

Assistive Technology Form 7 - 2007

Exemplar Training Plan - Braillenote

01 School to complete

Student Name: Jemima Elliot Date of Birth: 16/08/94 Date of Application: 29/03/07
School Name & Postal Address: Selwyn District School, 122 Vagues Road, Canterbury
Telephone: 03 355-5555 Facsimile: 03 366-6666 Email: office@seldist.school.nz
School ID: 4542 Ministry of Education, Special Education Office (GSE): Canterbury

02 Training Plan summary

Training Provider: Maurice Sloane - HumanWare, 11 Mary Muller Drive, Christchurch
Other people involved:
Jane Elliot - Parent Alison Hammond - SENCO Sarah Ramsay - Teacher
Brenda Taylor - Teacher Aide Gloria Andreson - RTV

Rationale and purpose of training:
To provide Jemima and her support team with the knowledge and skills to use the BrailleNote QT to accomplish her learning needs

Goals for training:

- Jemima and her support team will know their way around the device (power switch, battery, thumb keys, software features, Braille display)
- Jemima and her support team will be able to create a document (e.g. open, name, create, read, listen, store, retrieve, edit and then print off) as the class teacher requires
- Jemima will be familiar with the use of the device and use the other functions (e.g. calculator, marking quick reference, spell checking, using the dictionary and switching between documents)

Cost of Training and travel:
3 x 2 hour sessions @ \$x.00 per hour + GST = \$y

03 Principal to complete

I will support the implementation of the training plan.
I hereby agree that the above training package has been designed in consultation with the teaching team and will meet the identified learning goals.
I agree to action payment to the training provider on receipt of invoice at completion of training when goals have been met.

Signed (Principal): _____ Date: _____

Training Plan

Name	Jemima Elliot	
DoB	16.08.94	
Facility	Selwyn District School	
Phone/Fax	355 5555	
Time Frame	Start date: Term 2	Completion date: Term 4
People attending	Jane Elliot – Parent Alison Hammond - SENCO Sarah Ramsay – Teacher Brenda Taylor – Teacher Aide Gloria Anderson – RTV	

Summary of Equipment Provided:

- BrailleNote QT 32 cell
- AC Adapter
- Concise Oxford Dictionary
- Printer & Cable
- Voyager VGA Card
- San Disk USB Flash Drive
- Kingston 512 MB Secure Drive

General Comments:

During the trial period of 4 weeks Jemima was able to find her way around the device and could switch on the power, use the thumb keys and Braille display.



Overall Training Goals:

What do you want to be able to do as a result of learning achieved from implementing this training? (knowledge, skills and /or abilities) Design your goals to be "SMART"

1. **Jemima and her support team will know their way round the BrailleNote device (switches – power, record, reset, battery, thumb keys, software features, Braille display etc.)**
2. **Jemima and her support team will be able to create a document (e.g. open, name, create, read, listen, store, retrieve, edit and then print off) as the class teacher requires**
3. **Jemima will be familiar with the use of the BrailleNote and use the other functions (e.g. calculator, marking quick reference, spell checking, using the dictionary and switching between documents)**

How were these training goals selected?

These goals were selected by her support team following the trial period to assist with Jemima's confident use of the BrailleNote QT into school life to achieve her learning goals

Session 1**Duration: 2 hours**

Strategies:

- Overview of the BrailleNote QT (controls, connectors, battery, keyboard, speech etc.)
- Introduction to menu system, typing text, reviewing text with speech and Braille
- Basic functions using Options Menu and setting Braille Language

Expected Outcomes:

Jemima and her support team will have the knowledge of the BrailleNote QT device and be able to turn it on and off, set the time and date, type in text and use speech or Braille display to review the text

Session 2**Duration: 2 hours**

Strategies:

- Introduction to the keyboard **Shortcut Keys** (time, date, speech, main menu, exit, speech modes)
- Principles of operation around the Braille display – setting the Braille grade, touch cursor, thumb keys
- Using the Word processor fundamentals – e.g. creating, opening and printing an existing document
- Being able to edit – e.g. move the cursor, correct the document, use spell check, and use speech or Braille to review a document
- Knowing what the **Book Reader** is used for

Expected Outcomes:

Jemima and her support team will be able to create a document, move the cursor, listen to a document and read the Braille display

Session 3**Duration: 2 hours**

Strategies:

- Know what the **File Manager** is used for e.g. copying, erasing, renaming and translating a file
- Use the **Disk Drive** to import/export and copy files to a disk, email
- Review using **Help**, resetting time and date, restoring and backing up files
- Access the **User Manual** or **MP3 Tutorial**

Expected Outcomes:

Jemima and her support team will be able to:

- Organise files make new folders, and switch between files
- Copy files to a disk or attach to an email
- Protect and upload documents using place markers
- Follow up with the support of the User Manual and /or MP3 Tutorial