

# Cosmic People Rate Card

## Higher Education Support Staff

Academic Year 2018-2019

### Band 1

Activity Titles	Activities	Price Per Hour	
		Exclusive of VAT	Inclusive of VAT
Practical Support Assistant	To include practical and mobility assistance around the university campus.	£18.00	£21.60
Library Support Assistant	To aid students search library catalogues, locate materials, collect materials, photocopying etc.	£18.00	£21.60
Reader	To read aloud for a student whose disability makes reading or other forms of assessing text impossible.	£18.00	£21.60
Scribe	To write down in an accurate format, content a student dictates.	£18.00	£21.60
Workshop/Laboratory Assistant	To support a student in gaining access to the practical aspects of their course requirements.	£18.00	£21.60
Sighted Guide	Providing day to day support as a guide for visually impaired students.	£18.00	£21.60
Proof Reader	To read through the students' work and point out the types of errors made in grammar/spelling/structure, suggesting ways for rectifying these in the future.	£18.00	£21.60

### Band 2

Activity Titles	Activities	Price Per Hour	
		Exclusive of VAT	Inclusive of VAT
Study Assistant	A flexible role, recommended to enable strategies complemented by some practical assistance.	£20.00	£24.00
Examination Support Workers	Supporting a disabled student to gain access to the examination and fulfil its requirements to cover a reader, scribe and exam prompter.	£20.00	£24.00
Manual Notetakers	To produce an accurate and legible handwritten record of the content of lectures, seminars, discussions, off-campus events etc. <b>All manual notetakers will be trained by an OCN Qualified Notetaker Tutor Trainer and will have completed an undergraduate degree.</b>	£20.80	£24.96

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### Band 3

Activity Titles	Activities	Price Per Hour	
		Exclusive of VAT	Inclusive of VAT
Communication Support Workers	To Translate British Sign Language into voice and vice versa, working flexibly with a student in workshops and seminars, to include the provision of one to one support.	£35.00	£42.00
Electronic Notetakers	To make a comprehensive (non- verbatim) live typed record of the content of lectures, seminars and discussions. <b>All electronic notetakers will be trained by an OCN Qualified Notetaker Tutor Trainer and be able to touch type at a minimum of 60wpm.</b>	£35.00	£42.00
Specialist Transcription Service	To transcribe lecture notes, seminar notes, oral dictation or audio files into an alternative format accessible to the student.	£24.00	£28.80

### Band 4

Activity Titles	Activities	Price Per Hour	
		Exclusive of VAT	Inclusive of VAT
Specialist Mentors	Specialist mentors provide highly specialist, specifically tailored, one to one support to assist students in addressing the barriers to learning created by a particular impairment.	£54.95	£65.95
Specialist One to One Study Skills Support	This support is aimed to develop students' skills for autonomy in the learning environment. All tutors are degree-educated with a teaching qualification and an SpLD qualification when working with students with specific learning difficulties.	£54.95	£65.94
British Sign Language Interpreters	Trained and experienced interpreters with a recognised qualification in BSL/English interpreting to provide support for students who are deaf and/or their preferred language is BSL.	£65.00	£78.00
Language Support Tutor for Deaf Students	To provide one to one specialist English enhancement to deaf students.	£60.00	£72.00



For an 'out of this world' service  
**01283 716 333**  
 enquiries@cosmic.co.uk  
 www.cosmic-people.co.uk



All of the rates are charged hourly. Rates are subject to change, terms and conditions apply.