

**Dyslexia
Action**

Taking Action • Changing Lives

Dyslexia Guild

Obtaining or Renewing an Assessment Practising Certificate

V4 December 2014

<http://dyslexiaaction.org.uk/assessment-practising-certificate>

Dyslexia Guild, Tel:+44(0) 1784 222342, <http://dyslexiaaction.org.uk/dyslexia-guild>
Training Department, Dyslexia Action, 10 High Street , Egham, Surrey, TW20 9EA
Company No.1179975 Charity No. 268502

Preface

Teachers or support tutors who conduct dyslexia/SpLD assessments for individuals seeking a Disabled Students' Allowance (DSA), are required to hold an Assessment Practising Certificate (APC).

The Rose review (2009) also recommended that teachers undertaking specialist teacher diagnostic assessments should obtain an APC.

Mission Statement

Our Mission...

Dyslexia Action works to change lives by:

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

Our full strategy 2013 to 2018 is available from the Dyslexia Action website:

www.dyslexiaaction.org.uk/files/dyslexiaaction/dyslexia_action_strategy_1.pdf

Table of Contents

| | |
|--|---------------|
| Preface | 2 |
| Mission Statement | 2 |
| Table of Contents | 3 |
| About this Brochure | 5 |
| Explanation of Terms | 6 |
| 1.Introduction to the Assessment Practising Certificate | 7 |
| What is an Assessment Practising Certificate | 7 |
| APC Validity | 7 |
| Who oversees the standards? | 7 |
| 2.Continuing Professional Development | 9 |
| 3. How can I obtain an Assessment Practising Certificate? | 10 |
| Professional Membership | 10 |
| Routes to Obtaining an APC | 10 |
| Application Summary Chart | 11 |
| Flowchart to Routes | 12 |
| 4. Route One: Qualification Route | 13 |
| Evidence to Provide | 13 |
| How to Apply | 13 |
| 5. Route Two: Applying via APEL | 16 |
| Introduction to Route Two | 16 |
| Evidence to Provide..... | 16 |
| Checklist of Competencies for Route 2 | 19 |
| How to Apply | 20 |
| 6. Route Three: Postgraduate Certificate plus additional awards | 21 |
| Evidence to Provide | 21 |
| How to Apply | 22 |

| | |
|---|-----------|
| 7. Renewing Your Assessment Practising Certificate | 23 |
| Evidence to Provide | 23 |
| How to Apply | 23 |
| 8. How is my application assessed? | 26 |
| Error Levels | 26 |
| Table of Assessor's Criteria | 27 |
| What happens if my first application is not successful? | 28 |
| How do I ensure my certificate remains valid? | 28 |
| 9. Schedule of Fees Payable | 29 |
| 10. What about Indemnity Insurance? | 30 |
| 11. Contact Us | 31 |
| 12. Further Information | 31 |
| Appendix 1: Dyslexia Guild Code of Practice | 33 |

About this 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 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 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.

Accessibility

If you would like to receive a copy of this document in large print or in another format, please contact the Dyslexia Guild Administrator 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.

Explanation of Terms

| | |
|----------------------------|--|
| APC | Assessment Practising Certificate (can only be awarded by SASC approved organisations) |
| Applicant | The person applying for an Assessment Practising Certificate |
| APC Panel Assessors | APC Assessors are experienced specialists appointed by Dyslexia Action who examine the applicant's documentation to ensure it meets the regulations and decide if the application is either approved or has failed. |
| APL / APE | Accredited Prior Learning / Experience. Teachers without an AMBDA qualification awarded in the last 5 years may be able to apply through Route 2 on APL/APE |
| BDA | British Dyslexia Association |
| AMBDA | Associate Membership |
| ATS | Approved Teacher Status (with Qualified Teacher Status (QTS)) |
| APS | Approved Practitioner Status (without QTS) |
| BPS | British Psychological Society |
| CPD | Continuing Professional Development |
| CCET | Test User: Educational Ability/ Attainment (formerly Certificate of Competence in Educational Testing) . A British Psychological Society approved course in psychometric testing. See Dyslexia Action website for course details. http://www.dyslexiaaction.org.uk/test-user-educational-abilityattainment-ccet-courses |
| DSA | Disabled Students' Allowance: for higher education students living in England, who have a disability, long-term health condition, mental health condition or specific learning difficulty such as dyslexia which requires a 'diagnostic assessment' from a psychologist or suitably qualified specialist teacher. |
| Learner | The pupil / student that the applicant does any practical work with such as assessments. |
| PATOSS | Professional Association of Teachers of Students with Specific Learning Difficulties |
| SpLD | Specific Learning Difficulty |
| SASC | SpLD Assessment Standards Committee |

1. Introduction to the Assessment Practising Certificate

What is an Assessment Practising Certificate?

An Assessment Practising Certificate (APC) for Specialist Teachers provides approved recognition that the holder has relevant and up-to-date knowledge of dyslexia and Specific Learning Difficulties (SpLD), and has the experience and competence to undertake assessments. Many school and college employers now require their specialist teaching or support staff to obtain an APC as it recognises they have the knowledge, skills and competences to assess the detailed requirements of individuals, studying or training, or for those who need financial and other support. The Department for Education requires that those who undertake specialist assessments in post 16 schools, colleges, universities, workplace training establishments and local authority assessment centres are competent and qualified to do so. An APC also entitles the holder to assess student eligibility (16years or older) for a Disabled Students' Allowance (DSA).

An Assessment Practising Certificate recognises professional achievement and a commitment to continuing professional development (CPD). An Assessment Practising Certificate must be renewed on a regular basis. Therefore anyone wishing to hold or renew an APC will be required to demonstrate their commitment by showing how they have regularly updated their professional skills and competence through study, professional discussion, training and practice.

The APC for Specialist Teachers should not be confused with the Practising Certificate issued by the British Psychological Society to Chartered Psychologists or Health Professions Council Registration. Psychologists must be registered with the Health Professions Council (mandatory from July 2012).

APC Validity

An APC is issued for a period of three years. Membership of a relevant professional association is a requirement of obtaining an APC. The Dyslexia Guild is a recognised professional association for APC. You should maintain your membership of The Dyslexia Guild throughout this period, to ensure you are kept aware of new developments and to show continuing evidence of recent and relevant CPD.

Who oversees the standards set for an Assessment Practising Certificate?

The SpLD Assessment Standards Committee (SASC) was set up to establish and oversee standards in the diagnostic assessment of SpLD in an educational setting. The authority for this committee and its remit stem from the SpLD Working Group 2005/DfES Guidelines. The committee seeks to extend the principles of good practice contained in the Guidelines across all age ranges and throughout the profession.

SASC oversees and approves the process of awarding SpLD Assessment Practising Certificates and maintains a list of approved evaluators. SASC has authorised Dyslexia Action through the Dyslexia Guild to issue Assessment Practising Certificates on its behalf.

SASC also:

- Provides advice on **Suitable Tests for the Assessment of Specific Learning Difficulties** in Higher Education (Latest edition revised September 2013).
See SASC website: SpLD Assessment
- Has an online **Register of Approved Assessors** who hold a current Assessment Practising Certificate.
- Has a searchable list of **Approved CPD courses**. See Section 2 in this guide on CPD.
See the SASC website for further information: www.sasc.org.uk

2. Continuing Professional Development

All professionals wishing to renew or obtain an Assessment Practising Certificate must have a personal record of Continuing Professional Development (CPD) to show how they are keeping their assessment knowledge, understanding and skills up to date. This should equate to a minimum of **20 hours over 3 years**. To count towards meeting CPD requirements, the activity should be at an appropriate level and contribute to the assessor's professional skills in assessment. Time allocated to each activity should be realistic and exclude breaks. **Please note there is a now a requirement that a minimum of five hours of the 20 hours CPD undertaken over a three year period must be delivered by SASC Authorised Providers.**

Assessors should keep a CPD log with all relevant CPD. All CPD should be taken from the following 5 areas (Core Areas are C1 and C2 and Supplementary areas are S1, S2 and S3):

1. C1 - Principles of psychometrics, statistics, assessment and underlying ability
2. C2 - SpLD testing methods, interpretation and test materials
3. S1 - Changes in regulations and legislation relating to SpLD
4. S2 - Developments in SpLD research
5. S3 - Approaches to teaching support for SpLD

SASC has a searchable list of **Approved CPD courses** suitable for:

1. Reviewing principles of psychometrics, statistics, report writing, feedback and test materials
2. SpLD testing methods, interpretation, report writing, feedback and test materials

See the SASC website for further information: www.sasc.org.uk

3.How can I obtain an Assessment Practising Certificate?

Professional Membership

For all routes to achieving your Assessment Practising Certificate you need to be a member of a relevant professional body and maintain the membership during the period for which your APC is valid. If you are applying through the Dyslexia Guild, we require you to become a member of the Guild and you will be asked to join when you apply for your APC or when you renew.

Guild Website: <http://www.dyslexiaaction.org.uk/dyslexia-guild>

Routes to obtaining an APC

There are three possible routes to obtaining an APC. For all routes you will need to hold specialist teacher qualifications. The route you take to obtain an APC will depend on the type of qualifications you have obtained and how recent they are.

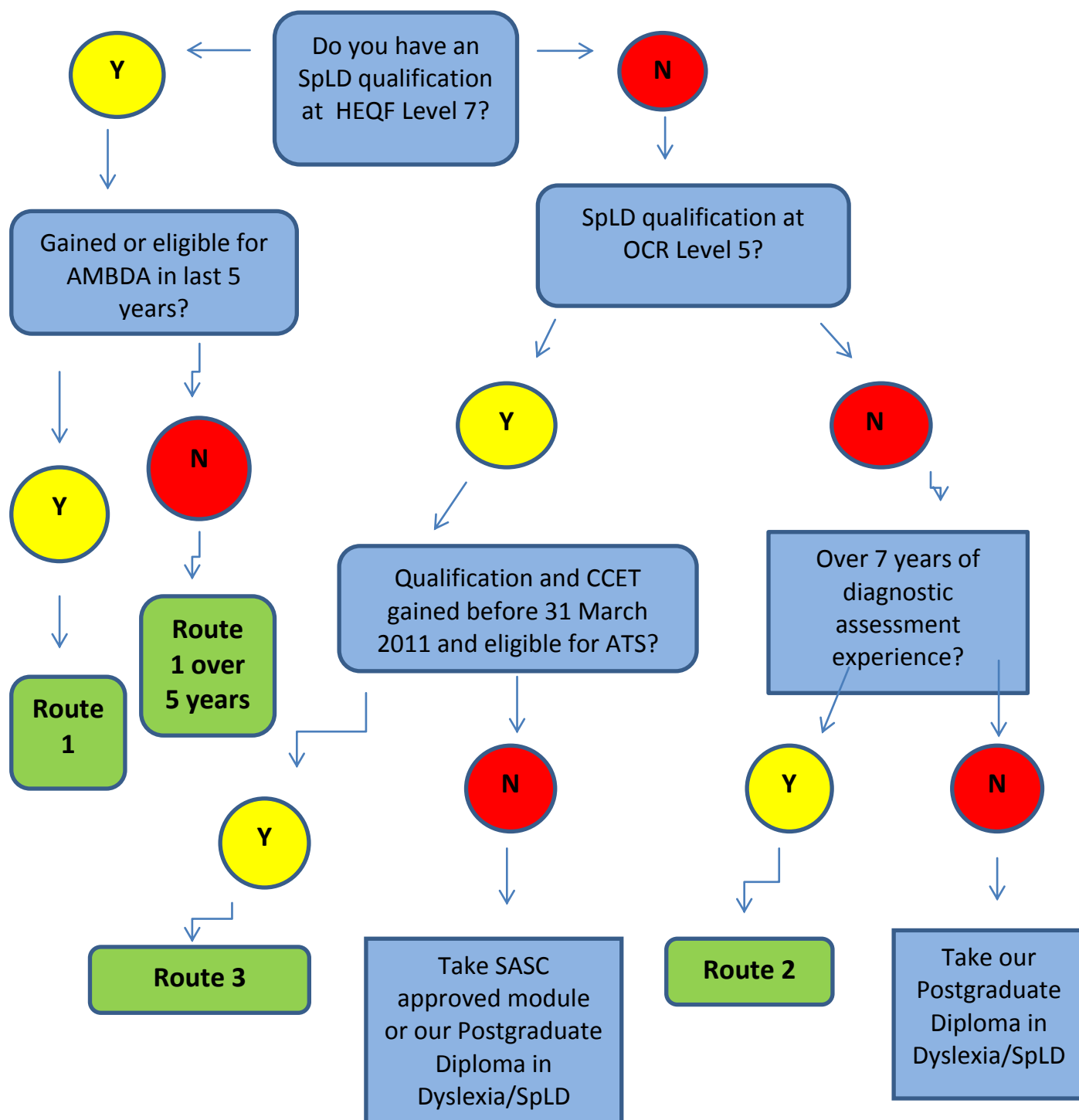
- **Route One:** For those individuals who have a specialist assessment qualification and hold Associate Membership of the British Dyslexia Association (AMBDA) or equivalent.
- **Route One (plus 5 years):** For those individuals who have a specialist assessment qualification gained over 5 years ago.
- **Route Two:** For individuals who have a portfolio of evidence of specialist teaching and 7 years of assessment experience.
- **Route Three:** For teachers who have a background in SpLD theory and teaching practice (but not at AMBDA level) **and** have completed a course specifically geared to understanding the principles of assessment.

See the Application Summary Chart on the next page and chapters relating to the individual routes in the following pages.

APC Application Summary Chart

| APC Process | Route | Evidence required |
|---|-------------------------------|--|
| Level 7 PG Diploma Qualification gained within the last 5 years | Route 1 See page 11 | <ul style="list-style-type: none"> • Current Guild membership • Copy of your Postgraduate Diploma Certificate • Copy of, or eligibility for, AMBDA |
| Level 7 PG Diploma Qualification gained over 5 years ago | Route 1 See page 11 | <ul style="list-style-type: none"> • Current Guild membership • Copy of your Postgraduate Diploma certificate • Copy of, or eligibility for, AMBDA • Curriculum Vitae • 1 full diagnostic assessment report |
| <p>PG Diploma Qualification not held.</p> <p>Other relevant qualifications plus Accreditation of Prior Learning/ Experience.</p> | Route 2 See page 13 | <ul style="list-style-type: none"> • Current Guild membership • Dyslexia Guild Code of Practice signed statement • Personal statement supporting application • Curriculum Vitae • Copies of relevant qualification certificates listed in CV • Evidence of current practical application of skills in diagnostic assessment and reporting. This includes one full assessment report, as well as video evidence of a minimum of 1 hour of the assessment • Statement of support from 2 relevant professionals in area of assessment • Signed statement regarding working within current legislation |
| Level 7 PG Certificate plus CCET (Awarded before 31/03/2011) | Route 3 See page 18 | <ul style="list-style-type: none"> • Current Guild membership • Copy of your Postgraduate Certificate qualification • Copy of, or eligibility for, ATS certificate (from the BDA) • Copy of your CCET certificate |
| <p>Level 7 PG Certificate plus CCET (Awarded after 31/03/2011)</p> <p>plus Additional modules recognised by SASC.</p> | Route 3 See page 18 | <ul style="list-style-type: none"> • Current Guild membership • Copy of your Postgraduate Certificate qualification • Copy of, or eligibility for, ATS certificate (from the BDA) • Copy of your CCET certificate • Copy of additional 'top-up' SASC approved modules certificates |
| Renewing your APC | Renewal See page 19 | <ul style="list-style-type: none"> • Current Guild membership • Continuing Professional Development (CPD) log • Assessment log • 1 full diagnostic assessment report |

Flowchart to Routes



4. Route One: Qualification Route

You are eligible for an Assessment Practising Certificate Route One if you have:

- a specialist dyslexia qualification at Level 7 (Postgraduate Diploma or equivalent) **gained within the last 5 years**
- a specialist dyslexia qualification at Level 7 (Postgraduate Diploma or equivalent) **gained over 5 years ago**
(If you have AMBDA or equivalent but your qualification is more than 5 years old we will need to see evidence of additional qualifications, continuing professional development and good practice. Please include this evidence with your application)

Associate Membership of the British Dyslexia Association (AMBDA) or equivalent.
‘Equivalent’ means a course which is recognised by the BDA for AMBDA

Evidence to provide

- A current Curriculum Vitae detailing your relevant assessment experience
- One diagnostic assessment report, made suitably anonymous, together with supplementary working papers, appendix of scores, completed test papers and score sheets, Data Protection policy statement and accompanying notes. It is not compulsory to include score sheets and test papers, however, if you do not include them, we retain the right to ask for them if we think necessary. The report will be used to provide evidence of the standard of your assessments and show that you meet all of the criteria set out in the APC Table of Assessor’s Criteria (see page 19).
- This evidence must demonstrate professional ability to:
 - select **appropriate tests** (See SASC page 6) and validated checklists
 - administer, score and interpret standardised tests of cognitive ability, aptitude and attainment
 - make appropriate teaching and/or support recommendations based on the assessment
 - write an assessment report which is appropriate for purpose

How to Apply through Route One

1. **Qualification obtained five years ago or under**

Please complete the Route One: Application Form and send with your fee
(This includes the fee for registration on the SASC website.)

| APC Process | Route | Evidence required |
|--|-------------------------------|---|
| Level 7 PG Diploma Qualification gained within the last 5 years | Route 1 See page 11 | <ul style="list-style-type: none"> • Current Guild membership (see Section 12) • Copy of your Postgraduate Diploma Certificate • Copy of, or eligibility for, AMBDA |

2. Qualification obtained over five years ago

Please complete the Route One: Over 5 Years Application Form. See **Schedule of Fees Payable** fee for these applications. (This includes the fee for registration on the SASC website.)

| APC Process | Route | Evidence required |
|---|-------------------------------|---|
| Level 7 PG Diploma Qualification gained over 5 years ago | Route 1 See page 11 | <ul style="list-style-type: none"> • Current Guild membership (see Section 12) • Copy of your Postgraduate Diploma certificate • Copy of, or eligibility for, AMBDA • Curriculum Vitae • 1 full diagnostic assessment report (inclusion of original test sheets with scores is not compulsory but we may ask to see them) |

Please note that in addition, for Route One over 5 years applications, all APC issuing bodies will apply a supplementary charge £110 for the submission of a second report should the first report fail to meet SASC requirements.

3. Application Form:

The APC Route One (or Route One over 5 Years) Application Form should be downloaded, completed and emailed/uploaded with the other documentation to the APC Office OR returned in triplicate as hard copy. Do not staple. Please include the correct payment. See **Schedule of Fees Payable** and application details in Section 9. Please send copies of **supporting documents and certificates**, for your qualifications, with the Application Form.

4. Full Diagnostic Report: Reports must be anonymized so that we cannot identify the person being assessed.

It should be a report carried out during the last 3 years and include a full summary table of results. See the example template on our website. Include a statement or covering letter that explains how you calculated the scores. i.e. "calculated from (test name) manual page XX". You do not have to submit your score sheets and test papers at this point but have them available should we ask to see them.

5. **How long will my application take?**

Applications for an APC can take 6 working weeks depending on the completeness and complexity of your application. Please take time to submit your application carefully and ensure that:

- You have submitted the correct documents, payments and information.
 - You have submitted the correct evidence with the right amount of detail.
- Please note that we reserve the right to ask you for further evidence or documents.

If your case has cause for concern and needs to be re-examined by another Panel member this may also take longer. Our APC Applications Panel must meet rigorous standards set by SASC so any of these factors may delay your application further.

5. Route Two: Applying via APEL

Introduction to Route Two

Route Two is open to applicants who do not hold one of the approved qualifications for either Route One or Route Three. It is intended to recognise Accredited Prior Experience or Learning (APEL). This is a useful route for applicants who have trained in assessment and dyslexia many years ago, who have maintained CPD over those years and are fully up to date with current tests and regulations, but who have not formally updated their qualifications.

It is important to note that an Assessment Practising Certificate (APC) is for specialist teachers who have followed an identified course of study and can demonstrate their knowledge and competence in both Specific Learning Difficulties and Assessment.

Professionals other than specialist teachers (Psychologists, Speech and Language Therapists, Occupational Therapists) who have been trained in psychometric testing and assessment reporting as part of their occupational training and who wish to gain the Practising Certificate in SpLD Assessment will need to **provide evidence of training in SpLD teaching** for this educational role

A Route Two assessment looks closely at the **assessment competencies** of the applicant rather than just at the qualifications. It is **NOT** designed for people without any training or qualifications at all. Applicants are required to have **experience in providing full diagnostic assessments over a period of 7 years PRIOR to their application** for an Assessment Practising Certificate. Individuals must supply evidence to demonstrate they have competencies noted on the Assessment Practising Certificate Checklist of Competencies. (See page 16.)

Route 2: Evidence to Provide

Applications via Route Two require the following:

1. **Current Guild Membership**

You can apply for membership online at: <http://dyslexiaaction.org.uk/dyslexia-guild>

2. **A signed statement that the applicant has read the Dyslexia Guild Code of Practice and agrees to abide by it.**

See Appendix 1 for the Code of Practice.

3. **A personal statement supporting their application**

This should:

- Clarify the applicant's current responsibilities for SpLD assessment and specify the assessment materials which the applicant currently uses and is familiar with.

- Demonstrate understanding of all aspects of processing documentation and managing special arrangements for learners with SpLD/dyslexia.
- Demonstrate understanding of current legal and professional issues, rules and regulations relating to or affecting learners with SpLD/dyslexia.

4. **A full and current Curriculum Vitae**

This should give details of all relevant qualifications and experience e.g. PGCE, as well as training and experience **within the past five years** which are directly relevant to SpLD assessment.

It is particularly important to note that training must have included the use of **psychometric tests** to be considered acceptable.

5. **Qualifications Evidence**

Copies of certificates of relevant qualifications detailed on the Curriculum Vitae. If a certificate has been lost you will need to get a copy or proof of certification from the awarding body concerned.

6. **A statement of support from two relevant professionals with recognised standing and experience in the area of assessment.**

This could be by an Educational Psychologist, Learning Support Manager or SENCo for instance and should detail their awareness of your work in assessment, and how long they have worked with you.

7. **A signed statement that the applicant agrees to work within the current legislation and guidance relating to SpLD.**

This needs to be relevant to the particular phase of education in which the applicant is involved

8. **Evidence of current practical application and skills in diagnostic assessment and reporting**

i. **The ability to administer, score and interpret cognitive and attainment tests, including standardised tests.**

- Identify appropriate methods and materials both for screening learners and for assessing their individual needs.
- Show evidence of understanding the theory and application of psychometric and educational assessment. Select appropriate tests (see SASC approved tests).
- Interpret data accurately.

ii. **The ability to make appropriate recommendations based on the assessment.**

- Understanding the nature of specific learning difficulties and identifying learners with SpLD.
- Completing relevant forms and reports to meet varied individual needs.

- Communicating effectively findings and implications of any assessments to relevant individuals both orally and in writing as required, with due regard for building a positive framework. This should include feedback of results, oral and written, to the candidate after completion of assessment.
- Demonstrating an understanding of the affective issues observed in learners with SpLD.

iii. The ability to write reports on assessment which are appropriate for purpose.

This evidence should relate to **one diagnostic assessment**. The assessment should demonstrate best practice and may be from any age group and/or pattern of ability and/or difficulty. The report should:

- Make teaching, learning and assessment recommendations that are directly linked to assessment findings and the subject's needs.
- Provide a professional report written in a language easily accessible to non-specialists, with a summary table of results.
- The report will be used to provide evidence of the standard of your assessments and show that you meet all of the criteria set out in the APC Table of Assessor's Criteria (see section 8).

Records relating to the assessment should include:

- a. **A Log** relating to the assessment demonstrating the ability to plan an assessment, liaise with others as appropriate and to select appropriate assessment materials.
- b. **Demonstrate the ability to present a professional report**; score tests accurately; interpret data from tests used; give an overview of the pupils'/students' strengths and weaknesses; suggest relevant support for learning. If you have calculated confidence intervals yourself, include a statement or a footnote about how you did this i.e. "confidence intervals calculated using SEMs from Table X in Manual Y".
- c. **Video/DVD filmed evidence** of minimum of 1 hour of the assessment, including cognitive assessment, conducted by the applicant, with supporting documentation such as score sheets and records of observations. **This should be on DVD or USB memory stick** or can be uploaded and sent to us using Mailbigfile. The recorded assessment should be at least an hour long. Please remember to check that everything has recorded in its entirety before you submit it to us. Supporting test papers, score sheets and records of observations do not need to be submitted at this point, but ensure they are available should we request them.

N.B. if you work in an environment where recording of assessment is not allowed, such as a prison, please contact us.

Checklist of Competencies for Route 2

Applying via Accredited Prior Learning or Experience

| | Documentation Required | Reminder Notes | ✓ |
|----|--|---|---|
| 1. | Current Guild membership | You can apply for membership online at: http://dyslexiaaction.org.uk/dyslexia-guild | |
| 2. | Dyslexia Guild Code of Practice | A signed statement that you have read the Code of Practice and agree to abide by it. See Appendix 1. | |
| 3. | A Personal Statement supporting the application. | This should review your current responsibilities for assessment for SpLD and specify the assessment materials that you use and are familiar with. | |
| 4. | A full Curriculum Vitae | Giving details of all relevant qualifications experience and training directly relevant to SpLD assessment. Your training should have included the use of psychometric tests. | |
| 5. | Qualifications evidence | Copies of certificates of relevant qualifications detailed on the CV. If you have lost a certificate you must get a copy from the relevant awarding body. | |
| 6. | A statement of support from TWO relevant professionals with recognised standing and experience in the area of assessment. | e.g. An Educational Psychologist, Learning Support Manager or SENCo, signed and dated. | |
| 7. | A signed statement that you, the applicant, agree to work within the current legislation and guidance relating to SpLD. | This needs to be relevant to the particular phase of education in which you are involved, signed and dated. | |
| 8. | Evidence of current practical application and skills in diagnostic assessment and reporting – this must demonstrate these THREE things: | i. The ability to administer, score and interpret cognitive and attainment tests, including standardised tests. | |
| | | ii. The ability to make appropriate recommendations based on the assessment. | |
| | | iii. The ability to write a report on assessment that is appropriate for purpose. You should include one Diagnostic Assessment, 1 hour of which has been filmed , on DVD or USB memory stick or upload using Mailbigfile. | |

How to Apply through Route Two

1. Step One

Applicants wishing to apply for the Assessment Practising Certificate via Route 2 should follow the process outlined below in the first instance.

- a. Download the Route Two Application Form from the website.
- b. Read the Checklist of Enclosures above for Route 2 and check off documentation to return.

Once this stage of the evidence of competence has been considered the applicant will be informed if they have been successful.

2. Application Form:

The APC Route 2 Application Form should be downloaded, completed and emailed or uploaded with the other documentation to the APC Office OR returned in triplicate as hard copy. Do not use staples in hard copies. Please include the correct payment. See **Schedule of Fees Payable** and application details in Section 9.

3. Step Two

If the applicant is successful in Step One then the application to formally apply for the APC (Video evidence) will be processed. Successful completion of this step will license the applicant to conduct assessments for DSAs.

4. How long will my application take?

Applications for an APC can take up to 6 weeks or longer for Route 2 depending on the completeness and complexity of your application. Please take time to submit your application carefully and ensure that:

- You have submitted the correct documents, payments and information.
- You have submitted the correct evidence with the right amount of detail.

Please note that we reserve the right to ask you for further evidence or documents.

If your case has cause for concern and needs to be re-examined by another Board member this may also take longer. Our APC Applications Panel must meet rigorous standards set by SASC so any of these factors may delay your application further.

Route Two applications will be treated as a two-step process, eligibility criteria are reviewed first of all. The APC reports will be treated as the second step and will take approximately another 6 weeks.

If unsuccessful, applicants are entitled to a refund of the SASC registration fee

6. Route 3: Postgraduate Certificate plus additional awards

This route is for teachers who have a Level 7 Postgraduate Certificate (Approved Teacher Status (ATS) awarded by the BDA) in SpLD theory and teaching practice (but not at AMBDA level), and have completed an additional course specifically focussed on the principles of assessment such as the British Psychological Society award **Test User: Educational Ability/Attainment** (formerly CCET).

Evidence to Provide

There are two possible options for obtaining APC via this route:

1. **Applying for Route 3 with CCET certificate obtained before 31/03/2011**

If you were awarded an ATS level SpLD qualification and obtained a CCET certificate* before 31/03/2011 we can accept your application for an Assessment Practising Certificate.

2. **Applying for Route 3 with BPS Award Test User: Educational Ability/Attainment (formerly CCET) obtained after 31/03/2011**

If you were awarded an ATS level SpLD qualification and obtained the BPS Award Test User: Educational Ability/Attainment* (formerly CCET). **after** 31/03/2011, we will not be able to process your application unless you have **an** ATS level SpLD qualification **plus** CCET **plus** additional qualifying modules. *This must be registered as current with BPS. The additional qualifying modules can currently be undertaken with Dyslexia Action (Modules D and E and F* of the Middlesex University Accredited Diploma programme) or with Bath Spa University. *If you completed a Post Graduate Certificate with another provider other than Dyslexia Action you will also have to complete our Bridging module as well.

N.B. You should check that other courses that give the equivalent of BPS Test User: Educational Ability/Attainment have been approved by SASC.

| APC Process | Route | Evidence required |
|--|-------------------------------|---|
| Level 7 PG Certificate plus CCET (Awarded before 31/03/2011) | Route 3 See page 18 | <ul style="list-style-type: none"> • Current Guild membership (see Section 12) • Copy of your Postgraduate Certificate qualification • Copy of, or eligibility for, ATS certificate (from the BDA) • Copy of your CCET certificate |
| Level 7 PG Certificate plus CCET (Awarded after 31/03/2011) plus Additional modules recognised by SASC. | Route 3 See page 18 | <ul style="list-style-type: none"> • Current Guild membership (see Section 12) • Copy of your Postgraduate Certificate qualification • Copy of, or eligibility for, ATS certificate (from the BDA) • Copy of your BPS Award Test User: Educational Ability/Attainment (formerly CCET) certificate • Copy of additional 'top-up' SASC approved modules |

How to Apply through Route Three

1. Download the Route Three Application Form from the website.
2. If you have the evidence as listed above then please provide this along with your completed application form. Please upload via our website or send in paper copies, unstapled, in triplicate.

7. Renewing Your Assessment Practising Certificate

The Criteria for Renewal of an APC have been significantly enhanced over the past few years. As a qualified specialist you should check all the details in this document carefully to ensure that your application is successful when submitted.

Evidence to Provide

In order to renew your Assessment Practising Certificate the Assessors will want to see evidence that your assessment reports are accurate, comprehensive and of a high quality. You should also have undertaken at least 20 hours of Continuing Professional Development over the past 3 years (including 5 hours of SASC authorised training) to ensure your assessment skills continue to develop and your knowledge is up to date.

It is of the **greatest importance** that you undertake the following actions **prior to** submitting your application and your report:

Review: **Section 2:** The CPD Log to ensure that you have sufficient CPD in place
 Section 8: Table of Assessor's Criteria

Download and review:

The following are downloadable from our website:

- SpLD Working Group 2005 DfES guidelines
- Suitable Tests for Assessments for Specific Learning Difficulties in HE (revised guidelines November 2012) www.sasc.org.uk
- The Renewal Application form online

How to Apply for an APC Renewal

1. Please apply for renewal **at least 2 months before the expiry date** to ensure there is enough time to process the renewal documentation. This period will take into account the possibility that you may need to resubmit your application, which will prolong your application further.
2. The following documents should be downloaded, completed and uploaded or emailed to the APC office. Hard copies must be returned in triplicate and should not be stapled:
 - CPD Log (see Item 3 below)
 - Assessment Log (see Item 4 below)
 - One copy of a recent full Diagnostic Assessment Report (see Item 5 below)

- APC Renewal Application Form (see Item 6 below)

3. CPD Log

Professionals wishing to renew their Assessment Practising Certificate must have a personal record of Continuing Professional Development (CPD) to show how they are keeping their assessment knowledge, understanding and skills up to date. To count towards meeting CPD requirements, the activity should be at an appropriate level and contribute to the assessor's professional skills in assessment. Time allocated to each activity should be realistic and exclude breaks. There is a requirement for 20 hours of CPD over the three years life of the certificate. **Please note there is a now a requirement that a minimum of 5 hours of this CPD must be delivered by SASC Authorised Providers. See Section 2 for full guidance on CPD.** If you have attended courses please attach relevant attendance or course completion certificates. Download the CPD Log from our website for further guidance. If you have carried out a large number of CPD courses, list the most relevant to diagnostic assessment or give a sample from each year but must include the SASC approved courses.

4. The Assessment Log

The assessment log should contain a list of all assessments carried out during the time the APC was valid. If you carry out a large number you need only document a sample from each year but a minimum of three in total. The identities of the people being assessed should be masked – but they should remain identifiable to you. Assessments can be for people of all ages and not just those seeking DSAs. If you have not undertaken any diagnostic assessments within the last 3 years you should endeavour to complete one full diagnostic assessment to allow us to process your application. If you have not done complete assessments provide a description of the kind of work you do around assessments.

5. Diagnostic Assessment Report

Please note that if your report is for the purposes of DSA you should use tests taken from the SASC Approved List of Suitable Tests (see p19). One full Diagnostic Assessment Report is required which should have been carried out during the last 3 year period that your APC has been valid. This can be for an individual of any age and need not be for a DSA applicant. It is important to make the report anonymous and do the same for all supplementary working papers, appendix of scores, completed test papers and score sheets, Data Protection policy statement and accompanying notes. Your Diagnostic Report should contain a **complete table of results** reporting standard score percentiles and confidence intervals. This evidence must demonstrate professional ability to:

- select appropriate tests and validated checklists
- administer, score and interpret standardised tests of cognitive ability, aptitude and attainment
- make appropriate teaching and/or support recommendations based on the assessment
- write an assessment report which is appropriate for purpose

The report will be used to provide evidence of the standard of your assessments and show that you meet all of the criteria set out in the APC Table of Assessor's Criteria (see Section 8). You do not have to submit score sheets and test papers at this point, however we do reserve the right to ask for these if we think it necessary in making a decision about approval. If you have calculated confidence intervals yourself, include a statement or a footnote about how you did this i.e. 'confidence intervals calculated using SEMs from Table X in Manual Y'.

6. Application Form

The APC Renewal Application Form should be downloaded, completed and uploaded to the APC online site OR returned in triplicate as hard copy. Do not use staples in hard copies. Please include the correct payment. See **Schedule of Fees Payable** and application details in Section 9.

Please enclose copies of **supporting documents, and certificates** for your qualifications, with the Application Form. Please take time to submit your application carefully and ensure that:

- You have submitted the correct documents, payments and information.
- You have submitted the correct evidence with the right amount of detail.

Please note that we reserve the right to ask you for further evidence or documents.

7. How long will my application take?

- Applications for an APC can take 6 working weeks depending on the completeness and complexity of your application.
- If we are required to chase application details this can take longer. We may submit your application to more than one Panel member for approval. Our Panel must meet rigorous standards set by SASC so any of these factors may delay your application further.

8. How is my Application Assessed?

Your application will be sent to one of our Panel of Assessors who are experienced and trained individuals. Applications are reviewed against clear SASC criteria (see next page). Effective Assessment Reports should demonstrate:

- understanding of the nature of SpLD
- understanding of affective issues in learners with SpLD
- ability to collect a range of evidence from a variety of sources
- understanding of theory and application of psychometric and educational testing
- ability to select appropriate assessment materials, administer tests correctly and interpret resulting data accurately
- ability to produce professional, accurate reports written in language easily accessible to non-specialists, with due regard to building a positive framework
- ability to make recommendations directly linked to assessment findings and subjects' needs
- understanding and application of current legal and professional issues, rules and regulations relating to SpLD (including SpLD/ DfES Working Group guidelines 2005).

Although not necessarily demonstrated through the report evidence submitted, it is understood that for the assessment process the following have been incorporated in practice:

- test selection takes into consideration equal opportunity
- pre-testing requirements and conditions for assessment have been considered
- there are clear arrangements for feedback
- security and confidentiality of test materials and report are maintained
- practice is in accordance with the APC issuing body's code of ethics and standards of practice

Reports received by the assessors are graded according to the table on the next page. Errors made within an assessment report are graded as below:

Level 1 Errors

The most serious errors are at Level 1 and any single error identified in this category will prompt immediate rejection of the report. Appropriate feedback will be given and a second report will be requested but is considered part of your first submission. This will take further time so it is important to allow plenty of time between submitting an APC report and obtaining an Assessment Practising Certificate.

Level 2 Errors

If a number of Level 2 errors are identified or a single type of error deemed to be serious then this will also require a second report to be submitted. Suitable feedback will be given.

Level 3 Errors

If Level 3 (or Level 2) errors are identified which do not undermine the overall function of the report then applicants will be asked to sign and return a copy of the feedback to indicate that they will incorporate feedback into future practice. The reviewer may request any supporting documentation deemed necessary from the applicant. On receipt of this evidence an APC will be issued.

Table of Assessor's Criteria

| Level | Area of Professional Practice All Criteria met then APC is issued | Response |
|---|---|---|
| Level 1 Areas of the report where absolute accuracy and reliability is required at all times | <ul style="list-style-type: none"> Confidentiality maintained 100% accurate calculation, reporting and conversion of tests Appropriate recording of standard scores, percentiles and confidence intervals Tests are age appropriate and evidence suggests they were conducted within standardisation guidelines Diagnosis/ conclusion supported by evidence | Any single error in this category will prompt immediate rejection of the report regardless of other features. For example: <ul style="list-style-type: none"> one score inaccurate despite otherwise competent report. incorrect transcription of scores incorrect analysis |
| Level 2 Key areas of the report where very high degrees of reliability are required. We would expect all reports to demonstrate these features. | <ul style="list-style-type: none"> Demonstrates understanding of the nature of SpLD –especially role of cognitive processing Links between ability and attainment made appropriately Correct interpretation of scores in relation to average Confidence intervals used to inform analysis Useful analysis of skills and strategies Appropriate for purpose Appropriate range of tests chosen Clear, jargon-free writing –especially in summary and conclusions Appropriate recommendations clearly linked to assessment findings | Anything beyond a very small number of errors at Level 2 would require serious consideration for rejection. A significant weakness in only one area could prompt rejection. Feedback will be provided on identified weaknesses. |
| Level 3 Areas where the key purpose and function of the report are not comprised but where improvement would be desirable. | <ul style="list-style-type: none"> Accuracy of spelling, grammar, etc. Appropriate presentation and format, including relevant details to explain report features (test editions, explanations of scores, etc.) Accessibility of language | Errors at Level 3 would usually prompt recommendations for future practice but clearly, if the degree of the error were severe rejection would remain an option. |

What happens if my first application is not successful?

The APC Board will first ask you to submit any additional evidence if they think you have omitted something or need to elaborate on a particular issue. Otherwise they will pass your application to another panel member to ensure that the assessment of your application is both fair and meets all the guidelines set by SASC. If the second panel member agrees that your application does not meet the criteria, a second report is requested, and will be evaluated using exactly the same criteria.

Please note that all APC issuing bodies will apply a supplementary charge of for the submission of a second report should the first report fail to meet SASC requirements.

The second submission must be made as soon as possible, and submitted within 6 weeks in any case, for the original application to be kept 'live'; at which point the second submission is processed within 2 working weeks (not including Bank Holiday periods). Unless there is a letter/mail pleading mitigating circumstances, a delay longer than that means that it becomes a second application, with renewed cost.

This must be a completely **new assessment report based upon a new learner** but which addresses the feedback that you have received. We feel obliged to point out that to carry out assessments for DSA on family members constitutes a conflict of interest and is not considered appropriate by Student Finance England. If your current APC has elapsed, you should not undertake any assessments for DSA purposes: all other assessments can be continued as normal.

You should also include any evidence of CPD undertaken since the first application. (Upload all documentation via the APC webpage, see **Resubmission of second report**, or for paper resubmissions contact 01784 222342 to make card payments).

If the second report also fails to meet the standard, and evidence of Level 1 (very serious) or Level 2 (serious) errors exist, your APC application will be refused.

If this were to happen, you would be advised to undertake individual mentoring from an experienced colleague, or further training; you would need to provide evidence of such mentoring or training before you re-applied, and for this reason re-applications are not considered within 2 months. At this point, the application will be a new submission and the Schedule of Fees for the route taken will apply.

How do I ensure my certificate remains valid?

You must hold a current individual Guild membership for the life of the certificate, 3 years. You must abide by our Code of Practice and undertake CPD.

New requirements from 2012 state that a minimum of 5 hours of the 20 hours of CPD courses over the life of the certificate should be delivered by SASC approved providers. We advise that you retain all documents relating to the renewal application for the duration of the APC. Please keep details of your CPD and any assessments you carry out during the life of the certificate as this will help you when it comes to renewing. For details see **Section 7 on Renewing Your APC**.

9. Schedule of Fees Payable

| Application for APC | Notes | Fees Payable (from 1 st September 2014) |
|--------------------------------|---|---|
| Route 1 (under 5 years) | Includes SASC registration | £165 |
| Route 1 (over 5 years) | Includes SASC registration | £240.00 |
| Route 2 | Step One Evidence of Competence | £390 |
| | Step Two APC Reports (Includes SASC registration) | £165.00 |
| Route 3 | Includes SASC registration | £165.00 |
| Renewal | Includes SASC registration | £165.00 |
| Resubmission of report | Feedback will be provided on the reasons for a report not meeting SASC criteria | £110.00 |

How to pay

1. By Credit or Debit Card

Please ring +44 (0)1784 222 342 with your card details.

2. By post sending a cheque

Please make cheques payable to Dyslexia Action

3. By Purchase Order and Invoice

for school or employers paying on behalf of an individual only. Please contact us directly, to issue an invoice, we will require a Purchase Order and an additional £25 admin fee will apply.

4. Please note:

fees are not refundable once an application has been submitted and sent to the Assessors. Should an application fail, the SASC fee for listing on their website will be refunded, please supply the Guild Administrator with your refund details. All payments will be sent a receipt by email. **Applications are NOT processed until full payment has been received.**

5. Contact Details:

Guild Administrator, Dyslexia Action Guild
Dyslexia Action House
10 High Street
Egham, Surrey TW20 9EA
Tel: + 44 (0)1784 222 342
Email: apc@dyslexiaaction.org.uk

10. What about Indemnity Insurance?

Professional Indemnity Insurance

It is a requirement for anyone with an Assessment Practising Certificate to be covered by Professional Indemnity Insurance whilst assessing. Although many assessors will be covered by their employer's insurance, anyone working privately must take out their own cover. Equally, anyone undertaking private teaching or training is strongly advised to be insured for their professional practice. The Dyslexia Guild has discussed these needs with a firm of insurance brokers, Howden, who are experienced in providing policies to education professionals. You are of course free to get your cover from any provider, but we think it is helpful for the Dyslexia Guild to recommend a firm which understands the type of cover needed for teaching, training and assessment, and where we have been able to negotiate discounted rates for Dyslexia Guild members, and three different levels of cover.

How much does it cost?

For members of the Dyslexia Guild who provide assessments and specialist teaching, including training and supervision of these activities:

As from 1st August 2014

| | Limit of Indemnity* | | |
|------------------------------------|---------------------|---------------|----------------|
| | £1,500,000 | £3,000,000 | £5,000,000 |
| Premium | £63.00 | £75.00 | £124.00 |
| Insurance Premium Tax (rate of 5%) | £3.66 | £4.38 | £7.32 |
| Administration Fee | £15.50 | £15.50 | £15.50 |
| Total Amount Payable | £82.16 | £94.88 | £146.82 |

* A £10,000,000 limit of indemnity for Public Liability is standard on all policies

The above premiums are applicable to individual sole traders. Quotes for limited companies, partnerships and charities are available upon request.

For more information please contact Howden directly, say that you are a member of the Dyslexia Guild and be prepared to give your Dyslexia Guild membership number:

Howden Insurance Brokers
8 Navigation Court
Calder Park
Wakefield
WF2 7BJ

Tel: 0845 371 1433 (01924 241945)

Email: enquiries@howdenpro.com

11. Contact Us

| | |
|---|---------------------------|
| Further information on the Dyslexia Guild or APC: | Dyslexia Action House, |
| Janice Seabourne | 10 High Street |
| Guild Administrator and Librarian | Egham, Surrey TW20 9EA |
| Email: apc@dyslexiaaction.org.uk | Tel: + 44 (0)1784 222 342 |

12. Further Information

- **From the Dyslexia Guild website:** <http://www.dyslexiaaction.org.uk/assessment-practising-certificate>
 - SpLD Working Group 2005/DfES Guidelines
- **From the SASC Website:** www.sasc.org.uk

There is a wide range of information on the SASC website. See in particular the following available as downloads:

- Updated Test Guidance: September 2013
- STEC - SpLD Test Evaluation Committee Information
- Guidance and recommendations on tests.
- Common associated difficulties of dyspraxia in adulthood
- Updated guidance on the assessment of DCD/dyspraxia

Useful Publications

- **Anwen Jones (Ed) (2011).** *Dyslexia: Assessing the need for Access Arrangements during Examinations a Practical Guide* (4th Ed) Evesham: Patoss ISBN 0-9539315-4-4 pbk
- **Patoss-JCQ update Insert for 4th Edition 2012-13** Downloadable from: <http://www.patoss-dyslexia.org/Resources/2012-09-03/PatossJCQ-update-Insert-for-4th-Edition-201213/>
- **Anwen Jones and Katherine Kindersley (2013).** *Dyslexia: Assessing and Reporting: The Patoss Guide*. London: Hodder Education, ISBN: 978-1-4441-9034-2. - This book is helpful if you are conducting tests on those under 16 years of age.
- **Johnson, Barry., Hagger-Johnson, Gareth. (2013).** *Psychometric Assessment, Statistics and Report Writing: an introduction for psychologists, teachers and health professionals*. London: Pearson Assessment ISBN 9780749163778

Copies of these titles and many others are available to borrow from the National Dyslexia Resource Centre (NDRC) library as part of your Guild membership. Contact the Guild Administrator for details.

Appendix 1

The Dyslexia Guild Code of Practice

This code is designed to cover the circumstances of specialist teachers and assessors providing assessment services and reports to clients. It is written with particular relevance to the assessment of dyslexia and specific learning difficulties, but is not limited to assessments of these kinds. It is not intended to replace more general codes of ethics to which those employed in the fields of education, guidance and training may be subject. Dyslexia Guild members and practitioners agree to abide by this code.

General Principles

Practitioners should:

1. Practice within the boundaries of their competence.
2. Avoid claims for expertise that are potentially misleading.
3. Recognise the limits of their expertise and of the methods used, and seek advice from others when faced with issues which are at the limits of their professional expertise
4. Give professional, balanced advice that is not guided by financial interest.
5. Respect individual and cultural differences amongst their clients and take steps to avoid discrimination and promote equality of access to services offered.
6. Respect clients' rights to confidentiality and take all reasonable steps to ensure their personal safety.
7. Have regard to the requirements of the recipients of assessment reports and conform to current standards and recommendations from relevant professional organisations, including the Dyslexia Guild.
8. Conform to the Guild's policies regarding Continuing Professional Development, keeping up to date with scientific, ethical, and legal developments relating to their professional activities.
9. Keep up-to-date with developments in regulations, test materials and procedures and ensure that their practice conforms to contemporary standards.

10. Respect the copyright of published materials.
11. Conduct themselves in a professional manner and avoid behaviour that might bring the profession and/or the Dyslexia Guild into disrepute.
12. Respond to complaints and take appropriate action quickly.
(For example correcting any errors in assessment reports, or, when appropriate, offering a reassessment or returning any fee).
13. Co-operate with any investigation into a breach of this code and accept the findings of the Dyslexia Guild Board, which may include the withholding of an Assessment Practising Certificate and the publication of the findings of the investigation.

When Providing Assessment Services

Practitioners should:

14. Be honest and accurate in advertising their professional services and avoid ambiguous statements or claims that might be misleading to the public.
15. Provide services in appropriate settings, using materials and equipment that are fit for purpose.
16. Ensure that, as far as possible, clients are informed of the purposes and consequences of an assessment, or of other services offered.
17. Seek to obtain the informed consent of all clients to whom services are offered.
18. Have particular regard to the unequal power relationship of an assessment situation and take all reasonable measures to ensure that the client does not feel pressured or coerced into taking part in something against their will.

When Charging Fees for Assessment Services

Practitioners should:

19. Ensure that there is clarity, particularly in relation to consent and the disclosure of findings, in situations where several parties are involved in the commissioning of assessment services. (Examples here are: client-school-parent; client-examination body.)
20. When relevant, ensure that clients are aware as soon as possible of any costs that may be involved in the provision of services.

21. Be open about any financial interest in any goods and services which may be recommended.

In Providing Assessment Reports

Practitioners should:

22. Report their findings and professional conclusions accurately and honestly, resisting pressure to make statements or recommendations, even when under pressure to do so, which are not supported by the assessment data.
23. Express conclusions taking due regard of the full circumstances of the assessment and all relevant contextual and situational factors.
24. Avoid judgments that are based on hearsay, uncorroborated evidence and subjective opinion.
25. Remain within the parameters of established conventions of decision-making, when necessary checking on these conventions through discussions with colleagues.
26. Be aware of the potential limitations of the methods used and express conclusions and recommendations with due caution.
27. Not normally recommend only one course of action, but make the client aware of a range of recommended options from which the client may choose.
28. Acknowledge, and provide references to, any information, recommendations and other materials mentioned in a report, that are derived from the work of other individuals or organisations.
29. Keep full records of :
 - Details of referrals and the nature of the instructions
 - The evidence of seeking informed consent
 - The working papers and data obtained from the assessment for a period of not less than two years
 - The report of the assessment for a period of not less than five years

With regard to Confidentiality

Practitioners should:

30. Avoid forming relationships that may impair professional objectivity or otherwise lead to exploitation of, or conflicts of interest with, a client.
31. Maintain the confidentiality of assessment records and take steps to avoid inadvertent disclosure during the processing of assessment information.
32. Only disclose confidential information with the consent of clients or their authorised representatives, unless compelled to divulge information by a Court of Law.
33. Restrict the circulation of reports to those authorised by the client, or their representative(s).
34. Take steps to limit the use of reports to the purposes for which it was produced.

Dyslexia Guild

Reviewed and updated November 2014