer reviewers.
* Undertake some pre-meeting preparation as required
* Sign off the final version, alongside the Lead Author, prior to publication
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| **Peer Reviewers** | * Review and provide feedback on the draft, written by Learning Authors and Supporting Author(s)
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| **Project Coordinator****(RCSLT staff)** | * To set up and administer meetings
* Manage contracts
* To manage reviewer comments
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| **Learning Officer (RCSLT staff)** | * To work with the Learning Authors to build the online resources from their drafts
* To advise on layout and interactions of the learning journey content
* To advise on interactions for the assessments
* To build stand-alone resources which may be required to fill gaps in the learning journey
 |
| **Learning Manager (RCSLT Staff)** | * Oversee development of the online content
* Chair and facilitate meetings with the Learning Authors
* Key point of contact for members for that particular topic
 |

N.B. An RCSLT Project Coordinator will support the Learning Authors and will be responsible for the day to day management of the project and ensuring that the webpages are developed in accordance with the agreed RCSLT process.

**Please note:** *if you are applying to be a peer reviewer that we will send detailed information prior to the consultation phase regarding how to submit your comments.*