



Non Medical Help Roles and Charge Rates (September 09)

Role	Support Level	Brief Description of Role	Basic Qualification	Charge to Funder (excl VAT)
Practical Support Assistant	G1	To provide assistance with mobility and/or practical tasks in educational situations, locations or the workplace.	Experience of providing support or working with adults.	£14.54
Library Support Assistant	G1	To carry out practical tasks involved in the locating, retrieving and returning of learning resources.	A level or equivalent qualification/working towards a degree or equivalent. Experience of providing support or working with adults.	£14.54
Sighted Guide	G2	To provide one-to-one mobility assistance to clients with a visual impairment, by acting as a physical guide.	Trained in sighted guiding. Experience of providing support or working with adults.	£19.59
Note Taker	G2	To produce an accurate, full and legible record of the content of lectures, seminars etc, to be provided to the client.	Completed at least 1 year of higher education study. Clear and legible handwriting. Accurate spelling and grammar skills.	£19.59
Text Checker (formally known as Proof Reader)	G2	To identify and highlight errors in the client's written work, and indicate where modifications may be required in relation to spelling and grammar, but not academic content, in circumstances where assistive technology is not appropriate.	Accurate spelling and grammar skills.	£19.59
Reader	G2	To read relevant course related material to the client; to record course related materials onto appropriate devices as required.	Clear reading voice. Excellent articulation.	£19.59

Transcriber	G2	To transcribe material from one format into another agreed format e.g. from audio or hand written notes to printed text or disc.	Accurate spelling and grammar skills. Relevant and accurate IT skills.	£19.59
Examination Support: Reader and/or Scribe	G2	To read aloud examination material, including written work produced by the client in the exam, as directed. To record accurately, in an agreed written format, the examination answers as communicated by the client.	Experience of examination at higher education level. Clear reading voice. Accurate spelling and grammar skills. Relevant and accurate IT skills.	£19.59
Practical Facilitator	G3	To provide assistance with mobility and/or practical tasks in educational situations and locations using prior knowledge and experience where specifically required eg in a laboratory.	Degree or equivalent. Prior higher education experience and knowledge of the subject and/or situation.	£24.78
Research Facilitator	G3	To search and select relevant information from an agreed subject matter from a variety of sources (books, journals, electronic) and present to client in the requested format, using an understanding of the topic and relevant IT skills.	Degree or equivalent. Knowledge and experience of academic research. Knowledge of subject matter.	£24.78
Academic Key Worker	G3	To provide the client with guidance and direction in relation to the connection between academic studies, general university services and specialist support services.	Experience of higher education. Mature attitude. Understanding of university life/requirements.	£24.78
Study Buddy	G3	To act as a motivator to the client, encouraging them to adjust to academic study and routine, through organisational support and reassurance.	Good standard of education. Mature attitude. Understanding of university life/requirements.	£24.78
Specialist Communication Support Worker	S1	To provide specialist communication-related support, remotely or on a one-to-one basis, where knowledge of a particular communication/support technique is required.	Degree or equivalent. Relevant specialist qualification (e.g. Braille specialist, Electronic Note Taker).	£39.43

Specialist Disability Support Worker	S2	To provide one-to-one specialist support where specific knowledge and skills are required in relation to the client's condition or impairment.	Degree or equivalent. Relevant specialist qualification (e.g. Mobility Trainer).	£48.59
Probationary Tutor/Mentor	S2	Probationary grading for tutors and mentors who are working towards a specialist qualification, a part of which is a requirement to deliver study support/mentoring sessions.	Degree or equivalent. Full Teaching Certificate or equivalent. Working towards specialist postgraduate qualification.	£48.59
Support and Guidance Mentor	S3	To support the client in the development of skills in organisation and time management, and the development of strategies to maintain motivation and reduce the impact of personal circumstances, focussing on academic progress.	Degree or equivalent. Full Teaching Certificate or equivalent. Relevant postgraduate qualification (e.g. counselling skills certificate).	£64.06
Specialist Support Tutor	S3	To use specialist knowledge of the client's condition or impairment and/or specific knowledge of the client's academic subject, to provide one-to-one support and reinforcement of learning where additional input is required in relation to the impact of the client's condition or impairment on academic progress. eg language support tutor, or visual impairment tutor.	Degree or equivalent. Full Teaching Certificate or equivalent. Relevant postgraduate qualification in a specific academic or disability related area.	£64.06
Study Skills Tutor -SpLD	S3	To use specialist knowledge of specific learning difficulties to deliver one-to-one study skills tuition to dyslexic clients, with reference to the Needs Assessment, and focussing on the individual's evolving academic requirements.	Degree or equivalent. Full Teaching Certificate or equivalent. Certificate in Teaching People with Specific Learning Difficulties.	£64.06
Study Skills Tutor – Non SpLD	S3	To use specialist knowledge of the client's condition or impairment to deliver one-to-one study skills tuition, with reference to the Needs Assessment, and focussing on the individual's evolving academic requirements.	Degree or equivalent. Full Teaching Certificate or equivalent. Relevant postgraduate qualification in a specific disability related area.	£64.06