



BDA Training

Employers

BDA Training offers open, bespoke and accredited training.

Open Training Courses covering

- Dyslexia Awareness.....3
- Making Reasonable Adjustments.....4
- Screening.....5

To discuss this further please contact Paul Brackley on paulb@bdadyslexia.org.uk, or telephone 0845 251 9004. See following course outlines for your information.

Bespoke Training delivered in-house tailored to your organisation’s specific requirements. This is a very cost effective way to deliver training and can enable your organisation to identify/screen & make reasonable adjustments for dyslexia without outsourcing. To discuss this further please contact Sharon Blake, on email sharonb@bdadyslexia.org.uk , or on telephone 01344 381561.....7
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Dyslexia in Employment - Credit4Learning OCN Level 2 Accredited Qualification available to individuals or groups where the 3 open course events are covered. For this you would also need to study 3 further workbooks and successfully complete an assignment based on the knowledge you have acquired. To discuss this further please contact Paul Brackley on paulb@bdadyslexia.org.uk, or telephone 0845 251 9004..... 12

Workplace Assessors Programme - Credit4Learning OCN Level 2 Accredited Qualification for work based assessors who assess individuals for dyslexia or other Specific Learning Difficulties (SpLDs). See below for details or please contact BDA Training Manager, Sharon Blake on sharonb@bdadyslexia.org.uk13

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Open Training Courses

Dyslexia Awareness

This one day course has been designed for employers and others interested in the employment issues for dyslexic individuals. It covers awareness of dyslexia, how to make your workplace dyslexia friendly, the law and recent employment tribunal cases and includes practical tips for employers.

Learning Objectives:

By the end of the day's programme, participants should have:

- An awareness of what it means to be dyslexic including subtleties of the condition
- A sound knowledge of the requirements of the Disability Discrimination Act and the recent case law in this area
- Considered the macro issues underpinning the ability to be a dyslexia friendly employer
- Learned about lots of potential reasonable adjustments in the workplace

Learning Method

The course is interactive. There will be some short plenary inputs from the tutor but also case study work (based on real cases) and the opportunity to ask questions about specific issues facing participants.

Timings

We meet for registration and coffee at 9.45am and the course starts promptly at 10.00am. It finishes at around 4.15pm.

Learning Materials

Participants leave with a copy of the BDA's new Code of Practice for Employers (normally retails at £10 plus postage).

Open Training Courses

Making Reasonable Adjustments for Employers

This course is aimed at managers, personnel managers, training managers and occupational health experts. It goes beyond a basic appreciation of dyslexia and the coexisting conditions and into the specifics of making reasonable adjustments.

Learning Objectives:

By the end of the workshop, participants should be able to:

- Understand why adjustments need to be made and what is regarded as being “reasonable”
- Design changes to their policies re recruitment, training, managing performance and communication to meet legal requirements
- Solve basic problems and implement minor adjustments
- Know where to go for further advice on work assessment and adjustments
- Produce a prioritised list of actions to undertake back in the workplace

Outline Content:

- Why make changes?
The Disability Discrimination Act and case law in relation to dyslexia, dyspraxia and dyscalculia
- What is reasonable?
A review of the criteria applied to determine whether an adjustment is reasonable or not
- Top ten reasonable adjustments
- Adjustments necessary within recruitment, training, managing performance and communications

The course will be interactive with a mix of plenary tutor input, case studies and lots of work based examples.

Timing

The course will start at 9.45am with coffee and introductions and finish at 4.30pm.

Open Training Courses

Screening Training for Employers

Screening for dyslexia can be a useful activity where the employee is experiencing difficulty with a part of their work and the employer wants to provide appropriate support. It can be more cost effective to do this inhouse and can be part of a positive and joint approach to resolving difficulties.

Course Aims: To enable learners to develop a practical understanding of the key issues associated with screening and to have experienced at least 3 screening tools which will give the learner a very good understanding of the screening process.

Learning Outcomes: By the end of the training, learners will be able to;

1. Use a selection of dyslexia screening tools
2. Critically assess and evaluate a range of dyslexia screening tools
3. Demonstrate through discussion understanding of the principles and key issues associated with screening for dyslexia
4. Analyse the results of a selection of dyslexia screening tools

Target Audience: This training is suitable for anyone who has responsibility for identifying individual learning needs, adjustments to work or managing staff with dyslexia. It is preferable that those attending this course already have a good understanding of what dyslexia is and delegates should have previously attended some form of awareness training. The course is also useful as it provides an opportunity to examine and use a range of screening tools so that the participant becomes an educated buyer.

Outline Content of the Training Day:

The day starts with some plenary input from the trainer to cover:

- What is dyslexia screening how does it differ from assessment, what are its limitations?
- Why screen for dyslexia, the advantages and disadvantages?
- What external factors can impact on the results, false positives/false negatives?
- What to look for in a screening tool – validity, reliability, sufficiency and authenticity.

There is a large part of the day devoted to interactive work. Learners will be split into small groups to use and explore a range of tools whilst the trainer is available to answer questions or discuss findings.

The day will finish with a review of the screening tools used and a discussion on where each is most relevant.

Additional Information:

This will be an intensive training day. Although there is some direct tutor input, associated with good practice in this area of activity, the main emphasis of the day is to give learners hands on experience of at least 3 screening tools in order for them to be able to make an informed decision as to which one would be the most effective and appropriate to use within their environment (very much a try before you buy opportunity). It will also provide an opportunity for learners to analyse a range of different results. Due to the nature of this training it is very important that learners have a good basic understanding of dyslexia before attending this course as there will not be time within this training to cover basic dyslexia awareness. Additional learning materials will be available to support the course.

Duration of Training:

It is anticipated, due to the amount to be covered within this session that this training will start at 9.45am. It is difficult to be precise about the finish time as this very much depends on the number of delegates. The aim will be to finish by 4.30 but on occasion it may go on to 5.00pm.

Bespoke Training delivered in-house

All of the open courses detailed above can be delivered in house at your specified location to suit your timescales. In addition, our standard open courses can be tailored and adjusted to suit your individual requirements.

Normally, but not exclusively, working in groups of up to 20 of your employees, the training content can be structured to ensure that it more closely reflects the learning needs of your staff. Note too that the Credit4Learning OCN Level 2 can also be delivered in house providing an externally recognised qualification and more thorough learning experience for your colleagues.

The three example programme outlines over the next few pages provide an idea of the suggested content of the bespoke programmes, which may form the foundation for your individual event.

For more information and to discuss your bespoke learning requirements, please contact Sharon Blake, by email sharonb@bdadyslexia.org.uk, or on telephone number 01344 381561.

Bespoke Training delivered in-house

Exemplar Training Programme 1

Learning Objectives:

By the end of this workshop, participants should have:

- Understood what dyslexia is as a condition and how it manifests itself
- A working knowledge of how dyslexia fits into the DDA and what employers' responsibilities are
- Learned about how to make work conditions dyslexia friendly
- Produced a reasonable adjustment

Outline Content:

9.30 – 10.00 **Arrival, registration, coffee, housekeeping and introductions**

10.00 – 10.20 **What is Dyslexia?**
Plenary trainer input

10.20 – 11.00 **DDA with case examples to discuss**
Plenary trainer input with group discussion

11.00 – 11.15 Comfort break

11.15 – 12.30 **What a dyslexia friendly employer does**
Input, Exercise and discussion

12.30 – 1.15 **Lunch**

1.15 – 3.00 **Practical support and reasonable adjustments**
Input looking at different aspects of work and communications

3.00 – 3.15 Tea Break

3.15 – 4.00 **Case Study (bringing everything together)**

4.00 – 4.15 **Feedback**

4.15 – 4.30 **Questions and Answers, Learning Review.**

Bespoke Training delivered in-house

Exemplar Training Programme 2

Learning Objectives:

By the end of the day, participants should have:

- A clear appreciation of what dyslexia is, how the condition comes about, how it manifests itself
- How and why the condition can lead to capability issues at work
- An introduction to the identification and screening process
- Discussed reasonable adjustments and had questions answered

Outline Content:

9.15 – 9.30	Arrival, registration, coffee, housekeeping and introductions
9.30 – 11.00	What is Dyslexia? How many people does it affect? Current research on the condition Exercises
11.00 – 11.15	Comfort break
11.15 – 12.30	Identifying dyslexia Screening processes Exercise
12.45 – 1.15	Lunch
1.15 – 2.30	Practical support and reasonable adjustments. Exercise
2.30 – 2.45	Tea Break
2.45 - 4.15	Assistive technologies Case Study Problems and solutions
4.15	Learning review and end

Bespoke Training delivered in-house

Exemplar Training Programme 3 (Screening)

Learning Aim:

To enable learners to develop a practical understanding of the key issues associated with screening and to be able to use a range of screening tools effectively.

Learning Outcomes: By the end of the training learners will be able to;

5. Use a selection of dyslexia screening tools
6. Critically assess and evaluate a range of dyslexia screening tools
7. Demonstrate through discussion understanding of the principles and key issues associated with screening for dyslexia
8. Analyse the results of a selection of dyslexia screening tools

Target Audience:

This training is suitable for anyone who has responsibility for identifying individual learning needs or helping with problem resolution at work. It is important that those attending this course already have a good understanding of what dyslexia is and delegates should have previously attended some form of awareness training.

Content of the Training Day:

Tutor input:

What is dyslexia screening how does it differ from assessment, what are its limitations?

Why screen for dyslexia, the advantages and disadvantages?

What external factors can impact on the results, false positives/false negatives?

What to look for in a screening tool – validity, reliability, sufficiency and authenticity.

Small Groupwork:

Learners will be split into small groups and will have the opportunity to use a range of tools.

Additional Information:

This will be an intensive training day and is certainly not for the faint hearted. Although there is some direct tutor input, associated with good practice in this area of activity, the main emphasis of the day is to give learners hands on experience of the screening tools in order for them to be able to make an informed decision as to which one would be the most effective and appropriate to use within their environment (very much a try before you buy opportunity). It will also provide an opportunity for learners to analyse a range of different results. Due to the nature of this training it is very important that learners have a good basic understanding of dyslexia before attending this course as there will not be time within this training to cover basic dyslexia awareness. Additional learning materials will be available to support this course.

It may therefore be necessary to limit the numbers of those attending in order to ensure that learners have adequate access to the screening tools.

Duration of Training:

It is anticipated, due to the amount to be covered within this session that this training will start at 9.30am and finish at 5.00pm but this varies according to the numbers on the course.

Dyslexia in Employment - Credit4Learning OCN Level 2 Accredited Qualification delivered open or in-house

Dyslexia in Employment – Credit4Learning OCN Level 2 Accredited Qualification

This course can be taken as an individual, choosing the requisite 3 days of directed learning from the 3 open course events, or delivered in-house to a group of up to 20 delegates.

Course

The required 3 days directed learning consists of:

1. Dyslexia Awareness (1 day)
2. Making Reasonable Adjustments (1 day)
3. Screening for Dyslexia (1 day)

Delegates will also need to complete a workbook & a reflective assignment based on the knowledge you have acquired as well as separately registering as a student with the Credit4Learning OCN (Open College Network).

The programme can be undertaken in one of two ways:

Option 1: The programme be done by a single individual who will choose to attend the 3 relevant training days from the BDA open course schedule. The cost of this programme, plus the Credit4Learning OCN registration fee (currently £9), to include 3 day's training, a 3 module workbook covering 30 hours of study, and the setting and marking of a reflective assignment, is currently just £950 + V.A.T. per delegate.

For further information, please email paulb@bdadyslexia.org.uk

Option 2: The programme can also be delivered in house to a group of up to 20 delegates. The 3 days of training can be run over a number of weeks to allow time for the open learning work to be done alongside the training. The fee for this work, for up to 20 delegates, plus their Credit4Learning OCN registration fees (currently £9 per delegate), is £1,095 + V.A.T. per delegate.

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

**Workplace Assessors Programme - Credit4Learning OCN Level 2
Accredited Qualification** delivered open or in-house

**Workplace Assessors Programme -
Credit4Learning OCN Level 2 Accredited Qualification**

The British Dyslexia Association (BDA) has launched a programme of accreditation for work based assessors who offer assessments to individuals with dyslexia or other the 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 assessors who have relevant accreditation. The programme will offer greater confidence and credence to work based assessment as the BDA is independent and does not offer work based assessment itself.

The pilot has been very successful and even those with considerable experience in this area of work, have said that they have learned a lot more and enjoyed it greatly.

The Programme's Objectives

The programme fulfils the following objectives:

- Individuals will have an awareness of the 7 Specific Learning Difficulties and how these can manifest themselves in adults, understand the issues of comorbidity and be aware of latest research
- Current strategies and coping mechanisms, including both organisational and behavioural strategies as well as assistive technology solutions, will be shared and opportunities for on going updating will be introduced so that the most recent and full range of strategies are available to these assessors.
- Assessors will be kept up to date on current developments in screening and psychological assessment.
- Information on new case law or changes generally to relevant legislation will be disseminated. An understanding of positive employee relations will be encouraged. Assessors will share a code of conduct for relationships with clients and employing organisations and the assessment process.

The Programme Timetable and Methods

There are a number of strands to the programme, as follows:

1. Training Workshops

There are 4 training workshops available for the programme. The next start is on 21 September. These workshops are:

- (a) The 7 Specific Learning Difficulties and what this can mean for adults.
- (b) Coping strategies and reasonable adjustments. This includes both self and time management, organisational strategies and assistive technology. A wide range of actual cases and solutions are studied throughout the day.
- (c) Workshop on screening tests. This examines the background to administering tests and also enables participants to “try out” three market leader test programmes.
- (d) The Law, Employee Relations and the Assessment Process.

The programme is accredited through Credit4Learning OCN (Open College Network). Delegates will therefore need to complete a workbook & a reflective assignment based on the knowledge you have acquired as well as separately registering as a student with the Credit4Learning OCN.

There is no desire to insist on someone who already has this knowledge attending unnecessary workshops. However, in order for the individual to gain external accreditation for the programme, they would need to produce satisfactory and comprehensive evidence of recent acquisition of this knowledge in a systematic way.

2. Membership of BDA

Individual membership of BDA for one year is automatically included in the programme. This will ensure that assessors receive Contact magazine, can take part in a specific dialogue with other assessors through our web based discussion activities, get 10% off our open training courses and conferences to aid their CPD.

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

3. Continuous Professional Development

There will be a specific opportunity annually for CPD for assessors which will be built into the programme.

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

Bespoke Training delivered in-house

NEW - Employees Core Skills Training Course

Course Aims:

To assist 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.

Learning Objectives:

By the end of the day, delegates should have achieved the following in their chosen three (out of four) areas:

- Learned the principles of good personal organisation and planning and be able to use at least 3 coping strategies to avoid personal challenge in this area.
- Become aware of the process of concept mapping and the many areas of life in which it is useful. Have practised constructing a concept map.
- Understood the principles for effective presenting and the coping strategies that can be deployed to relieve working memory.
- Considered the adjustments that can be deployed to improve meetings skills.

Outline Structure:

The course takes 4 core competency areas of work which we know from experience that dyslexic employees often find challenging. We are able to cover three of these according to the priority set by the delegates. (It is possible therefore, that something one person requests doesn't get covered because the other delegates requested the other three items.)

Each core area includes the things you would typically find in a course on that subject area e.g. in meetings skills, the role of note taking and contributing is covered. However, we also cover coping strategies. So for example, a dyslexic employee needs to know about various coping strategies for taking notes in meetings as they may not easily do this and be able to focus on the discussion at the same time. Giving such individuals a range of strategies means they can choose the best one for them. Typically, dyslexic people come up with their own strategies but, until now, no one has collated these to share.

The course is also designed to increase the participant's confidence and this will be done by sharing experiences with other dyslexic person in a facilitated and controlled fashion and through specific activities built into the programme.

Bespoke Training delivered in-house

This course is a reasonable adjustment for dyslexic employees and is funded by Access to Work, the Government Agency that deals with reasonable adjustments for all disabilities including, dyslexia.

There are no restrictions on how many individuals can receive the funding. We can come to you and we are planning a lot more courses in locations around the UK.

To apply for the funding, the individual doesn't have to have a diagnostic assessment to take up this or other opportunities that Access to Work will provide for, simply that they have difficulties or challenges in their work that would be typical of the difficulties dyslexia throws up.

The route way to get the course funded is to claim for support through Access to Work and to apply to go on our course.

At the same time, the individual needs to contact the Access to Work team for their location (area) and ask to speak to their Dyslexia Champion and explain that they want to go on the course.

We will also notify Access to Work that they want to do it and it should then all come together.

The individual will need to tell their line manager that they are looking at this support as Access to Work will refund them for the course.

To find your Access to Work office you will need to go to the following link:
http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/WorkSchemesAndProgrammes/DG_173083

To discuss further details of this course or discuss having in-house delivery of this or any other of our open courses our accredited courses further please contact Sharon Blake, BDA Training Manager, on email sharonb@bdadyslexia.org.uk , or on telephone 01344 381561.

Reasonable Adjustments via the BDA

**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 helpline has extensive experience and is 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).**

Thank you for your interest in the BDA’s training workshops. For further information about dyslexia and the BDA, please visit our website and on-line shop at www.bdadyslexia.org.uk .

Employment Publications also available:

Employment and Dyslexia Handbook

The BDA's Employment and Dyslexia Handbook, the definitive resource for dyslexia in the workplace, is now available for purchase.

The Handbook is packed with all new articles on a wide range of topics, including:-

- Understanding Dyslexia
- Assessing Strengths and Weaknesses
- Using Technology
- Dyslexia Friendly Working Practices
- Supporting Dyslexic Individuals
- Into Employment

The Dyslexia Handbook costs £10 (including p & p), to order just call **0845 251 9003** or email admin@bdadyslexia.org.uk .

Good Practice Guide for Justice Professionals

Guidelines for supporting Clients and Users of the Justice System who have Dyslexia and other Specific Learning Difficulties

This guide offers practical advice on the impact of Specific Learning Difficulties in police, court and tribunal settings.

It is designed for practitioners and staff working in the Justice System: Judges, Tribunal Benches, Magistrates, HM Court Service Staff, Barristers, Solicitors, Legal Executives/Legal Advisers, Crown Prosecution Service, The Police Service, Police Force Medical Examiners, The Youth Justice Board, Youth Offending Teams, The Probation Service, The Parole Board and N.A.C.R.O.

The Good Practice Guide for Justice Professionals costs £10 (including p & p), to order just call **0845 251 9003** or email admin@bdadyslexia.org.uk .

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