

## **Assessment and Support Service for Schools and Colleges Information Pack**

### **What is the Assessment and Support Service for schools and colleges?**

Most schools will, at some point, require assessments, or assessments for exam access arrangements to be carried out, or simply need to be able to access advice or training from a specialist dyslexia teacher.

Sometimes finding someone that has the appropriate knowledge and/or qualifications to carry out these activities “in house”, or employing an appropriately qualified member of staff can be costly.

In addition, the Joint Council of Qualifications (JCQ) now requires all assessors carrying out diagnostic assessments or assessments for exam access arrangements to have evidence of “an established relationship” with the school or college in question. This now makes it difficult to outsource these activities to external assessors who do not have other regular contact with the school, or for parents to put forward assessment reports that they have arranged and paid for privately.

The BDA is therefore pleased to launch a new Assessment and Support Service for Schools and Colleges, which combines the expertise of our qualified assessors with a package of support that schools and colleges can tailor to meet their own requirements.

**Please note these services can also be booked as stand-alone activities or be incorporated into a complete package**

### **How can a school or college join this service?**

To join, you will need to complete a booking pack and return it to:

[assessments@bdadyslexia.org.uk](mailto:assessments@bdadyslexia.org.uk). A BDA representative will then contact you to discuss your needs. You will then be able to book dates for staff training and assessor or support/consultancy visits.

Please note that the Assessment and Support Service for Schools and Colleges is currently in its pilot phase, and so we do not have availability in all areas of the UK.

If you wish to discuss the service in more detail prior to completing an application pack, please do contact us and our Head of Assessments will be pleased to talk through any queries you may have.

### **How does the service work?**

Once a school or college has had their subscription to the service confirmed, they will be matched with an assessor/dyslexia specialist who is suited to their location and needs. They will also be allocated an account manager who will be the first point of contact for any queries or issues, and who will act as liaison between the school / college and the relevant departments within the BDA when booking visits and onsite training.

### **How do we arrange dates for assessor visits?**

When completing your booking pack, you are asked to complete a number of questions relating to what you anticipate you will want to use your assessor/dyslexia specialist time for, along with provisional dates for their visit(s). Once your subscription to the service has been confirmed, this information will be passed to our Assessments department who will match an appropriate assessor/dyslexia specialist to your school or college and will liaise with you to book dates for their visit. Please note that our assessors/dyslexia specialists will need to accommodate school visits around a number of commitments and so the dates you have requested for their visit(s) may not always be available, although we will endeavour to arrive at mutually convenient dates for all parties.

Arrangements for use of an assessor's time **must** be finalised a **minimum of 2 weeks prior to each assessor visit**, including details of any students to be assessed.

### **Does our assessor time have to be used for diagnostic assessments?**

No. The assessor/dyslexia specialist time you have booked can be used in a number of ways, and doesn't necessarily need to be used for carrying out diagnostic assessments with students, although you can do so if you wish (max. 2 per day).

If you have students who require diagnostic assessments, but you wish to use your allocated assessor time for activities other than this, you can book diagnostic assessments separately via the BDA Assessments team.

## What can our assessor time be used for?

Assessor/dyslexia specialist time must be booked in 1-day increments. Consecutive days can be booked if desired.

Each day will consist of approximately 7 hours of assessor time, including a 1 hour break, and is expected to commence at the beginning of the school day. Exact timings can be discussed when confirming final arrangements with the BDA

Examples of how an assessor's time could be used include:

- Carrying out assessments for exam access arrangement (EAAs);
- Full diagnostic assessment (no more than 2 assessments per day);
- Consultancy (learner progress reviews / reviewing individual learner profiles/ specialist advice on learner support and intervention);
- Identification / screening of learners requiring dyslexia support or assessment.

Arrangements for use of an assessor/dyslexia specialist's time **must** be finalised a **minimum of 2 weeks prior to each assessor visit**, including details of any students to be assessed.

## How do we arrange dates for onsite staff training?

When completing your booking pack, you are asked to complete a form providing the type of staff training you are looking for, along with suggested dates for this. Once your subscription to the service has been confirmed, this information will be passed to our Training department who will contact you to discuss your needs further and to finalise your booking with you.

Please note that our trainers will need to accommodate school visits around a number of commitments and so the dates you have requested for your training may not always be available, although we will endeavour to arrive at mutually convenient dates for all parties.

## What type of staff training can we book?

All of our Open Training courses (see the [Training pages](#) on our website) can be delivered on site to your staff or if you are looking for a mixture of these, or for something more suited to your requirements, our Training team can discuss this with you.

You may wish to consider incorporating a half-day 'Screening for Dyslexia' training into your package. This provides an introduction to the screening process, which is often a first step toward a full dyslexia assessment, and may assist staff in identifying those who may have dyslexia rather than other difficulties with literacy. It is also a useful starting point for schools who may wish to use commercially available tools to screen (but not assess) students for dyslexia themselves, in order to maximise use of their allocated assessor time.

### **Why are eLearning modules included in the package as well as onsite staff training?**

We understand that, whilst you may wish to provide a certain level of training to all of your staff, certain members of staff may benefit from additional training. Our eLearning modules offer a range of topics that can help to enhance knowledge on how to support learners with more specific difficulties such as literacy, organisational skills, and motivation, amongst others.

As our eLearning is conducted online via self-directed study, this does not require staff to be removed from their normal school timetables and so they can acquire the knowledge and skills they need with minimal disruption to their, or their learners', usual routine.

### **Can I swap one part of my package (e.g.: an onsite training day) for something else?**

We are unable to swap any part of your chosen package for another service, however you can "top up" your chosen package by purchasing additional assessor/dyslexia specialist days, or by organising further assessments or training should you feel you need to.

If you are unsure which package would best be suited to your school or college, please contact us and we will be happy to discuss this with you and take you through the possible options.

## Available Packages and Add-Ins

The table below illustrates the available packages and what is included in each.

Additional days of assessor time can be purchased on top of any of these packages at the rate of £750 per day.

Additional staff training and/or eLearning modules can be purchased separately from the BDA Training Department, should you require any.

	2-day package	3-day package	4-day package	5-day package
<b>No. of assessor days included</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Full day of onsite staff training</b>	✓	✓	✓	✓
<b>½ day of onsite training</b>	✓	✓	✓	✓
<b>No. of eLearning modules included</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>10</b>
<b>Organisational membership (Bronze level)</b>	✓	✓	✓	✓
<b>Total cost</b>	<b>£3,140</b>	<b>£4,250</b>	<b>£5,000</b>	<b>£5700</b>

# **Assessment and Support Service for Schools and Colleges**

## **Booking Pack**

**Name of School / College: .....**

## BDA Assessment and Support Service for Schools and Colleges Customer Details

<b>BDA OFFICE USE ONLY</b>		
<b>Booking reference:</b>		
<b>Accounting split:</b>		
<b>Assessments: £</b>	<b>eLearning: £</b>	<b>Onsite Training: £</b>

### Customer Details

<b>Name of school / college</b>			
<b>Address</b>			
<b>Telephone number</b>			
<b>Number of students</b>		<b>Age range of students</b>	
<b>Other relevant information (e.g.: school type, special needs etc.)</b>			

<b>Contact name</b>	
<b>Contact position</b>	
<b>Contact's telephone no.</b>	
<b>Emergency telephone no.</b>	
<b>Contact email address</b>	

### Details of Package Purchased

<b>Package purchased</b>		<b>Cost of package</b>	
<b>No. assessor days included</b>		<b>No. eLearning modules included</b>	
<b>Additional assessor days requested (@ £750 per day)</b>		<b>Total package cost</b>	

### Details for Sending Invoice

Please note that we operate paperless billing. Your invoice will be sent to the email address provided below.

<b>Name</b>	
<b>Position</b>	
<b>Email address (of finance dept)</b>	
<b>Purchase Order No. (if applicable)</b>	

Payment is due within 30 days of the invoice date. **If payment is not received then we reserve the right to cancel your agreement.**

## BDA Assessment and Support Service for Schools and Colleges Details for Booking Assessor Visits

Please note that assessor/dyslexia specialist visits must be booked in 1-day increments. Consecutive days may be booked if desired.

Please note that our assessors/dyslexia specialists will need to accommodate school visits around a number of commitments and so the dates you have requested for their visit(s) may not always be available, although we will endeavour to arrive at mutually convenient dates for all parties.

Once your subscription to the Assessment and Support Service has been confirmed, the BDA will contact you to finalise arrangements for your assessor/dyslexia specialist visits.

<b>Package purchased:</b>		<b>Number of assessor days included:</b>	
<b>Additional assessor days purchased:</b>		<b>Total days to book:</b>	

Day	Preferred date / date range	Anticipated assessor activities (e.g.: assessments, consultancy, etc.)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

<b>BDA OFFICE USE ONLY (pass to Assessments Dept with customer details)</b>			
<b>Booking ref:</b>		<b>Assessor allocated:</b>	
<b>All dates arranged?</b>			
<b>Added to service tracker?</b>			
<b>Notes:</b>			



**BDA Assessment and Support Service for Schools and Colleges  
Details for Booking Onsite Training**

Please complete the fields below in order to begin the process of booking your onsite staff training. Once your subscription to the Assessment and Support Service has been approved, the BDA will contact you to finalise arrangements for your onsite training.

Please note that you are required to provide the following equipment on each day of training:

- Projector and Screen;
- Flipchart Paper and Pens.

Please let us know if you are unable to provide this equipment. **The trainer will bring a laptop with them on the day.**

Day One – Full day of onsite staff training	
Type of training required	
Suggested date(s)	
Suggested start / finish times	
Approx. number of attendees (max 25)	
Training Location Address	

Day Two – ½ day of onsite staff training (or consultancy, if desired)	
Type of training required	
Suggested date(s)	
Suggested start / finish times	
Approx. number of attendees	
Training Location Address	

BDA OFFICE USE ONLY (pass to Training Dept with customer details)			
Booking ref:		Trainer allocated:	
Date 1 arranged for?		Date 2 arranged for?	
Added to service tracker?			
Notes:			

**BDA Assessment and Support Service for Schools and Colleges  
Details for Booking eLearning Modules**

Please indicate which modules you wish to book, including start dates for each. Note that not all candidates need to begin on the same start date.

Start dates are available on the calendar at: [www.bdaelearning.org.uk](http://www.bdaelearning.org.uk).

Candidates will have 6 months unrestricted access to their eLearning module from the date of enrolment, after which time they will be automatically unenrolled. We recommend that candidates keep notes of their learning for future reference.

<b>Number of eLearning modules included in package</b>	
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	Name of eLearning Module	Candidate Name	Candidate email address	Start date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Please note:** individual candidates may be booked onto more than one eLearning module, and can use these to work toward a level 2, 3 or 5 accreditation if they wish. However, the accreditation itself must be booked and paid for separately as these are not included within any of the packages for this service.

<b>BDA OFFICE USE ONLY (pass to eLearning Dept with customer details)</b>			
<b>Booking ref:</b>		<b>Date processed:</b>	
<b>Added to service tracker?</b>			
<b>Notes:</b>			

## Terms and Conditions

### General

- The BDA will act as liaison between the school/college and the assessor/trainer for the purposes of booking.
- The BDA reserves the right to change the assessor allocated if the assessor should become unavailable for any other reason.

### Assessor Visits

- Assessor/dyslexia specialist visits must be booked in 1-day increments. Consecutive days may be booked if desired.
- A “day” of assessor time refers to 7 hours of time on-site, to include a 1-hour break and all associated paperwork which is required to be completed as a result of the activities undertaken.
- The school / college agrees to provide full details of the assessor’s anticipated activities no later than 2 weeks prior to the date of their booked visit.
- Once the dates of the assessor visits have been finalised with the BDA Assessments department, these are subject to the following cancellation terms:
  - All changes and cancellations **must** be notified as soon as possible **in writing** to: [assessments@bdadyslexia.org.uk](mailto:assessments@bdadyslexia.org.uk).
  - Cancellation charges will be applied as follows:
    - Cancellation/reschedule within 14 days of a booked session = 50% of fee due;
    - Cancellation/reschedule within 24 hours of a booked session = 100% of fee due.
  - In the event that the BDA is forced to cancel a session due to severe weather or any other emergency, the BDA will endeavour to give clients a minimum of 24 hours’ notice\* and to reschedule the assessment. (\*Please note that it is the client’s responsibility to provide the BDA with an emergency contact number at which they will normally be available.)

### Privacy Policy for Assessments:

- The BDA is committed to protecting the privacy of individuals. Accordingly, all personal data collected will be subject to our Privacy Policy available on our website.
- Following the assessment and the compilation of the final assessment report all client questionnaires, all raw data test sheets and all other personal data will be permanently deleted/destroyed.

- The final assessment report will be held by the BDA for **7 years** [within the individual's customer record file]. During this time they will be able to ask for an electronic copy of the report Please note there may be an administration charge for this. **We would therefore strongly recommend that a copy of the assessment report is kept securely.** After this time the BDA will not be able to supply you with a copy of your report.
- Should you require a copy of the assessment report, your report to be permanently deleted; or for changes/corrections made to it before this time please notify us at: [assessments@bdadyslexia.org.uk](mailto:assessments@bdadyslexia.org.uk)

## Onsite Staff Training

- Once the dates of the training have been finalised with the BDA Training department, these are subject to the following cancellation terms:
  - All changes and cancellations **must** be notified as soon as possible **in writing** to: [onsitetraining@bdadyslexia.org.uk](mailto:onsitetraining@bdadyslexia.org.uk).
  - Cancellation charges will be applied as follows:
    - Cancellation/reschedule within 30 days of a booked session = 50% of fee due;
    - Cancellation/reschedule within 7 days of a booked session = 100% of fee due.
  - In the event that the BDA is forced to cancel a session due to severe weather or any other emergency, the BDA will endeavour to give clients a minimum of 24 hours' notice\* and to reschedule the assessment. (\*Please note that it is the client's responsibility to provide the BDA with an emergency contact number at which they will normally be available.)

## eLearning modules

- The school / college agrees that each learning module booked will be for the sole use of the named delegate.
- Changes to candidates and requested modules may be permitted up to 5 working days prior to the candidate commencing the module.
- No changes to a booking will be permitted once the requested start date for a booking has passed.

**Data Protection:**

**How your information will be used:**

We collect information about you to process your order and manage your account. We will not pass on your information to other companies for marketing purposes but we may share your information with other departments within the BDA to enable us to carry out the services you have requested, for example to arrange an assessment.

We want to make sure that your personal information is accurate and up to date. You may ask us for a copy of the information we hold about you or to correct or remove information you think is inaccurate. You have the right to ask us to delete the records that we hold about you. If you would like to make corrections or request us to delete the information we hold about you please contact: [assessments@bdadyslexia.org.uk](mailto:assessments@bdadyslexia.org.uk)

From time to time we may like to send you information about our own products and services that you might be interested in, by post, telephone, email and SMS. We will not pass your information on to any organisation external to the BDA. If you agree to being contacted in this way, please tick the relevant boxes to indicate all of the means by which you would like to be contacted.

Post                                      Phone Call                                      Email                                      SMS

The BDA is committed to protecting your personal data please see our Privacy Policy on our website.

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I agree to abide by the terms and conditions as laid out above.

<b>Name</b>		<b>Date</b>	
<b>Signature</b>			
<b>Position in organisation</b>			

Please return your booking form by email to [assessments@bdadyslexia.org.uk](mailto:assessments@bdadyslexia.org.uk)