

General Course Information

Dyslexia Action Training and Professional
Development

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

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Dyslexia Action 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

E-Learning and Moodle

What is e-learning?

Attending courses online (e-learning) gives participants the flexibility to organise their time to fit around their professional and personal commitments. However, e-learning also provides an opportunity to make more of the study time and achieve deeper learning. Online learning saves the time and expense of travel and classroom attendance and offers flexible participation in the course programmes.

Online learning also allows course participants to become part of a **community** focused on the topic at hand. This often proves to be more effective than time spent in groups in a classroom environment.

E-learning does not generally require special technical expertise. No greater **IT skill** is required than that needed to browse the web, watch clips on YouTube or send an email with an attachment. Dyslexia Action provides written and audio-visual guides to help with technical aspects of the course. An IT support helpdesk is also available.

The greatest challenge of e-learning is finding the right physical and mental **space**. Going to a physical space like the classroom makes it clear that you are not available for other commitments. This may not always be the case at home or at work. It is therefore important to assiduously dedicate time and space to study just as if attending a course in a physical location.

How does e-learning work?

Dyslexia Action uses a **Virtual Learning Environment (VLE) called Moodle**, which is also used by many international and UK colleges and universities including the University of London and the Open University.

Course Content via e-Learning

Course content is delivered by means of a range of e-learning resources. These include presentations, articles, exercises, quizzes, videos and follow-up activities and tasks for participants to carry out at intervals. Moodle is used to:

- deliver course materials online and for live and recorded webinars
- structure course activity on a unit basis
- facilitate interactive work between participants through postings made to discussion forums, glossaries, wikis, etc.
- develop self and peer review and reflective learning of knowledge and understanding through:
 - development of materials and resources
 - progress through self-checking questions
 - reflective questioning
 - literature searches
 - follow-up reading

Role of the Participant in e-Learning

Course activities, tasks and discussions are structured and some will be managed by tutors acting as online facilitators in moderating and support roles. Participants will be advised on the online activities they are expected to engage with, and contribute to, within each course. As the course progresses and participants gain expertise and confidence as e-participants, it is expected that they will take a progressively more pro-active role in managing their learning. This will involve working with peers as well as learning and activity within the Moodle discussion forums and elsewhere. Participants will create their own community of practice to suit their actual learning needs.

Role of the Tutor in e-Learning

Each participant has a tutor who supports them through the course. Depending on the number of participants taking the course, there may be more than one tutor working on the course. Participants will also have the Programme Manager on hand for further advice if needed.

Moodle Resources and Copyright Issues

Many resources will be made available to you online via Moodle. Dyslexia Action has a copyright licence which allows posting of some key articles and information on-line. **Please note that the licence restricts the use of these materials for personal and private study only.** You must respect the copyright restrictions when downloading materials from Moodle. This means that you are allowed to download only onto your own PC hard drive (not a school/college network drive) and to print no more than one copy for your personal and private study.

Copying, either electronically or on paper, of any Dyslexia Action course materials and distributing them to others (for example within your school or downloading materials onto a school network drive) is not permitted.

Equally you must not yourself post or upload onto Moodle any material which may be copyrighted.

Please note that participants will be able to post their work on Moodle, and as members of a community of learning, they are encouraged to share their resources. However, if you wish to use any resources produced by other participants, for whatever purpose, you must ask permission and acknowledge the source. **The reproduction of resources posted on the Dyslexia Action Moodle site for commercial use is strictly forbidden.**

Forums and forum etiquette

Compulsory forums form an integral part of the course. There are discussion forums within each unit and in some cases these form part of the compulsory assessment for that unit. Your tutor will assess your understanding via the forums. Participants must contribute to the compulsory forums as indicated within each Unit course and by the final date of the assignment submission zone at the latest. Participants should not wait until the final date to contribute to the forums; rather posting whilst studying to gain fully from the interactive learning process.

Other forums are for participants to ask questions about the course or to engage with each other on a less formal basis in the social forum. It is very important that participants use the correct forum for the appropriate posting.

Tutors will delete postings from the forum if the content:

- is not relevant to the course in any way
- includes information about a specific learner
- could be construed to be discriminatory
- is a complaint
- is defamatory

Forum Etiquette

Please observe forum etiquette and **do not**:

- overtly criticise the view of another participant, but rather have a professional discussion in a sensitive manner
- write very long postings- try to be concise
- mention any learner or colleague by name
- use the forum to 'chat' about issues not related to the course
- use the forum to criticise fellow participants, the tutor or the course. If you have a concern, please contact your tutor by email.

Technical requirements

All participants will need regular access to the Internet and a personal email account in order to access the teaching materials and participate in the programme, as the main elements of the course are distributed via the Virtual Learning Environment (VLE), Moodle, over the Internet. Participants are given a personal account through which to access the learning environment and enrol on individual courses, units or modules. Participants can expect to spend several hours a week online, even if they download materials and work offline. In addition to accessing the VLE, participants will need to use the Internet to locate a wide range of resources, articles and relevant information.

Personal Computer Requirements

Any computer that can run office applications such as Word or PowerPoint and access rich content websites such as YouTube or the BBC iPlayer is sufficient to access all the course resources. No special software or hardware purchases are necessary. However participants are recommended to have access to the following:

- **A printer and scanner.**
- **A memory stick** for some courses which include the submission of lessons
- **Basic video recording equipment** which may also be required for some of the courses. The course brochure will confirm whether you need this equipment.

Web Browser

It is strongly recommended that you use Firefox as your web browser. This is free to download (<http://firefox.com>). Dyslexia Action cannot assist with problems encountered if you are using Internet Explorer 6 which is widely recognised as obsolete and insecure (see <http://ie6countdown.com/>). If your organisation does not have Firefox, you can download its portable version from http://portableapps.com/apps/internet/firefox_portable. You can then run it from a USB key or just a folder on any computer.

Broadband Connection

A cable or DSL Broadband connection with a liberal bandwidth usage policy (5GB) is highly recommended as participants can expect to use 3-5 GB a month.

The basic course content can be accessed via mobile broadband or even dialup but the learning experience is likely to be diminished, large files will take some time to download and video/audio content may not be accessible at all.

Note that many mobile broadband providers impose limits on monthly data usage.

Minimum Software Requirements

Participants will need to use an office suite such as Microsoft Office or the free Open Office (or any other software capable of saving documents in formats compatible with MS Word, PowerPoint and Excel). Participants will also need a PDF Viewer such as Adobe Reader or FoxIT (downloadable free). Courses that require a recording will also need multimedia player (the free 'VLC Media Player' is recommended).

Email Account

Participants will need to have their own personal email account. Dyslexia Action cannot communicate with participants or register them on the VLE except via a personal e mail account. Please note that participants must not register on the VLE or use an email account during the course that is shared with colleagues or family members; this would break the requirements of the Data Protection Act. Participants who do not have a personal email address at the start of the course must set up a personal account straight away. This is easy to do and is free. Gmail is recommended but Hotmail, Yahoo or others will be acceptable.

Video Camera

For those courses that require participants to record sessions with a learner (Postgraduate Courses, International Teaching Diploma Course and the Level 4 CPD Diploma Course), participants will need access to a video camera to record some of the teaching sessions. The course brochure will confirm whether you will need access to a video camera for your course.

Any camera from which the video can be extracted into a digital file is acceptable. A camera that records directly into an .mp4 or .avi files such as the flip or Xacti cameras is recommended. Many webcams are not suitable for recording lessons but some higher quality models may be acceptable. Older tape-based camcorders can be used but note that they may require additional hardware (firewire, cable or card) to convert the video into a digital file. Recordings must be submitted as a video file on a USB memory stick. Participants should purchase at least a 4GB USB stick.

Working with a learner

Many courses require access to a learner(s) for practical exercises and/or teaching. Participants are required to find learners whose main difficulties are with literacy. 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 courses. It is the responsibility of participants to select suitable learners to work with.

About the Brochure

Disclaimer

This document is subject to regular revision and replaces any earlier version produced by Dyslexia Action. Whereas every effort has been made to ensure the accuracy of the information contained in this document Dyslexia Action Training and Professional Development is unable to provide any warranty concerning the accuracy or completeness of any information contained herein and in the associated web pages. Dyslexia Action reserves the right to make changes to the information given. Applicants will receive additional, current information during the admissions process and on joining their chosen course.

Dyslexia Action Training and Professional Development assumes no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within its publications or downloaded from its website.

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

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

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.

Copyright

All rights reserved. All information and material contained within this document and on the website it is accessed from, is copyright and the copyright belongs to Dyslexia Action.

If you wish to apply for permission to use any materials found within the Dyslexia Action Training and Professional Development website, please contact Dyslexia Action at the address given in the materials or on the website.

Customer Service Statement

As a customer or potential customer of Dyslexia Action Training and Professional Development you can expect us:

- To treat all customers and potential customers courteously at all times being fair, polite, respectful and professional, regardless of age, gender, race, religion, sexual orientation or disability.
- To adhere to quality and procedural guidelines which exist to ensure good practice and are for the benefit of both customers and staff.
- To act promptly and efficiently in our dealings with customers, being clear about what action will be taken and when.

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- To consult our customers regularly to obtain feedback on our services and to use that feedback positively.

We ask our customers to:

- To treat staff courteously - at all times being fair, polite and respectful, regardless of age, gender, race, religion, sexual orientation or disability.
- To abide by our policies and procedures.
- To give us feedback and inform us of any difficulties they experience, when they arise.
- To remember that Dyslexia Action Training and Professional Development will not accept abusive language or threats to its staff and will take appropriate action where these occur.

If you are unhappy with the service you receive:

- You should discuss it first with the person concerned. We aim to resolve your complaint as quickly as possible and within 10 working days.
- If this does not lead to a satisfactory resolution then please put your complaint in writing outlining the circumstances to the Head of Education and Training at the address given in this brochure.

Equality and diversity policy

Dyslexia Action Training and Professional Development is committed to ensuring equality of opportunity and fairness and to valuing the diversity of our customers and colleagues.

We aim to provide excellent customer service by maintaining the highest standards of professional excellence. We are committed to training and continuing professional development and to encouraging all our colleagues to reach their full potential, regardless of age, gender, marital status, race or ethnicity, nationality, disability, religion or religious or other beliefs, sexual orientation, social or educational background or family or care responsibilities.

We are determined to create a working environment which supports Dyslexia Action's vision and values and which is free from any form of discrimination, harassment or bullying and within which all individuals are treated with respect, fairness and courtesy.

Position Statement on the use of Welsh, Irish (Gaelige) and other Languages

Dyslexia Action Training and Professional Development is a provider of qualification specifications and assessment materials in English. Materials may be provided at its discretion and on request in Welsh and/or Irish Language (Gaelige).

When deciding if materials are to be produced in more than one language, Dyslexia Action Training and Professional Development will need to assess if mechanisms are available to ensure that:

- Assessments carried out in the target languages are comparable.
- Moderation of assessment where required is comparable when carried out in the target language.

Payments and Financial Details

Please refer to the specific course brochure for full financial terms and conditions

Disability and Learning Related Support

Dyslexia Action welcomes all participants with a disability and/or learning support requirement. This includes physical disabilities and cognitive disabilities such as dyslexia.

Dyslexia Action is committed to making reasonable adjustments to enable participants to participate fully in our courses. In order to give you appropriate support, we would like you to provide some further information about your study support needs relating to your learning support or disability requirement.

It is important to inform the admissions staff and the Disability Adviser if you have a disability or learning support requirement at the application stage or as soon as possible thereafter and to indicate the special needs or adjustments that may be required,.

Dyslexia Action Training and Professional Development tutors and administrative staff will provide whatever reasonable support they can within the resources available. Please note that we cannot guarantee that a specific special arrangement will be possible but will always review particular requirements in full.

Participants on Postgraduate Courses may wish to apply for a Disabled Students Allowance (DSA) which can provide additional funding subject to eligibility criteria and which may be used to purchase additional resources in support of studies. This could for example take the form of IT equipment or additional personal tutorial time from a tutor. More information about DSAs can be found at:

www.direct.gov.uk/en/Disabled?People/EducationandTraining/HigherEducation/DG_10034898

Accreditation

It is anticipated that Dyslexia Action Training and Professional Development will in due course move many of its units on to the UK Qualifications and Credit Framework (QCF). This will allow participants on our current units to use them as exemptions to QCF and other qualifications. Applicants to our Training programmes should note that our Level 4 programmes are not currently accredited awards but may count as exemptions towards other accredited training.

Guild Membership

If you are a member of the Dyslexia Guild, you are eligible for around a 10% discount on some of our courses. [Click here for details](#) about becoming a Guild Member.

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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