**Level 5 Certificate in Dyslexia; Literacy, Support and Intervention**

Application Form

**Please complete this form electronically and return by email to:** [**L5cert@bdadyslexia.org.uk**](mailto:L5cert@bdadyslexia.org.uk)

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| 1. Personal Details | |
| Title: |  |
| First Name: |  |
| Last / Family Name: |  |
| Full Name to be displayed on final certificate: |  |
| Name by which you wish to be known: |  |
| Any Previous Last / Family Names: |  |
| Date of Birth: |  |
| Current Address: |  |
| Postcode: |  |
| Contact Telephone Number: |  |
| Personal email address: *Please ensure this is not shared by other people and if it is a school/institution address it will not block our emails.* |  |
| Do you require learning support? If so, please provide details. |  |
| If you have a diagnosis for a Specific Learning Difficulty are you happy to provide a copy of your report? *If so, please attach to this application.* |  |
| Are you self-funding this course? |  |
| If not, please provide the name and address of the organisation that will be funding your place. |  |

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| 2. Photograph |
| Please copy and paste a recent photo of yourself so we can clearly see your face; this is required to ensure it is you we are viewing in the videos you submit: |

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| 3. Qualifications and Experience | | | | | | | | |
| 3.1 Educational Background | | | | | | | | |
| Please provide a summary of your educational qualifications: | | | | | | | | |
| Higher Education | |  | | | | | | |
| University | | Course | | | Date of award | | | |
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| Secondary Education (N.B. Grade ‘C’ or ‘4’ in GCSE/or equivalent in Maths and English\*\* is mandatory and certificates must be included with the application) | | | | | | | | |
| School / College | | Qualifications and grades | | | Date of award | | | |
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| 3.2 Qualifications Relevant to This Course Application | | | | | | | | |
| Please give details of any:  • Teachers of any educational level (e.g. QTS, etc.).  • Tutors and support staff in Further Education and other adult learning settings  • Support staff in Higher Education (this course meets the requirements for DSA support workers  though you will need to be a member of a Professional Body such as the BDA)  • Teaching Assistants  • Speech and Language therapists  • Occupational Therapists with relevant experience  Include certificate or membership numbers where applicable. | | |  | | | | | |
| Please give details of the area of educational or community setting you have worked in (e.g.: Primary / Secondary / adult education, etc.) | | |  | | | | | |
| Please give details of your current role and the age range of learners you are working with. | | |  | | | | | |
| 3.3 Additional Relevant Training and Current StudiesPlease provide a full list of qualifications, with the most recent first. | | | | | | | | |
| Awarding Organisation | | Course title in full | | | | (Predicted/) Date of award | | |
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| 3.4 Employment Background and Relevant Volunteering | | | | | | | | | |
| Use this section to tell us about any relevant prior experience and work. | | | | | | | | | |
| Present and Previous Occupations (please start with your current role) | | | | | | | | | |
| Dates | | Employer | | Occupation | | | Full / Part Time | Part Time  (Hours) | |
| From: | To: |
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| 4. Requirements for this Course |
| 4.1 You will be required to write academic essays of up to 2,000 words each which will involve reading academic texts and papers and summarising your findings independently. You will be expected to know how to structure an essay and how to reference texts. Support is available via a Study Skills Module which we advise you work through before you begin the course. Please describe your experience of delivering written work of this standard and your preparedness for this: |
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| 4.2 This course requires you to plan and deliver one-to-one specialist literacy support. Please describe your experience in designing and preparing teaching activities and resources for individual learners, including your background in teaching reading, writing, spelling, and phonics: |
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| 4.3 You will need access to at least 2 learners whom you will teach one to one. The selected learners should be aged 7 or older and, ideally, should not have English as an Additional Language (EAL) or complex learning needs. Since the course focuses specifically on dyslexia and literacy difficulties, it is important that the learners you work with do not present with broader or more complex needs. Please describe how you will identify suitable learners, which educational establishment you will be teaching them in and who you will liaise with about the learners’ targets and progress: |
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| 4.4 Please confirm if you will be teaching in an English-speaking school, and will the learners you work with have English as their first language? |
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| 4.5 Please indicate whether you will be working with pre-16 or post-16 learners. The age group you select should reflect the area in which you have the most recent experience, and you will be required to provide evidence of this. Only one category may be selected: |
| . |
| 4.6 Please confirm whether or not you have a current DBS check. If not, you will need to organise this before you complete your teaching practice: |
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| 4.7 This is an intensive part-time course which requires you to study for up to 12 hours per week (depending on your previous knowledge and experience). Please describe how you plan to fit this into your week: |
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| 4.8 This course is delivered through e-learning, and requires a good level of IT proficiency. Please describe your experience and skills with information technology: |
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| 4.9 All applicants must satisfy both the English language entry requirement for the course **AND** the academic entry requirement for this course in order to be eligible to study. Please describe your level of English: |
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| 5. Application Statement |
| Please provide a statement (no more than 300 words) in support of your application, outlining which skills and experience you possess that are relevant to the course. It is helpful to share if you have dyslexia or any other condition that may affect your studying, this will be shared with your tutor. |

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| 6. Start datePlease state month and year of your preferred start date Courses start in January, May and September: | |
| Month |  |
| Year |  |

The cost of the course is split into two instalments, of which the first instalment must be paid 8 weeks before your start date. The second instalment must be paid within the first 3 months.

Please note that we are not able to confirm you place on your preferred start date until first instalment has been made.

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| 7. Declaration.Please note that by completing and submitting this application form you are agreeing to the following: | |
| * I have read the Pre-Course information. * I understand the timescales for the course and that it will require a commitment of up to 12 hours per week. * I understand that fees must be paid in advance of being able to access the course in full. * I confirm that my English language proficiency is equivalent to IELTS Level 6.5+ * I confirm that I can write English to an academic level equivalent to an undergraduate level. * I confirm that I have the essential basic IT skills required to access the course material and upload information. * I confirm that I will have access to appropriate IT and Wi-Fi connection to access learning, submit work, make video recordings, and enable ‘camera on’ during online interactions (meetings/webinars, etc) with BDA staff. * I confirm that I will be able to acquire appropriate reading materials and teaching resources. * I confirm that I will be able to find suitable learners that are associated with a school/college or appropriate workplace and that I will be able to undertake my teaching practices in that environment. * I understand that I must adhere to decisions made by the BDA Training Team and tutors relating to the course. * I agree that I will not reproduce any part of the course without written permission. * I understand that the course curriculum may be changed and/or updated from time to time. * I confirm that I have DBS (or equivalent) clearance and am able to provide a copy of the certificate confirming this. * I confirm that I have suitable insurance (via an educational establishment or arranged privately) to teach learners. | |
| Signed: | Date: |
| Name (print): |  |

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| 9. Learner Agreement.I fully understand and agree that: - | |
| * I must abide by the course requirements in the Student Handbook. * I will fully complete each task as required. * I will meet deadlines and liaise with my tutor for support and advice. * The work that I produce will be my own and any sources I have used will be clearly referenced. * I understand that if a task does not meet the required standard after the third version or if my teaching video does not meet the required standard after the third attempt, the BDA reserves the right to remove me from the course without obligation to refund fees. * I will need to be observed teaching during the course and have access to the necessary equipment to do this. * I am responsible for organising working with appropriate learners according to the guidance in the handbook. * I will undertake to ensure I get permission for working with my learners and carry out the necessary videoing of teaching abiding by the terms and conditions for recording of sessions. * I will only work within my level of expertise and will uphold the professional ethics required when teaching learners. * I will not continue those activities that require tutor approval before approval has been gained. * The course must be completed within 16 months of the start date. * I am aware that supplementary tutor support beyond the final course date will result in a proportional course fee being charged for continued access to the course and a group tutor. If this fee is not paid by the due date, I understand that I may be withdrawn from the course. In exceptional circumstances, I may be given an extension or deferral if I can provide evidence, and it is approved by the course leader. * I understand that BDA complaints procedures are to be found at:   <https://www.bdadyslexia.org.uk/about/complaints-procedure>   * I will abide by the BDA Code of Conduct for Candidates https:// [www.bdadyslexia.org.uk/terms/code-of-conduct-candidates](http://www.bdadyslexia.org.uk/terms/code-of-conduct-candidates) * If I do not have 1900 hours of recent experience in the classroom, I will need to have that before the end of the course to apply for (ATS/APS). | |
| Signed: | Date: |
| Name (print): |  |

Checklist of items to include with the application:

* Application form including my ID Photo (clear front-facing)
* Certificates in Maths and English\*\* GCSE (or equivalent)
* Certificate of other relevant qualifications
* Copy of DBS
* Copy of Professional Indemnity Cover (if working independently)

\*\*Applicants whose first language is not English must demonstrate that they have an appropriate level of

English language to be eligible to study on this course. Please provide a certificate/evidence of English proficiency at the IELTS level 6.5 or higher.

Contact Details

For additional information or any queries please contact:

Email: [L5cert@bdadyslexia.org.uk](mailto:L5cert@bdadyslexia.org.uk)

BDA Training team: 0333 405 4565

British Dyslexia Association

BDA Training

Office 205 Access Business Centre,

Willoughby Road,

Bracknell,

RG12 8FB

# How your information will be used:

By completing this form, you are agreeing for us to administer your booking and where necessary share your information internally within the BDA and with external organisations involved with your booking.

The BDA is committed to protecting your personal data please see our Privacy Policy on our website at: <http://www.bdadyslexia.org.uk/about/bda-privacy-policy>