

Dyslexia Action Continuing Professional Development Programme

**Course Brochure
Level 7 CPD Programme
Part 2 of 2**

Level 7 CPD Unit Qualifications for Specialist Teachers and Assessors The Reflective Practitioner

September 2015 – August 2016

www.dyslexiaaction.org.uk/courses-specialist-teachers-and-assessors

Dyslexia Action Training and Professional Development,
Dyslexia Action House, 10 High Street, Egham, Surrey TW20 9EA
www.dyslexiaaction.org.uk/short-online-courses
Tel: +44(0) 1784 222304 Company No. 1179975 Charity No. 268502

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About Dyslexia Action

Dyslexia Action is a national charity that takes action to change the lives of people with dyslexia and literacy difficulties. We want a world where those with dyslexia and other specific learning difficulties can reach their full potential. Dyslexia Action works to change lives by:

- Supporting improvement in education provision
- Providing direct supports to individuals
- Leading the agenda for change

Dyslexia Action operates from its Head Office in Egham, Surrey and a network of regional centres and teaching locations throughout the UK.

Dyslexia Action Training and Professional Development is a provider of 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.

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 website. Dyslexia Action reserves the right to make changes to the information given and to change the content of courses. 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.

Explanation of Terms

Candidate – The person undertaking a Unit qualification

CPD – Continuing Professional Development

Hours of Learning Time - This includes all the learning activities that are required to achieve the learning outcomes. Hours of Learning Time includes: preparation before the course begins such as induction activities; familiarisation with the course outline and recommended reading; participation in online activities such as forums and group activities and private study and assessment activities both during and after the course ends.

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

Participant – The person who is studying on a course

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 e-learning site, please contact Dyslexia Action at the address given in the materials or on the website.

Who are these courses for?

Our Level 7 CPD courses are designed to enable **specialist teachers and specialist assessors** to explore the assessment and teaching intervention processes in depth. Each unit features theoretical input, a series of practical activities and a reflective element to drive practitioners to a constructive self-evaluation of their own professional practice.

CPD courses allow professionals to develop and enhance their current skills and understanding. They will learn from their fellow professionals, will share their experiences and discuss issues via the course forums. The CPD level 7 units are qualifications and not awareness courses. Participants must complete the assignments and cannot be given access as 'read only' courses.

Other Applicants

Candidates who do not reach the above entry requirements may like to consider enrolling on one of our level 4 and 5 CPD Programmes short courses or awards. See the website for further details at: <http://www.dyslexiaaction.org.uk/educator-training>

Are the Courses Accredited?

The Level 7 CPD units will be SASC approved for Assessment Practising Certificate CPD purposes. They are not currently university credit rated.

Qualifications at Level 7

The Dyslexia Action CPD Units and qualifications equate to Level 7 on the National Qualifications Framework (NQF) and the Qualifications and Credit Framework (QCF).

See: <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/> for further details.

Qualification Certificates

Dyslexia Action Certificate (Unit Qualification)

Participants who successfully complete a level 7 unit qualification will receive a Dyslexia Action unit certificate.

It is the responsibility of the participant to inform us if they change address or if they have a different postal address to the address given on the application form. If we are not informed, a charge will be made for re-posting any correspondence including certificates and transcripts.

N.B. Participants may request additional Dyslexia Action unit certificates. A charge of £25 plus postage, per individual certificate, will be made.

Replacement Certificates

A qualification certificate is an important and valuable document and holders of Dyslexia Action certificates should be aware that it is their responsibility to ensure the safe keeping of original documents. The loss or destruction of a qualification certificate is considered a serious matter.

Should a certificate be lost the holder must complete a Replacement Certificate Application Form in full and provide detailed information surrounding the circumstances of its loss. There will be a charge of £25 plus postage for a replacement certificate to be issued. For further details and an application form contact: cpdmail@dyslexiaaction.org.uk or write to:

CPD Replacement Certificates:

Dyslexia Action Training and Professional Development

Dyslexia Action House

10 High Street

Egham

Surrey

TW20 9EA

Demands of the Course

Dyslexia Action's Level 7 CPD courses are delivered through online learning, enabling a flexible form of study. Candidates will need to develop good personal time management and to prepare 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.

The courses are managed by tutors who will be expecting participants to fully engage with the course from the outset. Participants are required to contribute to the discussion forums on the course site; not doing so means missing out on an important element of the course, as the forums help participants to learn, test out, develop and refine ideas.

A person is said to be 'disabled' under the Equality Act 2010 if he or she has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his or her ability to do normal daily activities.

A disability can arise from a wide range of impairments which can be:

- Sensory impairments, such as those affecting sight or hearing;
- Impairments with fluctuating or recurring effects such as rheumatoid arthritis, myalgic encephalitis (ME), chronic fatigue syndrome (CFS), fibromyalgia, depression and epilepsy;
- Progressive, such as motor neurone disease, muscular dystrophy, and forms of dementia;
- Auto-immune conditions such as systemic lupus erythematosus (SLE);
- Organ specific, including respiratory conditions, such as asthma, and cardiovascular diseases, including thrombosis, stroke and heart disease;
- Developmental, such as autistic spectrum disorders (ASD), dyslexia and dyspraxia;
- Learning disabilities;
- Mental health conditions with symptoms such as anxiety, low mood, panic attacks, phobias, or unshared perceptions; eating disorders; bipolar affective disorders; obsessive compulsive disorders; personality disorders; post-traumatic stress disorder, and some self-harming behaviour;
- Mental illnesses, such as depression and schizophrenia;
- Produced by injury to the body, including to the brain.

In cases where someone is the sole carer for a person with a long-term illness or a disability then that person is, under The Equality Act, afforded the same rights and access to reasonable adjustments that the long-term unwell/disabled person would be.

The online training provided by Dyslexia Action has an inbuilt flexibility and this enables many participants with disabilities to work without any reasonable adjustments. However, we can be responsive to individual requirements. If you have a disability we would encourage you to disclose this at the time of application so that we can put in place any support required at an early stage.

Disclosure forms are sent to any candidate who indicates that they have a disability on our registration form.

You can also contact the Disabilities Administrator on dada@dyslexiaaction.org.uk to request a copy and there is a copy on the CPD induction course. On the disclosure form you are asked to detail the nature of your disability and to indicate whether you would like one week extensions on all units/courses you study with Dyslexia Action. If you give your permission for us to disclose, this information will be shared with the Disabilities team, any tutor you work directly with and the tutor in charge of marking. Any agreed reasonable adjustments will be noted on a form and this form will be sent to you for your records.

Participants with a disability can discuss their individual requirements with the Disabilities Advisor. The Disabilities Administrator should be contacted in the first instance: dada@dyslexiaaction.org.uk

Where will I study?

The Level 7 CPD programme uses the Virtual Learning Environment (VLE) Moodle as the method of delivery. See: <http://moodle.dyslexiaaction.org.uk/>. 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.

How will I be taught?

Participants will be supported by a tutor who is an experienced practitioner in the field of dyslexia. Participants also work together with their fellow participants on the course via contributions to activities and discussions on Moodle forums. This enables all those involved to develop a community of learning with each other and with tutors.

How much time will I need to devote to the course?

Each Level 7 CPD unit course requires 30 hours of study. September, January, March and May units run over a period of 6 weeks with unit assignments due in after 6 weeks. November and July units run over a period of 8 weeks, with unit assignments due in after 8 weeks.

Learning hours include study time, online discussion and activities and producing the reflective log. Participants can expect to spend several hours a week online, even if they download materials and work offline.

Pre-reading

There are currently no pre-reading list requirements for the level 7 courses. However, we suggest you join the Dyslexia Action Guild which provides a wide range of benefits to members and also gives you free access to online resources.

Assignments

The unit tasks and reflective log should be completed and uploaded on Moodle by the course end date. Each unit has a series of tasks to work through, which culminates in the writing of a reflective log. The unit tasks have been designed to allow participants to fulfil the assessment criteria by reflecting on their engagement with the tasks.

Candidates who complete the necessary unit tasks and submit a reflective log will be issued with an attendance certificate to acknowledge their full participation on the course.

Participants who withdraw from the course or who do not complete the unit tasks, or submit the reflective log by the deadline date, will be given a withdrawn grade.

Participants may submit their reflective log in advance of the deadline but it will not be reviewed until after the date set.

Successful assignments are awarded a pass grade. Candidates may also:

- Re-submit (participants may be asked to amend and re-submit some elements of the reflective log)
- Withdraw (for participants who withdraw from the course or who do not submit the log by the deadline date)

Practical work with a learner/group of learners

Level 7 CPD Unit courses **do not require** any practical work with a learner/group of learners.

Will I need to have a DBS check?

As there is no practical work with a learner, there is no requirement for a DBS check.

What kind of technical equipment will be required for the course?

You will need a computer that is connected to the Internet in order to access the teaching materials and participate in the programme via Moodle, our Virtual Learning Environment (VLE). **We do not recommend, nor do we support, content access through mobile phones or tablet devices.** Moodle login details and a link to the Induction Site will be sent to you two weeks prior to the start of your online course.

Minimum Hardware Requirements

Any Windows or Mac computer that can easily open Microsoft Word, PDF documents and access online videos is sufficient. No special software or hardware other than a printer and a scanner are necessary. Some courses include the submission of lessons and therefore access to a basic video recording device is sometimes necessary.

Recommended Software

Microsoft Office Suite/ Open Office (or any other software capable of opening/saving documents in formats compatible with Microsoft Word, Power Point and Excel)

Adobe Acrobat Reader or **FoxIt Reader** (for reading PDF documents)

VLC Media Player (for playing videos and audio)

Google Chrome or Mozilla Firefox (Internet Explorer is not supported due to certain incompatibilities with our virtual learning environment)

NOTE: When installing free software from the internet please untick any boxes that would make your machine vulnerable to spam. Installation of software from the internet is at your own risk.

Internet Connection

For the purpose of viewing online videos, broadband connection with a liberal bandwidth usage policy (5GB) is highly advisable. The basic course content can also be accessed via mobile broadband or even dialup using smart phones and tablets, but the learning experience will likely be diminished and some video/audio content may not be accessible.

Email Account

Participants will need to have their own **personal** home email account . You should not use work email due to certain issues with email filters. Please note that you **must not** use an email account that is shared with colleagues or family members when you register on Moodle or during the course as this would contravene the requirements of the Data Protection Act.

Participants are required to set up a personal email account at the start of the course. This is easy to do and is free with Google Mail. We do not recommend Hotmail or Yahoo accounts because of

incorrect spam filter configuration that sometimes interfere with the delivery of emails from Dyslexia Action.

NOTE: Despite all the precautions important emails from Dyslexia Action might be filtered as junk/spam. To avoid this problem please add moodlesupport@dyslexiaaction.org.uk to your contact list.

Application Details

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

You will be required to set up an account before 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. Please ensure you read the brochure and terms and conditions thoroughly on the Dyslexia Action website www.dyslexiaaction.org.uk before submitting your application
2. Click on this link to register:
www.dyslexiaaction.org.uk/educator-training
 - Scroll down and select Courses for Specialist Teachers and Assessors
 - Scroll down and select the course that you wish to apply for
 - Scroll down to How to Book and select the date you wish to apply forPlease have a credit or debit card to hand.
3. Complete the registration process including payment.
Fees must be paid in full before the start of the course.
 - Only credit or debit card payments are accepted
4. The CPD registration deadline is one week prior to the start of the course. Registrations received after this time (less than one week prior to start of course) will incur an additional £10 non-refundable administration fee
5. Once you have successfully completed the registration process you will receive an automatic email confirming receipt of your registration. If you do not receive the automatic email then it is most likely that either your spam filter has swallowed the mail, or you mistyped your email address
6. Your registration will be checked to see if entry criteria are met and further details will be sent to you.

Dyslexia Guild Membership

All course participants are strongly encouraged to become members of The Dyslexia Guild, a membership network and professional association for practitioners in Dyslexia and SpLD.

The Dyslexia Guild is the professional membership association of Dyslexia Action; members include teachers, assessment practitioners and graduates of the Postgraduate programmes. The Guild maintains the National Training and Resource Centre for Dyslexia and SpLD and provides a wide range of benefits to members. These include online resources, a vibrant and topical journal, Dyslexia Review, as well as an e-newsletter. Guild members are able to renew their Assessment Practising Certificate through the association and meet annually to network at the Summer Conference.

See: www.dyslexiaaction.org.uk/membership-dyslexia-guild

Special offer- if you are a student you can join the Guild at a discounted rate for further details see: <http://www.dyslexiaaction.org.uk/page/join-today>

NUS Extra Card

Participants on Dyslexia Action CPD courses can apply for the NUS student extra card.

1. Anyone who is studying a 6 week course or more can apply (cost £12.00pa, takes 7-10 days for card delivery to recipient)
2. You will be able to register for the ONE year option ONLY and will need to upload a 'passport' type photo at time of registration
3. Payment is by credit card only (at time of registration)
4. There are various additional upgrade options given when you apply for your card (charity donations, gourmet card extra etc.)
5. ALL – NUS card queries must be directed to www.nus.org.uk or <https://cards.nusextra.co.uk/>
6. Please use your Moodle Username as and when directed

Contact Details

CPD Courses Admissions Office

Dyslexia Action Training and Professional Development
Dyslexia Action House
10 High Street
Egham
Surrey. TW20 9EA

Email: cpdmail@dyslexiaaction.org.uk

Web: <http://www.dyslexiaaction.org.uk/educator-training>

Tel: + 44 (0)1784 222304