



Courses

How to be a Dyslexia Friendly Employer

At the B.D.A. we are experts on dyslexia. This suite of three training workshops will show you how to “switch on” 10% of your workforce and avoid costly E.T. claims.

“I had no idea dyslexia covered all this. We’ve been completely ignorant of the scale of our risk.”

1. Understanding Dyslexia (includes a copy of the B.D.A. Code of Practice)

Unless you are already knowledgeable about dyslexia, this is preferably the place to start.

Birmingham	20 Apr	London	26 Apr	Manchester	17 May
Reading	20 May	Birmingham	28 Sep	London	14 Nov
Bristol	16 Nov	Manchester	30 Nov		

2. Making Reasonable Adjustments for Dyslexia

London	11 May	Birmingham	13 May	Manchester	14 Jun
Reading	16 Jun	London	13 Oct	Birmingham	09 Nov
Bristol	13 Jan	Manchester	18 Jan	Manchester	26 Jan

3. Screening for Dyslexia

Birmingham	09 Jun	London	15 Jun	Manchester	07 Jul
Reading	30 Sep	London	04 Nov	Birmingham	01 Dec

The price for one day’s training and associated training materials is £285 + V.A.T. per delegate or £750 + V.A.T. per delegate for the whole suite of three courses.

These three events can also form part of an accredited programme at level 2. For this you would also need to study three workbooks and successfully complete an assignment based on the knowledge you have acquired. This costs £1,095 + V.A.T. per delegate in total.

Courses are from 10:00 a.m. to 4:30 p.m.

We also tailor bespoke training programmes to organisations’ specific requirements.

Workplace Assessors Programme (see also next page)

A programme of accreditation for work based assessors who assess individuals with dyslexia or other Specific Learning Difficulties. The cost of 4 training days, marking of your assignment, B.D.A. individual membership for a year, one C.P.D. event and e-learning facilities: £950 plus V.A.T. plus a separate registration fee of £9 p.p.

To book training, please return a booking form to Paul Brackley in our Training Department
tel: **0845 251 9004** or email: paulb@bdadyslexia.org.uk



BDA Workplace Assessors Programme

We are launching a programme of accreditation for work based assessors who assess individuals with dyslexia or other Specific Learning Difficulties (SpLDs). The aim of the programme is to help those in the field be aware of the most recent research and applications in this area. It will also enable those looking for an assessor to select from a list of practitioners with relevant accreditation. The programme will offer greater confidence and credence in work based assessment as the B.D.A. is independent.

The Programme Timetable and Methods:

1. Training Workshops

There are 4 training workshops available for participants in the programme to attend:

Workshop A: Awareness of SpLDs (2 hours) and Coping Strategies (4 hours).

Workshop B: Coping Strategies (continued) and Reasonable Adjustments.

Workshop C: Screening for individuals with dyslexia.

Workshop D: The process, stakeholders, roles and responsibilities, current case law.

The programme is accredited through Credit 4 Learning (OCNOTC).

2. Membership of the BDA

Individual membership of B.D.A. for one year is included in the programme. Assessors will receive Dyslexia Contact magazine, can network with other assessors through our web based discussion activities and get 10% off our training courses and conferences to aid their C.P.D.

In future years, assessors will need to maintain their membership of B.D.A. to continue to receive the benefits of the programme.

3. Continuous Professional Development

The programme will include a specific opportunity annually for C.P.D. for assessors.

Next Start Dates: Further dates and venues TBA - please see our website for updates.

Costs:

For 4 training days, marking of your assignment, B.D.A. individual membership for a year, one C.P.D. event and e-networking opportunities: £950 plus V.A.T. There is also a separate registration fee of £9 pp. An in-house version is available for £4,000 plus V.A.T. per programme.

For further information, please email: sharonb@bdadyslexia.org.uk

B.D.A. (Initiatives) Ltd. Company reg no. 2972167, V.A.T. no: 794970467. Trading arm of the British Dyslexia Association, Unit 8, Bracknell Beeches, Old Bracknell Lane, Bracknell, RG12 7BW, Charity no. 289243, Tel: 0845 251 9003, Fax: 0845 251 9005, Web and shop: www.bdadyslexia.org.uk, National helpline: 0845 251 9002, 17/02/10, Email



New Fully Funded Dyslexic Employees Training Course

The BDA has developed a new fully funded employee training course aimed at assisting employees with dyslexia across core skill areas in the workplace.

The course will provide delegates with a range of strategies, techniques and approaches to increase personal effectiveness and efficiency.

Attendees can decide on three areas from the following options:

- **Personal Organisation and Planning**
- **Concept Mapping**
- **Presentation Skills**
- **Meeting Skills**

The price for one day's training and associated training materials is £235 + VAT per delegate, but the whole of this is refundable via Access To Work.

To keep the course relevant to individual needs, the maximum attendance will be six people.

For more information and course dates please contact Sharon Blake at sharonb@bdadyslexia.org.uk or call 0845 251 9004.



Reasonable Adjustments via the B.D.A.

**Do you need to make a reasonable adjustment for a member of your staff?
If so, then you can get all you need from the experts in Dyslexia:**

“The awareness training for my colleagues was fantastic and now they understand my condition so much more clearly.” Dyslexic delegate’s feedback.

1. Free advice through our National Helpline

Our helpliners have extensive experience and are just an email or phone call away.
Telephone: **0845 251 9002** or email: helpline@bdadyslexia.org.uk

2. Lists of psychologists and qualified workplace assessors

We hold lists of chartered psychologists who undertake adult dyslexia assessment, as well as workplace assessors who are qualified through the BDA in workplace assessments for employees with dyslexia. For further information, contact our Helpline:
Telephone: **0845 251 9002** or email: helpline@bdadyslexia.org.uk

3. Awareness Workshops for Staff *

The price for one day’s training on site is £800 + V.A.T. per day, plus expenses.
To enquire or book:
Telephone: **0845 251 9004** or email: sharonb@bdadyslexia.org.uk

4. Coaching Individuals in Coping Strategies *

We offer 1:1 or group sessions on a very wide range of coping strategies to deal with issues with personal organisation, managing meetings, task and time management.
For further information, telephone: **0845 251 9004** or email: sharonb@bdadyslexia.org.uk

5. All assistive technology and training to use it to its maximum extent *

We have partnerships with the assistive technology companies and can offer the very powerful combination of specialist IT and expert dyslexia trainers, as well as all the technology through our shop at: www.bdadyslexia.org.uk or telephone: **0845 251 9004** or paulb@bdadyslexia.org.uk

*** Eligible for up to 50% government funding (subject to current regulations).**

British Dyslexia Association

B.D.A. Training: Open Courses Booking Form

Your Details:

Delegate Name(s)	Title	Forename	Surname
Address			
Postcode			
Tel number			
Fax number			
Email address*			

***IMPORTANT: Joining Instructions for all courses will be sent to your email address.**

Course fees: Please state how many places you require

Understanding Dyslexia	£285 + VAT @17.5% = £334.88	
Making Reasonable Adjustments for Dyslexia	£285 + VAT @17.5% = £334.88	
Screening for Dyslexia	£285 + VAT @17.5% = £334.88	
All three of the above	£750 + VAT @17.5% = £881.25	
Accredited Level 2 (Dyslexia in Employment)	£1095 + VAT @17.5% = £1286.63	

Please state the open courses with each venue and date you wish to attend:

COURSE	VENUE	DATE

Method of Payment:

Please make cheques payable to the B.D.A.

Cheque (please enclose with form)

Card (please complete form below)

Please Invoice, state Order. No. if required

Total Amount to be paid £

Purchase Order Number AND Invoice Address (if different):

B.D.A: Charity Number: 289243 Company Number: 1830587

B.D.A. (Initiatives) Ltd: V.A.T Number: 794970467 Company Number: 2972167

Ref: Email Dated: 20/03/10

Specific Dietary & Disability Requirements:

Do you have any specific dietary or disability requirements?

Yes No

If 'Yes', State your specific dietary or disability requirements (e.g. vegetarian /wheelchair user):

Data protection:

The information you provide here will be used by the B.D.A. to process your place on this course or courses. From time to time we would like to send you further information about the B.D.A's services, offers, activities and appeals.

If you would like **NOT** to receive this information please tick here.

Membership & BDA Quality Mark:

I would like to support the B.D.A. Please send me details about:

Individual Membership Organisational Membership BDA Quality Mark

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Credit Card: Please fill out the form below

***Credit/Debit Card Payments – Please add administration fee of £2.50**

Please debit my account for the amount (including admin fee) of:

£	<input type="text"/>
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Please mark card type:

Visa Mastercard Switch / Maestro Delta

Please provide card number & details:

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For Switch / Maestro cards please insert the whole of the long number which appears across the middle of the card

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Valid From Date	Valid To Date	Switch / Maestro Issue No.	Switch / Maestro Start Date				

Title Initials / Forename(s) Surname

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Cardholder's signature

Date

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Please return your booking form by email to paulb@bdadyslexia.org.uk or by fax to 0845 251 9005 or you can post your form and cheque payment to:

British Dyslexia Association, Unit 8, Bracknell Beeches, Old Bracknell Lane, Bracknell RG12 7BW. B.D.A: Charity Number: 289243 Company Number: 1830587 Ref: OFFICE1109
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