**BDA Dyslexia SMART Awards**

The ‘BDA Dyslexia SMART Awards’ is a certification framework for organisations designed to recognise and promote good practice for supporting the needs of dyslexic and neuro-diverse individuals.

**The Benefits**

By undertaking the BDA Dyslexia SMART Awards, your organisation will be recognised as a company that values the difference and the diversity of individuals.

**Other benefits provided upon registration onto the award include:**

* **Free Organisational Membership to the BDA:** As part of your Registration, you will be provided with Bronze Level Organisational Membership of the BDA and invited to undertake many of the advantages this has to offer, as detailed in Form C of this document. Alternatively, your company may prefer to purchase a higher level of membership.
* **Free Resources:** The process of the award ensures that an organisation is provided with effective and informative resources and gives opportunity for raising awareness of dyslexia and for making positive changes to working practice.
* **Free BDA E-Learning Module:** ‘Specific Learning Difficulties and Performance in the Workplace’ is an e-Learning module aimed at providing employers, trainers and HR professionals with a brief overview of Specific Learning Difficulties (SpLD), how they may affect their workforce, and some basic support strategies that can be put in place to help individuals perform to their full potential in the workplace. Upon registration your organisation will be awarded 5 free licences for key members of staff to undertake this module which forms part of your completion of criteria that make up the award.
* **BDA Newsletter:** Every three months, you will receive an electronic Newsletter from the BDA providing you with key messages from the across the field of dyslexia and employment.

**Cost of the Award**

A fee of £500 plus VAT is collected at registration, there after an annual payment of £500 plus VAT is required to maintain the Award. The award is progressive, this will mean that annually, the organisation will document its continued commitment to raising awareness of dyslexia.

**Organisation of the Year**

Each year the BDA makes a prestigious award to the organisation that has demonstrated its commitment to dyslexia that provides both national and international recognition.

**For more information or to discuss how you can work with the BDA and become Dyslexia SMART, please email:** [dyslexiasmart@bdadyslexia.org.uk](mailto:dyslexiasmart@bdadyslexia.org.uk)

**The Award**

The award is a progressive framework, requiring key points for action within the first year of registration.

**Complete and return lead contact and membership forms A & B**

**Step 1:** Complete Steps 1-6 in Checklist Document (Pages 4 - 14)

**Step 2:** Submit Checklist Document with accompanying evidence (electronically) to the BDA for review

**Certification**

From the point of registration your organisation will have a year to accomplish certain key points and tasks as outlined in the checklist pages 3 - 14.

Once successful, your organisation will be presented with the BDA Dyslexia SMART Award. The award will be renewed annually.

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| **Step** | **Description & Evidence** | **Action Required** | **By Whom** | **Date Completed** |
| **1** | **A lead representative with the organisation has been selected to oversee the BDA Dyslexia SMART Award for the organisation.**  Evidence required:   * Completion & return of Form A. |  |  |  |

**BDA Dyslexia SMART Award – Checklist and Action Plan**

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| **Step** | **Description & Evidence** | **Action Required** | **By Whom** | **Date Completed** |
| **2** | **The organisation registers as an Organisational Member of the British Dyslexia Association.**  **This should be arranged within the first month of registration onto the BDA Dyslexia SMART Award.**  **Please note BDA Bronze Membership is provided to the organisation free of charge\*.**  Evidence required:   * Completion of Form B and confirmation of Organisational Membership to the BDA. |  |  |  |

\*Please note that the cost of Bronze Organisational Membership is covered within your registration onto the BDA Dyslexia SMART Award. There are other levels of membership available to any organisation wishing to undertake the Award, please refer to Section B of this document.

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| **Step** | **Description & Evidence** | **Action Required** | **By Whom** | **Date Completed** |
| **3** | **Personnel within the organisation have undertaken the BDA E-Learning Module ‘Specific Learning Difficulties and Performance in the Workplace’.**  Evidence required:   * Confirmation of registration on eLearning module **or** * Training completion certificates. * Please note candidates have 1 month from the date of enrolment to access and complete this module. |  |  |  |

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| **Step** | **Description & Evidence** | **Action Required** | **By Whom** | **Date Completed** |
| **4** | **Information on dyslexia is circulated across the organisation ensuring that it is accessible to all.**  **Examples of this might be; including information on dyslexia on the organisation’s intranet, within induction materials, within appraisal guidance, within staff newsletters, etc.**  **The organisation will be provided with an electronic copy of the “BDA’s Code of Practise for Employers” and a copy of the report “Showcasing the Neuro-Diverse Workplace”.**  Evidence required:   * Demonstration that the information resources have been circulated and are accessible to all, for example, screen shots of intranet sites showing the location of key documents, screen shots/copies of induction materials, newsletters, etc. |  |  |  |

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| **Step** | **Description & Evidence** | **Action Required** | **By Whom** | **Date Completed** |
| **5** | **The organisation has an annual commitment to scheduling an event or activity that raises awareness of dyslexia. For example, this could be a training event, senior management team briefing, a lunch and learn event, additional staff undertaking training, etc.**  (BDA On-Site Dyslexia Awareness Training is available to the organisation at a discounted rate to Organisational Members of the BDA. The organisation will be provided with regular updates of these services).  Evidence required, for example:   * Confirmation of the **proposed** event or activity **or** * Outline of event content **or** * Course materials showing the content of the training provided **or** * Sign in sheets **or** * Completion/attendance certificates |  |  |  |

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| **Step** | **Description & Evidence** | **Action Required** | **By Whom** | **Date Completed** |
| **6** | **The organisation is committed to raising awareness of Dyslexia and will engage, annually, to promote Dyslexia Awareness Week (first (full) week of October) internally.**  (Organisations are encouraged to engage in their own activities and events however, it may be useful to visit the BDA website to review and download appropriate resources and themes for the week).  Evidence required, for example:   * Demonstration **proposed** activities or of the steps taken by the organisation to celebrate Dyslexia Awareness Week **or** * Evidence such as photos, etc. of events and promotions that have taken place during Dyslexia Awareness Week |  |  |  |

**Form A**

**BDA Dyslexia SMART Award – Confirmation of Key Contact**

Completion of this form is to be used to support criteria **1.1** of the award:

**Name of Organisation: ……………………………………………………………………………………………**

|  |
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| **Name:** |
| **Job Title:** |
| **Contact Details:**  **Telephone No.**/ plus ext.: ……………………….…….……………… **Work Mobile**: …………………….………………  **Email Address:** ………………………………………..……………………………………………..…………………………………… |

The individual named below has been authorised as the lead individual with overall responsibility for managing the process of achieving the BDA Dyslexia SMART award and collating evidence required.

Please complete the information requested below and return to: [dyslexiasmart@bdadyslexia.org.uk](mailto:dyslexiasmart@bdadyslexia.org.uk)

**Authentication**

**Signed: ………………………………..……………………………… Date: ……………………………………………**

**Print Name: …………………………………………………………………………………………………………………**

**Form B**

Please send the completed form to: **BDA, Membership Office, Unit 6a, Bracknell Beeches, Old Bracknell Lane, Bracknell, RG12 7BW.** Or email to:[**dyslexiasmart@bdadyslexia.org.uk**](mailto:dyslexiasmart@bdadyslexia.org.uk)

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| --- | --- | --- | --- | --- |
| Membership | Bronze | £150 + VAT (£168) FREE for Smart Award |  | £ 0 |
| Silver | £250 + VAT (£273.08) |  | £ |
| Gold | £750 + VAT (814.28) |  | £ |
|  | Platinum | £1,500 + VAT (1,631.25) |  | £ |
| To pay by card, please call **01344 381 563**  Please make cheques payable to **British Dyslexia Association**. | | | | £ |
| Donation | | | | £ |
| Total | | | | £ |

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| --- |
| Company Description (50 Words): |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name** | Title | Forename | | Surname |
| **Company Name** |  | | | |
| **Address** |  | | | |
| **City** |  | |  |  |
| **Post code** |  | | Country |  |
| **Telephone number** |  | | Mobile number |  |
| **Email address** |  | | | |
| **Company Website** |  | | | |

**Data Protection**

By completing this form, you are agreeing for us to administer your BDA Membership and where necessary share your information internally within the BDA. 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 how you would like to be contacted:

Post  Telephone  email  SMS

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>

The British Dyslexia Association. Unit 6a Bracknell Beeches, Old Bracknell Lane, Bracknell, RG12 7BW. Tel: 0333 405 4555

The British Dyslexia Association is a Company Limited by guarantee and registered in England & Wales.

Registration Number: 1830587. Charity Number 289243.

British Dyslexia A



Instruction to your bank or building society to pay by Direct Debit

Please complete this form and upload securely.

GC re British Dyslexia A

6a Bracknell Beeches, Old Bracknell Lane West, Bracknell, RG12 7BW, GB

# Customer Name or Company name

Name(s) of account holder(s)

Service User Number

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | 7 | 2 | 1 | 4 | 9 |

Reference

Bank/Building Society account number

Branch sort code

Name and full postal address of your Bank/Building Society

## Instruction to your Bank or Building Society Please pay GC re British Dyslexia A Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with GC re British Dyslexia A and, if so, details will be passed electronically to my bank/building society.

Banks and building societies may not accept Direct Debit Instructions for some types of account.

The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.

If there are any changes to the amount, date or frequency of your Direct Debit GC re British Dyslexia A will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request GC re British Dyslexia A to collect a payment, confirmation of the amount and date will be given to you at the time of the request.

If an error is made in the payment of your Direct Debit, by GC re British Dyslexia A or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when GC re British Dyslexia A asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Signature(s)

Date



**Form C**

Organisational Member benefits by membership type:

