

Level 4 CPD Unit Courses and Packages

Awarded by Dyslexia Action

November 2011-June 2012 Courses, v1

<http://training.dyslexiaaction.org.uk>

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Mission Statement

"Our vision is a world where barriers to learning, employment and personal fulfilment have been removed for people with dyslexia and other specific learning difficulties".

Dyslexia Action is a national charity that through education improves the lives of people with dyslexia and other specific learning difficulties. With over 30 years of experience, Dyslexia Action is the UK's leading charity in this area, providing a range of services and support for both children and adults including assessments (testing), teaching and training and the development and distribution of teaching and learning materials. Dyslexia Action conducts major research in the field of dyslexia where our tried and tested methodologies are widely accepted nationally and internationally. Our vision is that:

- We are passionate and professional
- We are ambitious for people with dyslexia and with learning difficulties
- We care about quality services
- We respect individual differences

Dyslexia Action Training and Professional Development provides training programmes for specialist teachers and other professionals. These include Continuing Professional Development (CPD) courses, the prestigious Postgraduate Certificate and Diploma programmes and awareness raising courses and webinars.

About this Brochure

Disclaimer

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Accessibility

If you would like to receive a copy of this document in large print or in another format, please contact Dyslexia Action Training and Professional Development directly for assistance.

Explanation of Terms

Candidate – The person applying for a course

Participant – The person who is studying the course

Learner – The pupil / student that the course participant does any practical work with

CPD – Continuing Professional Development

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Course Outline

The Level 4* CPD courses are designed to strengthen the expertise and confidence of teachers, teaching assistants and support tutors in order to ensure the progress and achievement of children with special educational needs. The Level 4 CPD courses aim to raise awareness of specific learning difficulties, improve the school and classroom environment and change teaching approaches. This will help teachers and teaching assistants to develop inclusive practice and develop more strategic approaches to meet the needs of individual learners.

Who is the course for?

The Dyslexia Action online courses have been developed specifically for:

- Classroom Teachers and Teaching Assistants working in the primary, secondary or high school education fields
- Adults who are currently employed in specialist support for people under the age of 18
- The courses are also suitable for tutors currently working in Further Education

They are NOT suitable for those working in Higher Education.

The course provides:

- flexibility for learning in a personalised way which enables studying to be fitted around personal and professional commitments.

Entry requirements

Applicants should:

- Be teachers, teaching assistants or support tutors, currently working in an educational environment.
Have a good general education and should normally be qualified to level 3 ('A' level) on the UK qualifications framework.¹ Teaching assistants without a qualification at Level 3, but with relevant experience, will also be considered.
- Have a minimum English language ability level such as Cambridge 1st Certificate Grade B (see <http://www.cambridgeesol.org/exams/general-english/fce.html>), TOEFL 550 points (see <http://www.ets.org/toefl/>) or IELTS 5.5 (see <http://www.ielts.org/default.aspx>)

The CPD courses are primarily intended for UK based applicants. However, UK teachers working overseas in an English speaking international school may also apply.

International Applicants

If you are an international applicant you should consider enrolling on the Dyslexia Action International Diploma in Literacy and Dyslexia in the first instance as this may be more appropriate to your needs. See 'International Courses' on the Training website for further details at <http://training.dyslexiaaction.org.uk/> .

* The courses are not currently accredited at Level 4 but during 2011/2012, Dyslexia Action will be moving many of its qualifications on to the UK Qualifications and Credit Framework (QCF) and this will allow participants on these units to use them as exemptions to QCF and other qualifications.

¹ http://www.ofqual.gov.uk/files/Regulatory_arrangements_QCF_August08.pdf ,p47

Guild Membership

Candidates are encouraged to become members of The Dyslexia Action Guild, a membership network and professional association for practitioners in Dyslexia and SpLD. The aim of the Dyslexia Guild is to keep members up to date with developments in the field and to encourage networking/contact between members. Membership also offers some course discounts. See: <http://training.dyslexiaaction.org.uk/guild>

Course Information

Units

The Dyslexia Action Level 4 CPD Programme consists of 12 unit courses:

DACPD01	Introduction to Dyslexia
DACPD02	Multisensory Teaching and Learning
DACPD03	Developing Mathematical Skills in Learners with Dyslexia
DACPD04	Supporting Study Skills in Learners with Dyslexia
DACPD05	Dyslexia: Supporting Individuals with Memory Weaknesses
DACPD06	Developing Reading Skills in Learners with Dyslexia in the Primary School
DACPD07	Developing Reading Skills in Learners with Dyslexia in the Secondary School
DACPD08	Developing Writing Skills in Learners with Dyslexia in the Primary School
DACPD09	Developing Writing Skills in Learners with Dyslexia in the Secondary School
DACPD10	Supporting Learners with Dyslexia to Develop a Positive Self-Image
DACPD11	Developing Spelling Skills in Learners with Dyslexia
DACPD12	Organising and Managing the Classroom to Support Learners with Dyslexia

Participants can study individual units or 3 units within a package.

Currently the Maths Unit course, DACPD03, is only offered as a stand-alone unit; it is not part of a package.

Dyslexia Action Training and Professional Development reserve the right to cancel any programme where candidate numbers are insufficient to warrant the course taking place. In this case candidates will be offered places on alternative programmes or a full refund of fees will be made.

Packages (3 Units)

Package 1 (Core Package):

Introduction to Dyslexia

Dyslexia: Supporting Individuals with Memory Weaknesses

Multisensory Teaching and Learning

Package 2 (Dyslexia in the Classroom Package):

Supporting Learners with Dyslexia to Develop a Positive Self-Image

Supporting Study Skills in Learners with Dyslexia

Organising and Managing the Classroom to Support Learners with Dyslexia

Package 3 (Primary School Package):

Developing Reading Skills in Learners with Dyslexia in the Primary School

Developing Writing Skills in Learners with Dyslexia in the Primary School

Developing Spelling Skills in Learners with Dyslexia

Package 4 (Secondary School Package):

Developing Reading Skills in Learners with Dyslexia in the Secondary School

Developing Writing Skills in Learners with Dyslexia in the Secondary School

Supporting Study Skills in Learners with Dyslexia

The courses are offered as units of learning that build into Certificate Courses.

If a participant registers for a package on a given start date, all 3 units within the package must be started on given dates with only a short break in between. When working on packages there may be different tutors for each unit within the package.

Dyslexia Action Training and Professional Development reserve the right to cancel any programme where candidate numbers are insufficient to warrant the course taking place. In this case candidates will be offered places on alternative programmes or a full refund of fees will be made.

Certificate Courses (6 Units)

The Certificate Courses consist of 6 units which can be bought and studied as individual units or as packages of 3 units.

Level 4 CPD Certificate in Dyslexia in the Classroom

This course is specially designed for non-specialist classroom teachers and teaching assistants working in the primary and secondary education fields. It is also suitable for those working in Further Education. To qualify for this certificate participants must successfully complete all unit courses within:

Package 1

Package 2

Level 4 CPD Certificate in Dyslexia and Literacy in Primary Settings

This course is specially designed for non-specialist classroom teachers and teaching assistants working in the primary education field. To qualify for this certificate participants must successfully complete all unit courses within:

Package 1

Package 3

Level 4 CPD Certificate in Dyslexia and Literacy in Secondary Settings

This course is specially designed for non-specialist classroom teachers and teaching assistants working in the secondary education field. To qualify for this certificate participants must successfully complete all unit courses within:

Package 1

Package 4

Qualifications at Level 4

The Dyslexia Action CPD units and qualifications equate to Level 4 on the QCF. The Office of the Qualifications and Examinations Regulator (Ofqual) in the UK defines Level 4 as follows:

“Achievement at Level 4 reflects the ability to identify and use relevant understanding, methods and skills to address problems that are well defined but complex and non-routine. It includes taking responsibility for overall courses of action as well as exercising autonomy and judgement within fairly broad parameters. It also reflects understanding of different perspectives or approaches within an area of study or work.”²

During 2011/2012, Dyslexia Action will be moving many of its qualifications on to the UK Qualifications and Credit Framework (QCF) and this will allow participants on these units to use them as exemptions to QCF and other qualifications.

² Ofqual: Regulatory Arrangements for the Qualifications and Credit Framework August 2008

What will I gain from doing the Level 4 Courses?

The Level 4 CPD courses are designed to strengthen the expertise and confidence of teachers, teaching assistants and support tutors in order to ensure the progress and achievement of children with special educational needs. The Level 4 CPD courses aim to raise awareness of specific learning difficulties, improve the school and classroom environment and change teaching approaches. This will help teachers and teaching assistants to develop inclusive practice and develop more strategic approaches to meet the needs of individual learners.

Certificates

Individual Units

Participants taking an individual unit will get a Dyslexia Action CPD unit certificate on successful completion of the course. Participants may choose to participate in the course without submitting work but will not receive a certificate.

Packages (3 Units)

Participants who take a 3 unit CPD Package will get a Dyslexia Action certificate showing the units which have been successfully completed.

Participants, who do not successfully complete all 3 units of a package, will get a Dyslexia Action certificate showing the units that they passed. If they pass only 1 unit they will get a Dyslexia Action unit certificate.

Certificate Courses (6 Units)

Participants who successfully complete the 6 units (two packages) of a Certificate course will get a qualification certificate and a transcript listing the units within the two packages.

If participants need individual unit certificates, for any reason, there will be a charge for this.

Replacement Certificates

There will be a charge for issuing replacement certificates.

Demands of the course

The Dyslexia Action CPD programme is a Level 4 programme. Although the courses are delivered through online learning, enabling a flexible form of study, candidates will need to develop good personal time management and to hone the study skills relevant to e-learning. Candidates will require a quiet and clear space in which to work. Candidates will need to be able to balance the demands of their studies with existing work and home commitments in order to gain the qualification.

Candidates can choose whether they would like to work on one unit at a time with a break in between or whether to take a package and work to fixed starting dates for the three unit courses. There will be a short break between each of the three units within a package.

If you wish to study the Certificate in Dyslexia in the Classroom at a more intensive pace see the Dyslexia Action website for further details of the UK Level 4 CPD Diploma Programme:

<http://training.dyslexiaaction.org.uk/ukdip>

Where will I study?

The CPD programme uses the Virtual Learning Environment (VLE) known as Moodle as the method of delivery. Each unit is delivered through Moodle and some require you to be involved in practical teaching whilst others are more theoretically based. The core curriculum is delivered by means of a range of e-learning

resources. These include presentations, articles, exercises, videos and follow-up activities and tasks for participants to carry out at intervals.

How will I be taught?

Each participant has a tutor who supports them through the course. Participants also work together with their colleagues on the course via contributions to discussions on Moodle forums. This enables all those involved to get to know one another and to develop a community of learning practice with other participants and tutors as the course progresses.

How much time will I devote to the course?

Each CPD unit course is run over a period of 7 weeks with unit assignments due in after 6 weeks (this applies to all courses from March 2012). Learning hours include independent study, online discussion, work with learners (where required) and assignments. See the Course Units section below for further details of learning hours.

Participants on packages will study one unit at a time with a short break between unit courses.

Will I be doing practical exercises with a learner/group of learners?

Participants will be working with learners on practical elements of some Unit courses. This will give the opportunity to integrate theory with practice. English must be the language the learners predominantly use in school to access the curriculum. Learners who are struggling with English as an additional language are not suitable for the practical elements of the courses. It is the responsibility of participants to select suitable learners to work with.

Will I need to have a CRB check?

As a Criminal Records Bureau Enhanced Disclosure is a requirement for working with children and young people, the person you choose to use for any practical teaching should be someone within your school or workplace, where you will already have a CRB Enhanced Disclosure. If you choose to work with someone from outside that environment then you will have to apply for a CRB check through Dyslexia Action and pay an additional fee of £60.

You should allow AT LEAST 6 WEEKS to process any CRB application and this must be in place before any face to face work with a learner. Please visit www.crb.gov.uk for further information.

We reserve the right to request this information from you or to terminate a programme where we feel it is not in the interests of the learner to continue. Dyslexia Action Training and Professional Development will not assume responsibility nor will accept liability incurred as a result of any participant or learner being engaged in this programme.

How will I be assessed?

Assessment is continuous and will include written assignments, practical activities and contribution to Moodle forums. Participants will be supported by a tutor who is an experienced practitioner in the field of dyslexia. Assignments will be submitted to the tutor via Moodle on a regular basis.

There are no examinations.

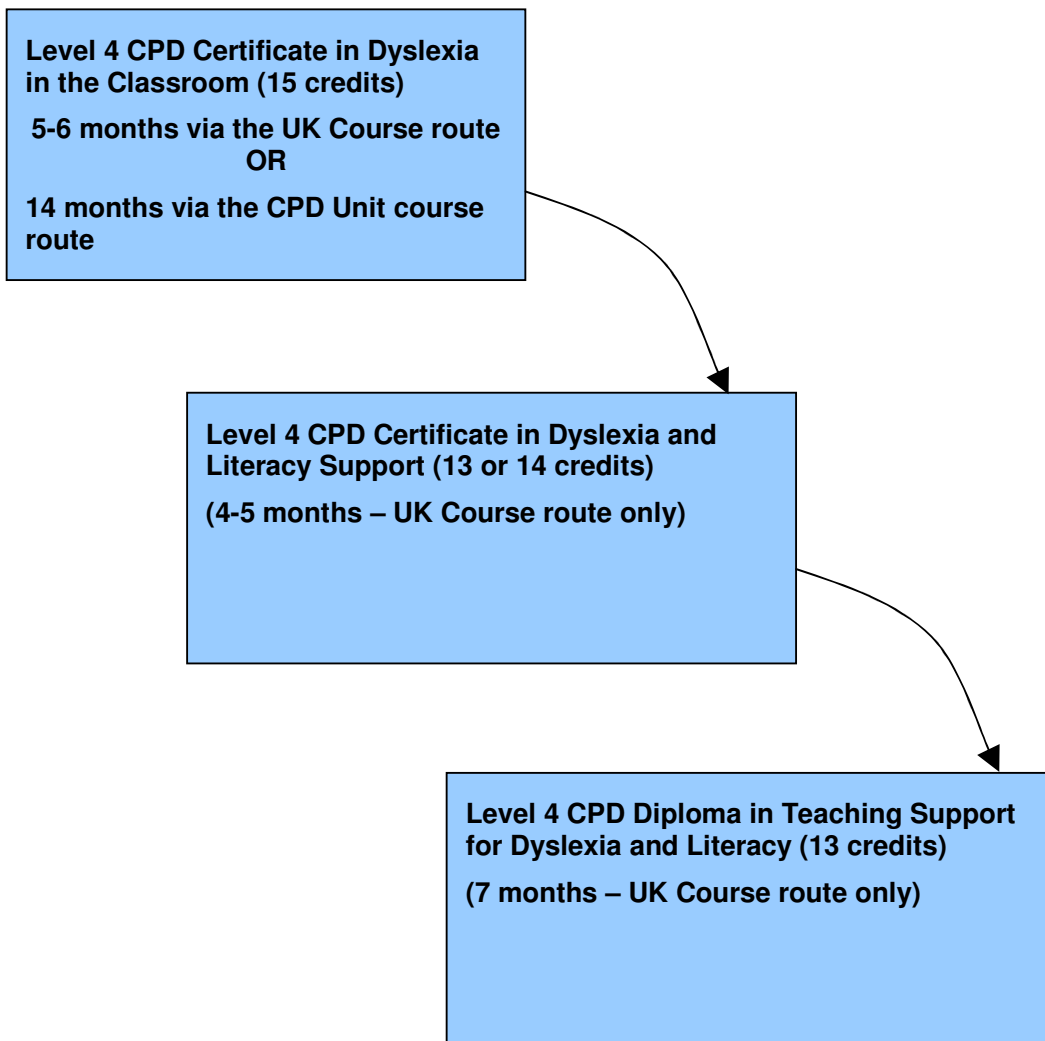
Progression Pathway

Participants who successfully complete the Level 4 CPD Certificate in Dyslexia in the Classroom can transfer onto the UK Level 4 CPD Diploma Programme (the 'UK Course'). This is a programme consisting of three courses:

1. Level 4 CPD Certificate in Dyslexia in the Classroom
2. Level 4 CPD Certificate in Dyslexia and Literacy Support
3. Level 4 CPD Diploma in Teaching Support for Dyslexia and Literacy.

Successful completion of each course is required to allow progression on to the next course.

It is not possible to study the 'Certificate in Dyslexia and Literacy Support' or the 'Level 4 Diploma in Teaching Support for Dyslexia and Literacy' via the CPD Units and Packages route. These are only available via the UK Course route.



For further information on the UK Level 4 CPD Diploma Programme (the 'UK Course') see the Dyslexia Action website: <http://training.dyslexiaaction.org.uk/ukdip>

Dyslexia Action Training and Professional Development reserves the right to cancel any programme where candidate numbers are insufficient to warrant the course taking place. In this case candidates will be offered places on alternative programmes or a full refund of fees will be available.

Comparison of the two routes to the Certificate in Dyslexia in the Classroom

Certificate in Dyslexia in the Classroom	
CPD Route (14 months)	UK Route (5-6 months)
Package 1	
Introduction to Dyslexia (7 weeks)	Unit 1: Introduction to Dyslexia (3 weeks)
Dyslexia: Supporting Individuals with Memory Weaknesses (7 weeks)	Unit 2: Dyslexia: Supporting Individuals with Memory Weaknesses (3 weeks)
Multisensory Teaching and Learning (7 weeks)	Unit 3: Multisensory Teaching and Learning (3 weeks)
Package 2	
Supporting Learners with Dyslexia to Develop a Positive Self-Image (7 weeks)	Unit 4: Supporting Learners with Dyslexia to Develop a Positive Self-Image (3 weeks)
Supporting Study Skills in Learners with Dyslexia (7 weeks)	Unit 5: Supporting Study Skills in Learners with Dyslexia (4 weeks)
Organising and Managing the Classroom to Support Learners with Dyslexia (7 weeks)	Unit 6: Organising and Managing the Classroom to Support Learners with Dyslexia (4 weeks)

Each unit is run over a period of 7 weeks with assignments due in after 6 weeks.	Each unit is run over a period of 3 or 4 weeks with assignments due in after 3 or 4 weeks.
There is a short break between units.	There is no break between units.
Each package takes about 7 months to complete.	
Participants can take a break between packages.	
The Certificate course via the CPD Route takes around 14 months to complete.	The Certificate course via the UK Programme Route takes 5-6 months to complete.

Course Units and Learning Time

Mandatory Units

Mandatory units are the units that must be achieved in order for a qualification to be awarded.

Hours of learning time

Learning time is defined as the time taken by participants at the level of the unit, on average, to complete the learning outcomes of the unit to the standard determined by the assessment criteria.³

Units

Course Code	Title of Unit Course	Level	Hours of learning time
DACPD01	Introduction to Dyslexia	4	20
DACPD02	Multisensory Teaching and Learning	4	30
DACPD03	Developing Mathematical Skills in Learners with Dyslexia	5	30
DACPD04	Supporting Study Skills in Learners with Dyslexia	4	30
DACPD05	Dyslexia: Supporting Individuals with Memory Weaknesses	4	20
DACPD06	Developing Reading Skills in Learners with Dyslexia in the Primary School	4	30
DACPD07	Developing Reading Skills in Learners with Dyslexia in the Secondary School	4	30
DACPD08	Developing Writing Skills in Learners with Dyslexia in the Primary School	4	30
DACPD09	Developing Writing Skills in Learners with Dyslexia in the Secondary School	4	30
DACPD10	Supporting Learners with Dyslexia to Develop a Positive Self-Image	4	20
DACPD11	Developing Spelling Skills in Learners with Dyslexia	4	20
DACPD12	Organising and Managing the Classroom to Support Learners with Dyslexia	5	30

³ Ofqual: Regulatory Arrangements for the Qualifications and Credit Framework August 2008; p12

Level 4 CPD Certificate in Dyslexia in the Classroom

The Certificate in Dyslexia in the Classroom consists of **six Mandatory Units**.

Mandatory Units	All units must be passed.	Hours of Learning Time
	PACKAGE 1	
DACPD01	Introduction to Dyslexia	20
DACPD05	Dyslexia: Supporting Individuals with Memory Weaknesses	20
DACPD02	Multisensory Teaching and Learning	30
	PACKAGE 2	
DACPD10	Supporting Learners with Dyslexia to Develop a Positive Self-Image	20
DACPD04	Supporting Study Skills in Learners with Dyslexia	30
DACPD12	Organising and Managing the Classroom to Support Learners with Dyslexia	30
	Total	150

Level 4 CPD Certificate in Dyslexia and Literacy in Primary School Settings

The Certificate in Dyslexia and Literacy in Primary School Settings consists of **six Mandatory Units**.

Mandatory Units	All units must be passed.	Hours of Learning Time
	PACKAGE 1	
DACPD01	Introduction to Dyslexia	20
DACPD05	Dyslexia: Supporting Individuals with Memory Weaknesses	20
DACPD02	Multisensory Teaching and Learning	30
	PACKAGE 3	
DACPD06	Developing Reading Skills in Learners with Dyslexia in the Primary School	30
DACPD08	Developing Writing Skills in Learners with Dyslexia in the Primary School	30
DACPD11	Developing Spelling Skills in Learners with Dyslexia	20
	Total	150

Level 4 CPD Certificate in Dyslexia and Literacy in Secondary School Settings

The Certificate in Dyslexia and Literacy Support consists of **six Mandatory Units**.

Mandatory Units	All units must be passed.	Hours of Learning Time
	PACKAGE 1	
DACPD01	Introduction to Dyslexia	20
DACPD05	Dyslexia: Supporting Individuals with Memory Weaknesses	20
DACPD02	Multisensory Teaching and Learning	30
	PACKAGE 4	
DACPD07	Developing Reading Skills in Learners with Dyslexia in the Secondary School	30
DACPD09	Developing Writing Skills in Learners with Dyslexia in the Secondary School	30
DACPD04	Supporting Study Skills in Learners with Dyslexia	30
	Total	150

2011/2012 Fees

Course	Paid in full before the start of the course
Individual Unit Course	£195 (£175 for Dyslexia Guild Members)
CPD Package of 3 Units	£535 (£475 for Guild Members)

These course fees will be honoured until July 2012.

2011/2012 Course Dates

If candidates buy a package of 3 units then the dates for when those units are studied are fixed, as in the tables below. If candidates wish to 'mix and match' unit dates, then units must be booked separately and not as a package.

Individual Units

Course Code	Title of Unit Course	Unit Course Dates
DACPD01	Introduction to Dyslexia	14 Mar, 16 May 2012
DACPD02	Multisensory Teaching and Learning	14 Mar, 16 May 2012
DACPD03	Developing Mathematical Skills in Learners with Dyslexia	30 May 2012
DACPD04	Supporting Study Skills in Learners with Dyslexia	21 Mar, 23 May 2012
DACPD05	Dyslexia: Supporting Individuals with Memory Weaknesses	14 Mar, 16 May 2012
DACPD06	Developing Reading Skills in Learners with Dyslexia in the Primary School	14 Mar, 16 May 2012
DACPD07	Developing Reading Skills in Learners with Dyslexia in the Secondary School	14 Mar, 30 May 2012
DACPD08	Developing Writing Skills in Learners with Dyslexia in the Primary School	21 Mar, 6 Jun 2012
DACPD09	Developing Writing Skills in Learners with Dyslexia in the Secondary School	21 Mar, 6 Jun 2012
DACPD10	Supporting Learners with Dyslexia to Develop a Positive Self-Image	14 Mar, 16 May 2012
DACPD11	Developing Spelling Skills in Learners with Dyslexia	28 Mar, 13 Jun 2012
DACPD12	Organising and Managing the Classroom to Support Learners with Dyslexia	28 Mar, 30 May 2012

Package 1

Start date of package	Dates for Unit 1	Dates for Unit 2	Dates for Unit 3
9 Nov 2011	9 Nov to 28 Dec	11 Jan to 29 Feb 2012	14 Mar to 2 May 2012
11 Jan 2012	11 Jan to 29 Feb	14 Mar to 2 May	16 May to 4 Jul
14 Mar 2012	14 Mar to 2 May	16 May to 4 Jul	Sep 12, date tbc

Package 2

Start date of package	Dates for Unit 1	Dates for Unit 2	Dates for Unit 3
9 Nov 2011	9 Nov to 28 Dec 2011	18 Jan to 7 Mar	28 Mar to 16 May
11 Jan 2012	11 Jan to 29 Feb	21 Mar to 9 May	30 May to 18 Jul
14 Mar 2012	14 Mar to 2 May	23 May to 11 Jul	Sep 12, date tbc

Package 3

Start date of package	Dates for Unit 1	Dates for Unit 2	Dates for Unit 3
11 Jan 2012	11 Jan to 29 Feb	21 Mar to 9 May	13 Jun to 1 Aug
14 Mar 2012	14 Mar to 2 May	6 Jun to 25 Jul	Sep 12, date tbc

Package 4

Start date of package	Dates for Unit 1	Dates for Unit 2	Dates for Unit 3
11 Jan 2012	11 Jan to 29 Feb	21 Mar to 9 May	23 May to 11 Jul
14 Mar 2012	14 Mar to 2 May	6 Jun to 25 Jul	Sep 12, date tbc

Dyslexia Action Training and Professional Development reserves the right to change course start dates and/or schedules.

Application Details

Please note that it is only possible to submit applications via the website.

You will be required to set up an account during the registration for your first course with Dyslexia Action Training and Professional Development. Please note the login details with care since you will need them to apply for additional courses or modify your contact details. (You can also retrieve a forgotten password or username later by asking to have them sent to the email address you registered with us).

To apply please follow the instructions below:

1. Navigate to the appropriate course page and click on the application link for your chosen start date
2. Choose the fee and the appropriate payment method
3. Complete the registration process including payment (fees must be paid in full before the start of the course)

NB - The only payment method for individual unit courses is via credit card.

4. Once you have successfully completed the registration process you will receive an email registration confirmation.

Contact Details

**Dyslexia Action Training and Professional Development
Admissions Office**

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