

Level 4 Certificate and Diploma Courses in Dyslexia and Literacy

Awarded by Dyslexia Action
'The UK Course'

September 2011

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

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Dyslexia Action Mission Statement

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

About Dyslexia Action

We are 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

About Dyslexia Action Training and Professional Development

We provide training programmes for specialist teachers and other professionals. These include Continuing Professional Development (CPD) courses, postgraduate programmes and awareness raising courses and webinars.

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 Training and Professional Development is unable to provide any warranty concerning the accuracy or completeness of any information contained herein and in the associated web pages. Dyslexia Action reserves the right to make changes to the information given. Applicants will receive additional, current information during the admissions process and on joining their chosen course.

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Accessibility

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

Explanation of Terms

Candidate – The person applying for a course

Participant – The person who is studying the course

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

CPD – Continuing Professional Development

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Course Information

The Dyslexia Action Level 4 CPD Diploma Programme (known as ‘The UK Course’) consists of 3 courses:

- The Dyslexia Action Level 4* CPD Certificate in Dyslexia in the Classroom
- The Dyslexia Action Level 4 CPD Certificate in Dyslexia and Literacy Support
- The Dyslexia Action Level 4 CPD Diploma in Teaching Support for Dyslexia and Literacy

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

The Courses within the Level 4 CPD Diploma Programme are level 4 qualifications for UK citizens or permanent residents of the United Kingdom. The Certificate in the Classroom Course involves 5-6 months of study and then the Certificate in Dyslexia and Literacy Support Course takes another 4-5 months. The Diploma in Teaching Support for Dyslexia and Literacy will take approximately 7 months.

Candidates who complete each course to a satisfactory standard will receive a Course Certificate and a transcript listing the Units studied.

Who is the course for?

The Dyslexia Action online courses have been developed specifically for Classroom Teachers and Teaching Assistants working in the primary and secondary or high school education fields. Adults who are currently employed in specialist support for people under the age of 18 may also apply. The courses are also suitable for tutors currently working in Further Education. They are NOT suitable for those working in Higher Education.

What are the entry requirements?

Applicants should:

- Be teachers, teaching assistants or support tutors, currently working in an educational environment.
Participants will normally be citizens or permanent residents of the United Kingdom.
- Have a good general education and should normally be qualified to level 3 ('A' level) on the UK qualifications framework.¹
- Have a minimum English language ability level such as Cambridge 1st Certificate Grade B (see <http://www.cambridgeesol.org/exams/general-english/fce.html>), TOEFL 550 points (see <http://www.ets.org/toefl/>) or IELTS 5.5 (see <http://www.ielts.org/default.aspx>)

PLEASE NOTE: Parental awareness and training courses

The programmes described in this brochure are designed specifically for teachers and support staff working in school and college environments. As such, these courses are not suitable for parents wishing to either develop their awareness on dyslexia or to support their own children who have dyslexia. A programme for parents is currently under development. If you are interested in receiving further information regarding the parents' course, please go to **Register Interest** on the Training website for further details at:

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

Qualifications at Level 4

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

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

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

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

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

What will I gain from doing the Level 4 Courses?

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

Following the Level 4 CPD Diploma progression pathway will equip participants with the skills to provide practical teaching. The **Level 4 CPD Diploma in Teaching Support** provides the underpinning methodology for using multisensory methods and teaching practice with a **learner**.

Demands of the course

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

Candidates who are unable to commit to the intensive study schedule of the Certificate in Dyslexia in the Classroom Course within the UK Diploma Programme may like to consider enrolling on the Level 4 Certificate CPD Certificate in Dyslexia in the Classroom via the CPD route. Studying via the CPD route allows Unit courses to be studied individually, or as a package of 3 courses, at a steadier pace. Each Unit would be studied over a period of 7 weeks with a short break between units. See the website for further details at:

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

Where will I study?

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

How will I be taught?

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

How much time will I devote to the course?

Approximate study time is 7-8 hours per week for the duration of the Certificate in Dyslexia in the Classroom and Certificate in Dyslexia and Literacy Support courses, based on the average participant. This includes time spent with learners.

The Diploma in Teaching Support requires between 5 and 10 hours of study per week.

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

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

Will I need to have a CRB check?

Dyslexia Action assumes that as course participants will already be working with children or young people, they will have met the necessary local police or government criminal record checks concerning work with children and/or young people in school/college settings. We reserve the right to request this information from you or to terminate a programme where we feel it is not in the interests of the learner to continue. Dyslexia Action Training and Professional Development will not assume responsibility nor will accept liability incurred as a result of any participant or learner being engaged in this programme.

How will I be assessed?

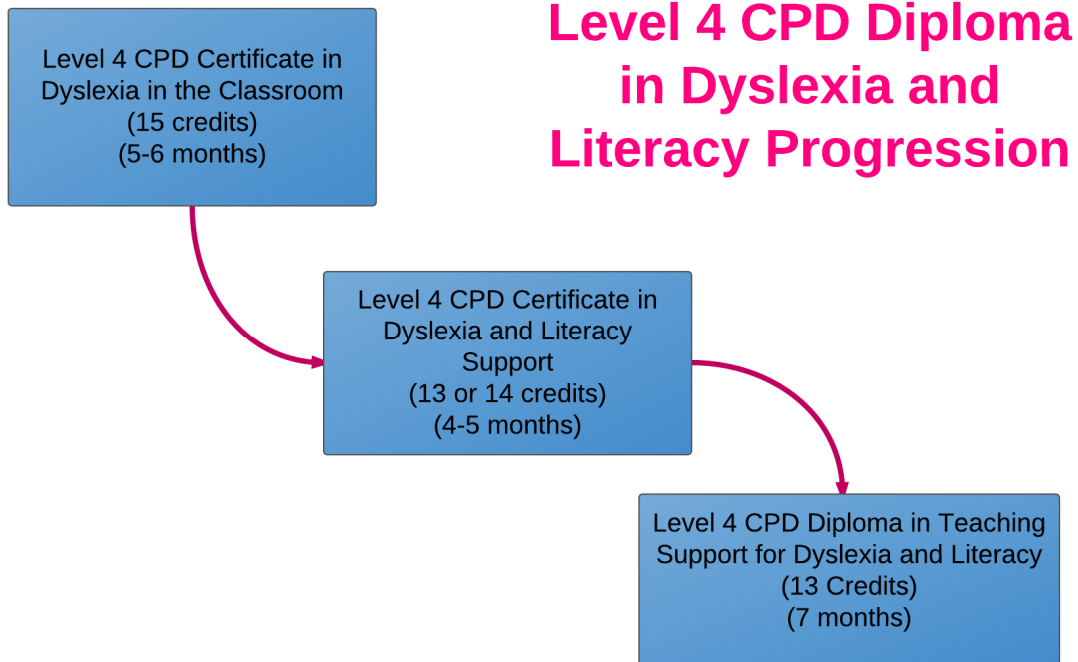
Assessment is continuous and will include written assignments, practical activities and contribution to Moodle forums. Participants will be supported by a tutor who is an experienced practitioner in the field of dyslexia. Assignments will be submitted to the tutor via Moodle on a regular basis.

There are no examinations.

Progression Pathway

The Dyslexia Action Level 4 CPD Diploma Programme has been designed to build a progression pathway at Level 4.

The Level 4 CPD Certificate in Dyslexia in the Classroom Course is the first part of a 3 part programme, which leads to the Level 4 CPD Diploma in Dyslexia and Literacy.



Participants **must successfully complete** the Level 4 CPD Certificate in the Classroom Course to apply for the Level 4 CPD Certificate in Dyslexia and Literacy Support Course. Candidates can choose to take a break between studying the Certificate in the Classroom and Certificate in Dyslexia and Literacy Support Courses but should normally study the Certificate in Dyslexia and Literacy Support within 2 years of successfully completing the Certificate in the Classroom.

Candidates **must successfully complete** the Certificate in the Classroom and Certificate in Dyslexia and Literacy Support to apply to study the Level 4 CPD Diploma in Teaching Support for Dyslexia and Literacy. Candidates should normally start the Diploma in Teaching Support within 2 years of successfully completing the Certificate in Dyslexia and Literacy Support. After 2 years, candidates may be able to continue on the programme or use the credits towards other Dyslexia Action qualifications. This will be dependent on the decision of the Programme Director.

Participants who successfully complete the Level 4 CPD Certificate in Dyslexia in the Classroom via the CPD route (see <http://training.dyslexiaaction.org.uk/cpd>) can then apply to study the Level 4 CPD Certificate in Dyslexia and Literacy Support. It is not possible to study the Certificate in Dyslexia and Literacy Support or the Level 4 Diploma in Teaching Support for Dyslexia and Literacy via the CPD route.

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

Course Units

Mandatory and Optional Units

Mandatory units are the units that must be achieved in order for a qualification to be awarded. Optional units are those that a participant may choose from in order to complete the required number of units for the qualification.

Hours of learning time

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

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

Level 4 CPD Certificate in Dyslexia in the Classroom

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

Level 4 CPD Certificate in Dyslexia and Literacy Support

The Certificate in Dyslexia and Literacy Support consists of **three Mandatory Units** and **two Optional Units**. Candidates should choose one of the pathways, either for primary specialists or for secondary specialists.

Primary Pathway

Mandatory Units	All units must be passed. Participants must successfully complete all Certificate in Dyslexia and Literacy Support assignments to study for the Diploma in Teaching Support.	Hours of Learning Time
DACPD06	Developing Reading Skills in Learners with Dyslexia in the Primary School	30
DACPD08	Developing Writing Skills in Learners with Dyslexia in the Primary School	30
DACPD11	Developing Spelling Skills in Learners with Dyslexia	20
Optional Units	Select TWO from the following units:	
DACPD03	Developing Mathematical Skills in Learners with Dyslexia	30
DACPD13	Specific Learning Difficulties: Understanding Co-occurrence	30
DACPD14	Dyslexia: An International Perspective	20
	Total (depending on optional units studied)	130 or 140

***Please note that the Optional Units DACPD03 and DACPD13 are 3 credit courses. Optional Unit DACPD14 is a 2 credit course.**

Secondary Pathway

Mandatory Units	All units must be passed. Participants must successfully complete all Certificate in Dyslexia and Literacy Support assignments to study for the Diploma in Teaching Support	Hours of Learning Time
DACPD07	Developing Reading Skills in Learners with Dyslexia in the Secondary School	30
DACPD09	Developing Writing Skills in Learners with Dyslexia in the Secondary School	30
DACPD11	Developing Spelling Skills in Learners with Dyslexia	20
Optional Units	Select TWO from the following units:	
DACPD03	Developing Mathematical Skills in Learners with Dyslexia	30
DACPD13	Specific Learning Difficulties: Understanding Co-occurrence	30
DACPD14	Dyslexia: An International Perspective	20
	Total (depending on optional units studied)	130 or 140

Participants who successfully complete the assignments for the Certificate in the Classroom and Certificate in Dyslexia and Literacy Support can then apply to study for the **Level 4 CPD Diploma in Teaching Support for Dyslexia and Literacy**.

Level 4 CPD Diploma in Teaching Support for Dyslexia and Literacy

Mandatory Units	All units must be passed.	Hours of Learning Time
DACPD15	Fostering Language Awareness in Learners with Dyslexia	30
DACPDLI01	Principles of Literacy Intervention for Learners with Dyslexia	50
DACPDLI02	Developing Literacy Intervention for Learners with Dyslexia	50
	Total	130

2011/2012 Fees

Course	Paid in full before the start of the course
Level 4 CPD Certificate in Dyslexia in the Classroom	£1070

Level 4 CPD Certificate in Dyslexia and Literacy Support	£925
Level 4 CPD Diploma in Teaching Support for Dyslexia and Literacy	£1175

These course fees will be honoured until July 2012.

Additional Costs

Resources

The Level 4 CPD Diploma in Teaching Support for Dyslexia and Literacy course participant will need a set of wooden letters . Resources can be purchased from the Dyslexia Action Shop at: <http://store.dyslexiaaction.org.uk/>. N.B. These resources are not required for either of the Level 4 Certificate Courses.

2011/2012 Course Dates

Course	Start dates
Level 4 CPD Certificate in Dyslexia in the Classroom	20 th September 2011, 24 th January and *23 rd April 2012
Level 4 CPD Certificate in Dyslexia and Literacy Support	27 th March, 14 th August 2012
Level 4 CPD Diploma in Teaching Support for Dyslexia and Literacy	18 th Sept 2012

*The April 2012 course includes a break over the summer. Units 1-3 are studied from April to July and then Units 4-6 from 10th September to November 2012.

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

Application Details

Applying for the Level 4 CPD Certificate in Dyslexia and the Classroom

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

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

To apply please follow the instructions below:

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

Financial Terms and Conditions

1 Please read this information carefully.

It is the responsibility of all candidates to ensure that the terms and conditions for the course they enrol on are followed and that Dyslexia Action receives payment as instructed. Failure to pay fees in full could result in refusal of a course place or an award or qualification.

2 Programme Registration

Following satisfactory completion of the admissions process, a letter will be emailed with confirmation of a place on the course together with an invoice. Where payment is being made by a sponsor, the invoice will be emailed directly to the sponsor with a copy of the invoice to the candidate. Payment should be made, in full, within 30 days of the date of the offer letter **to secure a place on the course** and no later than 10 days before the start of the course.

3. Candidate Responsibility

Once a candidate has accepted a place on a Dyslexia Action training programme they are responsible for ensuring the payment of all fees before the start of the course, even if the fees are being paid by a sponsor or other third party.

4. Payment Information

- 4.1 Please quote the invoice number on all correspondence and payment
- 4.2 All payments must be made in Pounds Sterling (GBP).
- 4.3 Please note that the candidate/funding organisation is liable for all bank charges, including currency transfer charges, if sending money by BACS or from overseas.

5. Payment Methods

- 5.1 Payments may be made by a single credit or debit card payment, cheque payment or bank transfer.
- 5.2 Dyslexia Action accepts VISA, MASTERCARD or ACCESS only. We are not able to accept any other forms of credit card.

6. Cancellation

- 6.1 Dyslexia Action Training and Professional Development reserves the right to cancel any programme where candidate numbers are insufficient to warrant the course taking place. In this case candidates will be offered places on alternative programmes or a full refund of fees will be made.
- 6.2 Candidate cancellations must be made in writing by email or by post, we are unable to accept notification of cancellations by telephone.
- 6.3 The Candidate Registration and Certification Fee cannot be returned, once the application form has been approved by Dyslexia Action Training and Professional Development, if a candidate subsequently cancels their place.
- 6.4 Candidates who wish to cancel 10 working days or more before the start date of the first unit will be liable for a £65 administration fee. Where fees have been paid in advance, these will be refunded in full, minus this fee. However all candidates will be encouraged to defer their entry to a later date. See Section 7 below.
 - 6.4.1 Candidates who cancel 9 working days or less before the course start date will be liable for a charge of 25% of the course fee. However all candidates will be encouraged to defer their entry to a later date. See Section 7 below.

Table of Cancellation Charges

Cancellation Made	Fee Payable
10 working days or more before the start of the course	£65
9 working days or less before the start of the course	20% of course fee

7. Deferral prior to starting a course

- 7.1 Deferral is defined as not starting the course at the time expected but starting at a later date.

Should a candidate wish to defer their place on a Course for which they have been accepted, to a later start date then Dyslexia Action must be informed in writing at least 10 working days before the start of the course. If the deferral request is made 9 days or less before the course start date, then Dyslexia Action reserves the right to charge a fee.

- 7.2 Fees or the balance of fees will normally be held over until the next course date selected. Please note that any course fee increases will be payable when restarting a course. The candidate will be required to re-register for the selected course date and should contact the Admissions Office directly.

8. Withdrawal

- 8.1 Withdrawal is defined as a candidate leaving a course which they have started before the programme is completed.
- 8.2 Candidates who wish to “withdraw” before a course has started should refer to the Cancellation Rules above.
- 8.3 **Withdrawal once a course has started**

8.3.1 Certificate in Dyslexia in the Classroom Course

Withdrawal Made or Failure to successfully complete	Fee Refundable
Anytime during the first unit	70% of the course fee
Anytime during the second unit	40% of the course fee
Anytime after the second unit	No refund

8.3.2 Certificate in Dyslexia and Literacy Support Course

Withdrawal Made or Failure to successfully complete	Fee Refundable
Anytime during the first unit	70% of the course fee
Anytime during the second unit	40% of the course fe
Anytime after the second unit	No refund

8.3.3 Diploma in Teaching Support for Dyslexia and Literacy Course

Withdrawal Made or Failure to successfully complete	Fee Refundable
Anytime during the first unit	70% of the course fee
Anytime during the second unit	40% of the course fe
Anytime after the second unit	No refund

8.4 Re-starting a programme after withdrawal

If you withdraw from the course, through personal circumstances, and you have already successfully completed some Units, you will be allowed to rejoin on a subsequent programme but will need to pay course fees again. A proportional discount will be offered depending on the number of units already completed. Please contact the Course Administrator for details.

Contact Details

For further help and advice on our Professional Development programmes and short courses please contact:

Dyslexia Action Training and Professional Development

Park House, Wick Road

Egham, Surrey TW20 0HH

Email: trainingcourses@dyslexiaaction.org.uk

Tel: +44 (0)1784 222304 Fax: +44 (0)1784 772512