

Recommendations for ADAPTION and IMPLEMENTATION of TRAP UP materials

Introduction

Our hope for the future of the platform is that other professionals will see the possibilities in using the materials and adapt them to their own language and culture.

The partners of TRAP UP are all highly qualified specialists in the field of education of pupils with hearing loss and represent many years of experience in counselling mainstream teacher.

During the TRAP UP project, the materials have been tested in relation to needs and usage and they are ready for adaption and translation into new languages.

Read these recommendations first and then go to the specific material, that you want to work on

Which of the TRAP UP materials are relevant for you to adapt and translate?

You can choose to adapt and translate one or more of the four materials in TRAP UP. It is up to you, what you find relevant. We recommend that you choose to work on adaption of one material / concept at a time and choose the most relevant first. Talk to colleagues at your own institution or at another parallel institution in your country and ask for their opinion of which parts of the materials/concept needs to be adapted to your country/language.

Contact the project manager ulla.carl@rsyd.dk or the developing institution for more information.

Adaptions are necessary

Our experience in the TRAP UP project is that most of the materials need adaption to each country. There are differences in school systems and culture in different countries. For example the role of assistant teachers, the use of assistive technologies, laws and rules of funding. In translating materials, there can also be language - grammatical differences.

When adapting TRAP UP materials, it is important to look at the following factors in your country:

1. Laws and regulations
2. Educational ideologies and audiological rehabilitation system
3. Didactics
4. Organization culture
5. Co-operation between teachers – assistants – interpreters - rehabilitation

When adapting materials, use the language you know best in the languages available on the TRAP UP website – or choose the version in English.

Project organization

We recommend that you organize the framework of the project before working on adaption of a specific material:

It is important for the process, that there is an overview of goal, project participants, time schedule (individual and group work) of each task, economy, collaborators, timeline of the phases.

The project group should be 2-4 persons, so that more perspectives on the adaptations are taken into consideration. There may be two persons working on the first draft, and two other persons giving feedback to this. See more specific information on relevant professional competences and more specific recommendations in the guidelines for each material. Remember **dissemination (PR)** of the new material and find a person to be responsible for this.

We suggest you create a graphic overview of all the steps in the process and create a timeline. Assign a person responsible for this task throughout the process. This will help ensure that tasks and deadlines are met in an everyday busy work life.

Fig. 1. Overview of the phases

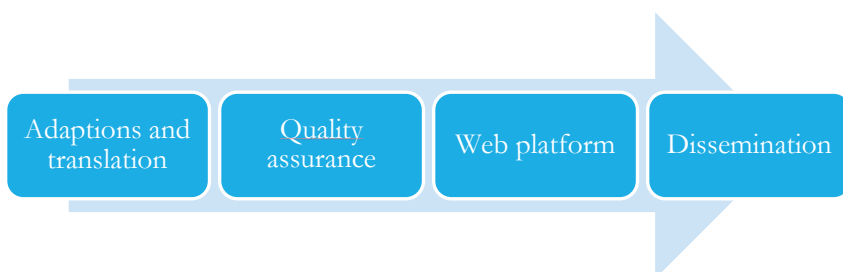


Fig. 2. Detailed work plan with assignments, responsible person, deadline. Use “Guidelines” for each material.

Theme	Decisions	Person responsible	deadline	Done (date)
Project organization and planning	<p><u>Project group skills</u> In the project group for this material, you need experience and competence in counselling mainstream schools about teaching DHH pupils.</p>			

It is best to organize face-to-face meetings at regular intervals during the project. Especially in the planning phase, when you commit to the project and to each other, but also when you need to discuss content or drafts from individual project members.

Make clear agreements with the manager / head of your institution:

- How many hours are allocated for this project? Timeline and hours
- Who are participating in the project? Appointment of project leader and members
- Which decisions must the manager/ headmaster be involved in?
- Which other work assignments will you not do during the project phase? Etc.

Contact the developing institution for access to the original documents: See contact info at [Trapup](#) at the front page.

Law and educational organization in your country / state

There are different laws and organization of special education in different countries. This can affect the adaption of materials.

For example in adapting “Classroom Design” and “Distance teaching” it may be relevant to look at these factors:

- Who pays for ‘hearing assistive technology’ (HAT)?
- Who pays for an assistant teacher? What are the criteria for getting this? What is the role and duties of the assistant teacher?
- Who pays for improvements of the room acoustics?
- Who pays for technologies necessary for distance teaching?

Here are mentioned specific laws or regulations, that you may need to look at:

Construction Act is the body of law, rules and regulations that govern the planning, design and construction of buildings and structures. Integrate the rules of reverberation time of this law into the ‘Classroom design’.

Disability Services Act (Services for people with disabilities are governed by the Social Welfare Act) – Do you have this Act in your country and will this influence the e-learning course content for you?

Special education Act (Services regarding special education) – will this influence who can receive distance teaching? How the assistance in the classroom is handled (assistant teacher)? Etc.

Copyright Act - Is there any law about adding signs or sign language to existing materials in your country?

Write the act, law or regulations that govern these issues in your country into the materials. (Ex: Building Act xx, chapter 4 no. 2 on reverberation time. Law on special education, chapter 2, no. 3: teacher support).

You may also want to tell the users of the TRAP UP web platform about these issues and how they influence teaching deaf and hard of hearing pupils.

Ressources – time and knowledge at the schools

Find out if there are any special education teachers with relevant knowledge at the school the pupil is attending and think about how your specialized knowledge and the TRAP UP materials best reach the teacher of the deaf and hard of hearing pupil.

You must also investigate the funding of hearing technology and hearing assistive technology as well as sign language or written interpretation to give precise recommendations on who to contact and how it will be financed for the local school.

Additional ressources in your own country / language

Add extra teaching ressources in your own language or country (Ex: your national LIFE-R questionnaire, Evaluation guide of Hearing Assisitive Technology, Morphemes in your language etc.)

Do you want to refer to other types of support in your country?

- Counselling by hearing professionals (Ex: Supporting institution, link to this)
- Courses for teachers (link to course providers)
- Courses for parents (link to course providers)
- Parent organizations’ services (link to organizations)

Webplatform trapup.eu

TRAP UP are welcoming materials in new languages on the webplatform. It is our mission to make the platform with its content available for as many as possible to make the best possible conditions for deaf or hard of hearing pupils.

When your materials are adapted and translated, there are some instructions to follow for us to implement the materials on the webplatform.

You will need to translate text from the website regarding the specific material into your own language.

This is to ensure that all information about the material is available in all possible languages on the website.

For us to add your materials to the webplatform, you will need to write the text, that you want on the webplatform in your own language:

Title/ headline: Your name for this product/material. Short and descriptive

Teaser: Subtitle on the card under the headline

Text: Your text for the webplatform. Make headlines, easy language, links to documents (pdf)

Metatext: A short text for Google search

Give specific instructions for the webmaster in “New comments”

Attach pdf-documents and videos with subtitles / speak in your language (use wetransfer for the videos)

[WeTransfer - Send Large Files & Share Photos Online - Up to 2GB Free](#)

Contact ulla.carl@rsyd.dk for a template of the webtext for your chosen product in English text and for the procedure of uploading your materials.

Only pdf- and video-files can be uploaded to the webplatform, but you can work in Word or Power Point to create the documents – and then transform these into pdf-formats.

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