

# Postgraduate Certificate and Diploma in Dyslexia and Literacy

## Academic Year 2012-2013

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## **Mission Statement**

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

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

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

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

## **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 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:

[http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG\\_10034898](http://www.direct.gov.uk/en/DisabledPeople/EducationAndTraining/HigherEducation/DG_10034898)

If you have any further questions or if you would prefer to receive this information in an alternative format, please contact the Training Office at [pgmail@dyslexiaaction.org.uk](mailto:pgmail@dyslexiaaction.org.uk)

## **Course Outline**

The Postgraduate Certificate and Diploma programmes in Dyslexia and Literacy are unique online qualifications designed for teachers and support teachers who wish to train as specialist teachers in Dyslexia and Literacy. The aim of the Postgraduate programme is to train teachers to be informed, skilled practitioners who understand the theory and practice of teaching and assessment of learners with dyslexia of all ages. The programme offers a flexible approach to postgraduate study with online courses and personalised tutor support.

## Who is the course for?

The Dyslexia Action Postgraduate Certificate and Diploma in Dyslexia and Literacy programme is appropriate for a wide range of professional teachers and specialists including:

- Teachers at all Key Stages
- Special Needs Teachers and Special Educational Needs Coordinators (SENCOs)
- Teachers and Support Teachers in Further and Higher Education and other adult settings
- Teachers and Education Specialists based overseas
- Educational Psychologists, Speech and Language Therapists and Occupational Therapists with relevant experience

The course provides:

- flexibility for learning in a personalised way which enables studying to be fitted around personal and professional commitments
- regular support from a team of specialist tutors to guide you through the postgraduate level study
- attendance study days for some of the practical units.

## Entry requirements

- Bachelor of Arts, Bachelor of Science or Bachelor of Education honours degree
- Recent and relevant experience in a Dyslexia Support setting
- Excellent spoken and written English  
IELTS 7 for applicants with English as a Second Language  
For further information see the IELTS website [www.ielts.org](http://www.ielts.org)
- Qualified Teacher Status (QTS or QTLS) plus a minimum of one year's teaching experience (full time equivalent) is required for the teaching route (C and C2 combined)
- Candidates applying for the Diploma part of the programme should have a final grade of **Good Pass** (60% -65%) at Certificate level in order to be considered for this part of the programme.  
**Applicants not meeting this criteria will be considered with a supporting tutor reference.**

Applicants who do not fulfil all the requirements above may be considered for 'special entry' if they can demonstrate other relevant academic and professional experience. Such applicants are advised to apply in the first instance and fully explain their experience in their application statement.

## Will I need to have a CRB check?

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

You should allow AT LEAST 6 WEEKS to process any CRB application and this must be in place before any face to face work with a learner. Please visit

[http://www.direct.gov.uk/en/Employment/Startinganewjob/DG\\_195809](http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195809) for further information

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

## Demands of the course

All candidates should note that the Postgraduate Certificate and Diploma programmes in Dyslexia and Literacy are part of a demanding Level 7 (Master's Level) programme. Candidates will need to be able to balance the demands of their studies with existing work and home commitments in order to benefit from the modules and gain the qualifications on offer. The programme consists of:

- Certificate programme: 3 modules (minimum 200 hours of study per module)
- Diploma programme: A further 3 modules (minimum 200 hours of study per module)
- Between 15 hours and 20 hours of study per week depending on the module

Candidates who are unable to commit to the demanding course schedule may like to consider enrolling on one of our CPD programmes. See the website for further details at:

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

## Where will I study?

The postgraduate programme uses the Virtual Learning Environment (VLE) known as Moodle as the method of delivery. Each module is delivered through Moodle and some require you to be involved in practical teaching and assessment whilst others are more theoretically based. The core curriculum is delivered by means of a range of e-learning resources. These include presentations, articles, exercises, videos and follow-up activities and tasks for participants to carry out at intervals.

Some elements of the modules (those linked to practical teaching and assessment) are delivered during the compulsory Study Days held at various points during the course. The study days help to put the theory into context for practical work during the course.

## The Study Days

The Study Days are a compulsory but separate element of the programme for Modules C and D and are used to introduce the more practical elements relating to specialist teaching and assessment. These elements of the course are also an opportunity for participants to meet with each other and with tutors and to familiarise themselves with the requirements of the specialist parts of the programme.

Study Days are normally held on a Saturday either in London or at an alternative location. Dates will be advertised on our website for each module and additional dates may be offered subject to demand.

**Please note:** The Study Days are mandatory elements of the course. If you are unable to attend then you will not be able to enrol on the module concerned.

## How will I be taught?

Participants work together to form an online group for the duration of the module. This enables all those involved to get to know one another and to develop a community of learning practice with other students and tutors as the course progresses.

Each module is divided into separate topics and these will be taught by tutors who specialise in that area. You must complete the modules in the sequence given for the particular programme. If you fail a module you will be able to take the assignment again or may be required to study the module again. As the course progresses, candidates will follow specialist pathways for either Under 16 or Over 16 depending on the learners they wish to commit to working with.

## Course Syllabus

The Postgraduate Certificate and Diploma programmes in Dyslexia and Literacy offer a completely flexible solution to working at Level 7. Participants enrol for one module at a time and can complete the whole programme at a pace to suit their commitments.

Participants will be placed in Streams from Module C/D onwards depending on their commitment to either school/ college practice (Under 16) or adult/college/university practice (Over 16).

<b>Certificate Programme:</b>		<b>All Candidates begin with Module A and then progress to B:</b>
Module A	20 credits	<b>Title:</b> Research Perspectives for Dyslexia and Literacy
Module B	20 credits	<b>Title:</b> Principles of Assessment for Dyslexia and Literacy
		<b>Then Choose:</b>
Either Module C	20 credits	<b>Title:</b> Structured Teaching Intervention for Dyslexia and Literacy (Study Day required)
Or Module D	20 credits	<b>Title:</b> Assessment of Literacy Related Difficulties (Study Day required)
<b>Modules A, B and C Total Credits 60</b>		<b>Award:</b> Dyslexia Action Postgraduate Certificate in Structured Teaching Intervention for Dyslexia and Literacy
<b>Modules A, B and D Total Credits 60</b>		<b>Award:</b> Dyslexia Action Postgraduate Certificate in Assessment for Dyslexia and Literacy
<b>Diploma Programme:</b>		<b>All Candidates start with Module D:</b>
		<ul style="list-style-type: none"> <li>Candidates should have completed the equivalent of Modules A – C</li> <li>Candidates who complete Module D on the Certificate programme will then proceed to Module C before completing Modules E and F.</li> </ul>
Module D	20 credits	<b>Title:</b> Assessment of Literacy Related Difficulties (Study Day required)
Module E	20 credits	<b>Title:</b> Assessment of Specific Learning Difficulty (Dyslexia)
Module F	20 credits	<b>Title:</b> Language, Learning and Cognition: Structured, Specialist Intervention
<b>Modules A, B, C, D, E and F Total credits 120</b>		<b>Award:</b> Postgraduate Diploma in Dyslexia and Literacy

**N.B. You must successfully complete the modules in order before being able to continue to the next module.**

## Progression Pathways

The programme has a number of Certificate stopping off points which enable participants to work towards a qualification of their own choosing and at a measured pace. Candidates can enrol for the year but may move to a subsequent programme if preferred.

### QUALIFICATION TITLES

Modules required	Certificate Title	Level	Credits	Accreditation <a href="#">subject to confirmation</a>
Module A	Dyslexia Action Certificate in Research Perspectives for Dyslexia and Literacy	7	20	Dyslexia Action Certificate
Module B	Dyslexia Action Certificate in the Principles of Assessment for Dyslexia and Literacy	7	20	Dyslexia Action Certificate
Modules A, B and C	Dyslexia Action Postgraduate Certificate in Structured Teaching Intervention for Dyslexia and Literacy	7	60	Dyslexia Action Certificate
Modules A, B and D	Dyslexia Action Postgraduate Certificate in Assessment for Dyslexia and Literacy	7	60	Dyslexia Action Certificate
Modules A, B, C + C2 (Option One)	No certificate. Additional teaching hours required for ATS/AMBDA			<a href="#">BDA (ATS)</a>
Modules A, B, C, D	To Be Confirmed	7	80	Dyslexia Action Certificate
Module E	Dyslexia Action Certificate in Assessment and Report Writing for Dyslexia and Literacy	7	20	Dyslexia Action Certificate
Modules A, B and C, D, E and F	Dyslexia Action Postgraduate Diploma in Dyslexia and Literacy	7	120	<a href="#">SASC Accredited (APC)</a> Dyslexia Action Certificate
Modules A, B, C, D, E and F + C2 (Option Two)	No certificate. Additional teaching hours required for ATS/AMBDA			<a href="#">BDA (AMBDA)</a> <a href="#">BDA (AMBDA FE/HE)</a>

The 3 modules necessary to achieve the Postgraduate Certificate (A,B and C **or** A,B and D) must be successfully completed within a period of three years.

The 3 modules necessary to achieve the Postgraduate Diploma (D, E and F **or** C, E, F depending on your route to the Postgraduate Certificate) must be completed within a period of three years.

## Guild Membership

Candidates are encouraged to become members of The Dyslexia Action Guild, a membership network and professional association for practitioners in Dyslexia and SpLD. The aim of the Dyslexia Guild is to keep members up-to-date with developments in the field and to encourage networking/contact between members.

Membership of the Guild also gives access to a range of electronic books and materials held by Dyslexia Action. See: <http://training.dyslexiaaction.org.uk/guild>

## Professional Practice

Dyslexia Action is currently seeking accreditation for this programme as follows:

### Assessment Practising Certificate

Candidates who successfully complete the whole programme, Modules A to F will be eligible to apply for an Assessment Practising Certificate (APC) in Dyslexia and SpLD subject to the course being approved by the SpLD Assessment Standards Committee (SASC). An APC will allow you to carry out diagnostic assessments, including those for Disabled Students' Allowances. See:

<http://training.dyslexiaaction.org.uk/assessmentpractisingcertificate> for details.

### ATS and AMBDA

Candidates who wish to obtain ATS or AMBDA as well, can complete an additional Module C2. See [www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk) for further details of their accreditation criteria. Dyslexia Action options are as below:

Module C2:		For BDA Accreditation:
Option 1 ATS for Certificate completing students	Additional 8 hours of supervised teaching	Observed teaching by AMBDA qualified/equivalent tutor
		Fulfils training requirements for Approved Teacher Status (ATS)*
Option 2 AMBDA for Diploma completing students	Additional 10 hours of supervised teaching	Includes additional 2 hours of <b>observed</b> teaching by AMBDA qualified/equivalent tutor
		Fulfils training requirements for Associate Membership of the British Dyslexia Association (AMBDA) *
* And subject to a minimum number of years of teaching experience.		



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

You will need regular access to the Internet and a **personal (not work) email** in order to access the teaching materials and participate in the programme, as the main elements of the course are distributed via the VLE Moodle over the Internet. Participants can expect to spend several hours a week online, even if they download materials and work offline. In addition to accessing Moodle you will need to use the Internet to locate a wide range of resources, scholarly articles and relevant information.

### Minimum Hardware Requirements

To access our virtual learning environment, any computer capable of browsing the internet will suffice. Most participants have no problems accessing course materials using an Apple Mac Computer. However please note that we are unable to offer technical support for such users.

### Minimum Software Requirements

You 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). You will also need a PDF viewer such as Adobe Reader or FoxIT (downloadable free) and multimedia player (free VLC recommended).

### Internet Connection

A cable or DSL Broadband connection is highly recommended. Mobile broadband varies widely depending on location but when reliable, it can be used to access most content including live webinars. Note that many mobile broadband providers impose limits on monthly data usage. You can expect to use 3-5GB a month. Moodle can be accessed via dial-up, although larger files will take some time to download and most multi-media content may not be streamed live. Any modern web browser is acceptable but Firefox is strongly recommended. Internet Explorer version 6 or below is no longer supported and may result in incompatibilities.

### Email Account

Participants will need to have their own **personal** email account. This should not be a private work email account. Dyslexia Action cannot communicate with participants or register them on Moodle except via a personal email account. Please note that you must not register on Moodle VLE or use an email account during the course that is shared with colleagues or family members; this would contravene 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 with Gmail, Yahoo or the Internet Service Provider of your broadband.

### Video Camera

You will need access to a video camera for some of the teaching and assessment sessions from Module C onwards. 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. You will be required to submit teaching practice recordings as a video file on a USB memory stick and should purchase at least a 4GB USB stick.

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

You will need to set aside a **minimum** of 15 to 20 hours of private study time per week throughout the course and will be expected to have timetabled as such prior to the start of the course. In practice many participants find that they need more time to assimilate and review materials. The course is delivered at Level 7 and the expectation is that you will be able to cope with higher level study which is more demanding than initial undergraduate work.

Teaching and assessment practice is in addition to the academic work and may be set around your existing role or could be specially arranged. In either case you will need to allow for suitable preparation time and for unexpected elements such as having to re-arrange lessons due to learner absence or for example when video-recording if technical difficulties occur.

## Teaching and Assessment Practice

Supervised practical work is an essential part of Modules C, D and E and also the optional C2 module. Candidates are required to submit evidence of teaching and assessment practice in these modules. Course tutors monitor the videoed practical work and give support and feedback on the assignments, assessments, lesson plans, teaching practice and evaluations. Recordings of teaching practice and assessment are made with the appropriate permissions from the school/ college, learners and parents and within the terms of the Data Protection Act. The practical Modules can also be supplemented with Module C2 to meet BDA requirements.

## Working with a learner

Supervised teaching practice is an essential part of Module C and supervised Assessment for Module D. Tutors will supervise the practical work by giving support and feedback on the teaching, lesson plans and assessment practice undertaken, as well as evaluations. Participants are required to find learners whose main difficulties are with literacy and who have NOT undergone any prior formal assessment or specialist teaching. Tutors will advise on the suitability of chosen learners, based on the information provided, but it is the responsibility of participants to select suitable learners. You will be required to obtain permission(s) from the organisation in which the teaching/ assessment takes place as well as from the learner's parent(s) in pupils of school age.

It is not advisable to work with a learner who has *complex or multiple difficulties* during the course as this may adversely affect your own training. In addition, all learners must be able to hold age-appropriate conversations in English and be educated in a mainly English speaking environment.

## How will I be assessed?

The assessment strategy for this course covers both theoretical and practical elements and is designed to develop practical skills in specialist teaching and assessment and encourage evaluation of the research and evidence-base, so that theory is integrated into practice. A combination of assessment tools is used and these include:

- Assignments (Formative and Examined), Essays and Assessment Reports
- Exercises and peer evaluation discussions on Moodle
- Practical Teaching Material Assignments, Case Study
- Quizzes and other online self-assessment instruments
- Reflective Reports
- Weekly lesson plans and evaluations (Module C)
- Video evidence of Assessment (Modules D-E) and Teaching Practice (Modules C and C2)

## Fees for academic year 2012-2013

<b>Module</b>	<b>Fees are payable by module, one at a time, and must be paid in full before the start of the module or you will be referred to the next available date</b>	
<b>Certificate Programme</b>	<b>UK / EU Applicants</b>	<b>Overseas Applicants</b>
Modules A, B,C or D	£1,500 per module	£1,750 per module
Study Day (Module C and D) - Date to be confirmed	£250 per day	£300 (no overnight accommodation included)
<b>Diploma Programme</b>	<b>UK / EU Applicants</b>	<b>Overseas Applicants</b>
Modules D, E and F	£1,500 per module	£1,750 per module
Study Day (Module D) - Date to be confirmed	£250 per day	£300 (no overnight accommodation included)
<ul style="list-style-type: none"> <li>Fees for module C2 will be made available in 2013 but will not be less than module fees as above.</li> <li>Fees are held for this programme only and will be subject to increase if a candidate moves to a subsequent programme.</li> </ul>		

## Term Dates

Please see the separate document which contains the term dates. These can be found on the [Postgraduate page](#) of the website.

## Additional Costs

Applicants should note that the Dyslexia Action Postgraduate Certificate in Dyslexia and Literacy is a qualification for individuals who wish to work as specialist literacy teachers or assessors in educational settings. You will need **personal copies of your own test materials**, books and resources on the course and you will then be able to use these for your own professional practice following the course.

You should allow for the cost of books and some small test items for modules A, B, C and E. Costs for Module A will amount to around £60 for the core texts.

**Module D** will require significant investment in assessment test materials and **a further £650** approximately should be allowed to cover the cost of the resources for this module **in addition to the course fees**. These test materials will be used in Module E and will also be resources that you can then use in professional practice.

You will be sent a full list of required resources including assessment tests, practical teaching materials, books and materials once you have registered for the course. However you will only need to buy the resources appropriate to the particular module you are studying at the time.

## Application Details

**Step 1: Download, complete and save** the Additional Information Form available from <http://training.dyslexiaaction.org.uk/postgrad> (incomplete applications will not be considered). This completed document will be required during the online application process. If you need to print out this form, you will need to scan it so that the electronic version can be uploaded

**Step 2:** Log in to your Dyslexia Action account. The Login button can be found at the top right hand side of the Training home page <http://training.dyslexiaaction.org.uk/>. You will have an account with us if you have registered your interest on our website, studied a course with us or are a member of the Dyslexia Action Guild.

### **If you have already set up an account with us:**

Once logged in, go to the application link on the Postgraduate page  
<http://training.dyslexiaaction.org.uk/postgrad>

If you cannot remember the password you originally set up for you account, please:

1. Go to <http://training.dyslexiaaction.org.uk/> and click on Login/Register at the top right hand side of the page
2. Select the 'Request New Password' tab
3. Enter your email address
  - You will be sent an email with a link to follow which will log you in to your account and then you have the option to change the password to one you wish to use (please keep this information safe as you will need it in the future)
  - Once you have received your password please log in to your account before you return to the application form link. (By taking this step some of your application form will be 'pre-filled' for you and this will also prevent multiple accounts being set up in your name).

### **If you have NOT already set up an account with us:**

1. Go to [www.training.dyslexiaaction.org.uk](http://www.training.dyslexiaaction.org.uk) select Login/Register on the top right hand side of the web page.
2. Click the 'Create New Account' tab and follow the instructions on the screen.
  - Once you have your account set up, please make sure you are logged in to your account before returning to the application form link. (By taking this step some of your application form will be 'pre-filled' for you and this also prevents multiple accounts being set up in your name).

**Step 3** – Complete the online application form, uploading the Additional Information Form when prompted to do so.

## After you submit your application:

1. You will receive an email confirming receipt of your application
2. The application will be reviewed by the Course Administrator who may contact you for additional details
3. The application will then be reviewed by the Head of Training for academic suitability and references may also be taken up.
4. You will then receive an acceptance offer requesting payment of the module as confirmation.

If your application is not accepted we may be able to offer you an alternative course through our CPD programme.

## Contact Details

Dyslexia Action Postgraduate Application  
Park House, Wick Road  
EGHAM  
Surrey  
TW20 0HH

Tel: + 44 (0)1784 222 304

Email: [pgmail@dyslexiaaction.org.uk](mailto:pgmail@dyslexiaaction.org.uk)

Website: [training.dyslexiaaction.org.uk](http://training.dyslexiaaction.org.uk)

## Disclaimer

**Please note: This version of the brochure is released November 2012.**

This brochure is subject to regular revision and replaces any earlier version produced by Dyslexia Action Training and Professional Development.

Whilst every effort has been made to ensure the accuracy of the information contained in this brochure and associated web pages, the content is naturally subject to change and Dyslexia Action cannot guarantee its accuracy or currency. We reserve the right to make changes to the information contained in this brochure without notice.

Dyslexia Action does not give any warranty as to the ownership of the copyright of any material forming part of this brochure and/or the associated web pages. We do not accept any liability for any direct, indirect, incidental or consequential losses arising from the infringement of any third party rights in relation to any material in this brochure and/or associated web pages.

### Course Information

With respect to course information, we reserve the right to make changes in regulations and syllabuses without prior notice. While every attempt will be made to ensure that information in this brochure is accurate, it should be treated as a guide only. Full details of the course can be found in the appropriate course handbook. Any fee information is indicative, and will only be confirmed once the online booking for the course opens to candidates.