

## **Dyslexia Action**

### **Continuing Professional Development Programme**

### **Course Syllabus General Information**

**September 2017 – August 2018 v1.1**

**(Part 2 of 2)**

The CPD Standards Office

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[www.cpdstandards.com](http://www.cpdstandards.com)



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## About Dyslexia Action

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

## Disclaimer

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

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

## Explanation of Terms

**APEL** – Accreditation of Prior Experience and Learning

**Candidate** – The person undertaking an award or unit qualification

**CPD** – Continuing Professional Development

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

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

**Participant** – The person who is studying on a course

## Related documents

Please note that in addition to this syllabus general information document you should also consult the syllabus document (1 of 2) and terms and conditions before applying.

## Accessibility

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

## Copyright

All rights reserved. All information and material contained within this document and on the website it is accessed from, is copyright and the copyright belongs to Dyslexia Action a trading name of Real Group Ltd . If you wish to apply for permission to use any materials found within the Dyslexia Action Training and Professional Development e-learning site, please contact Dyslexia Action at the address given in the materials or on the website.

## Replacement Certificates

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

Should a certificate be lost the holder must complete a Replacement Certificate Application Form in full and provide detailed information surrounding the circumstances of its loss. There will be a charge of £30 inclusive of VAT plus postage for a replacement certificate to be issued. For further details and an application form contact: [cpdmail@dyslexiaaction.org.uk](mailto:cpdmail@dyslexiaaction.org.uk) or write to the address on the last page of this document.

## Participants with a Disability

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

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

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

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

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

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

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

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

## Where will I study?

Dyslexia Action uses the Virtual Learning Environment (VLE) Moodle as the method of delivery. See: <http://moodle.dyslexiaaction.org.uk/>. The core curriculum is delivered by means of a range of e-learning resources. These include presentations, articles, exercises, videos and follow-up activities and tasks for participants to carry out.

## How will I be taught?

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

## Technical equipment required for the course

All of our courses are online and all communication is conducted using email. For this reason you will need a computer with an Internet connection and a valid email account. Course teaching materials will be found on the Dyslexia Action Moodle website. Moodle login details will be emailed to you two weeks prior to the start of your studies.

### Minimum Hardware and Software Requirements

- Windows/Apple computer
- High Speed Internet connection
- Google Chrome or Mozilla Firefox (Internet Explorer is not supported)
- Microsoft Office/Open Office/Google Docs
- Adobe Acrobat Reader/Foxit Reader
- VLC Media Player

*Note: We do not support smartphones or tablets. When installing free software from the internet please untick any boxes that would make your machine vulnerable to spam. Installation of software from the internet is at your own risk.*

### Internet Connection

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

### Email Account

You must have your own personal email account. We highly recommend using Google Mail because it gives you access to free cloud based software that you can use to open course teaching materials.

*NOTE: Using a shared email account during your studies infringes on the Data Protection Act 1998). Work emails are not recommended.*

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

## Dyslexia Guild Membership

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

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

See: [www.dyslexiaaction.org.uk/professional-membership-dyslexia-guild](http://www.dyslexiaaction.org.uk/professional-membership-dyslexia-guild)

**Special offer-** if you are a student you can join the Guild at a discounted rate for further details see Affiliate membership:

<http://www.dyslexiaaction.org.uk/page/join-today>

## NUS Extra Card

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

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

## Contact Details

### CPD Courses Admissions Office

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