

## APPLICATION FORM

Please see entry criteria on page 6 for ALL courses before completing this application form:

Course Codes	Course Titles
S/TA3	<b>Helping with Dyslexia and Literacy: A Course for Teaching Assistants - Level 3</b> <i>(Also Accredited by the British Dyslexia Association for the award of ALSA (Accredited Learning Support Assistant))</i>
S/MS3	<b>Dyslexia and Literacy in the Classroom: A Course for Mainstream Teachers &amp; SENCOs - Level 3</b>
S/AD3	<b>Supporting Adults in Dyslexia and Literacy: A Course for Skills for Life Tutors - Level 3</b> <i>(Also Accredited by the British Dyslexia Association [ATS FE/HE])</i>
S/PR4	<b>A Practical Course in Dyslexia and Literacy for Teachers - Level 3/4</b> <i>(Accreditation pending)</i>
S/HAT3	<b>Hornsby Course in Dyslexia &amp; Literacy (Attendance) – Level 3</b>
S/HDL3	<b>Hornsby Course in Dyslexia &amp; Literacy by Distance Learning – Level 3</b>

**Please select your course from the list above, and enter details below:**

*Please Note: Venues & dates are subject to change. Please check our Website or ring the National Training Office for the current information.*

Course Code	Course Title	Level	Location	Start Date

**PLEASE SEE ENTRY CRITERIA FOR SROCN COURSES ON PAGE 6 BEFORE COMPLETING THIS APPLICATION FORM**

**Personal Details: (PLEASE CLEARLY PRINT DETAILS IN THIS SECTION, IF UNREADABLE IT MAY CAUSE DELAY)**

Surname: (Mr/Mrs/Miss/Ms)	Forenames:
Address:	Tel. No.
	Fax. No.
	Email address: (It is strongly advised that you have your own email address, if you are contemplating a distance learning course.)
Post Code:	Date of Birth:

**Education & Training**

Please list your details below: Your own school career: Secondary School attended:		
<b>Graduates need not complete this section. Go straight to INSET section</b>		
GCEs/GCSEs Passes & Dates	A Levels Passes & Dates	Other Passes & Dates
INSET/Short courses attended:		Dates:
Degree/Diploma/Certificate/NVQ/GNVQ/BTEC/Other:		Dates:

Teaching or other qualifications including DfES Reference No. if appropriate: (QTS or FE equivalent is required for applications for the Practical Course in Dyslexia and Literacy S/PR4)	Dates:

**Set out briefly why you are interested in Dyslexia/Literacy development**

--

**Details of Work: Please list current position first:**

Dates	Please give details of your last 3 positions	Age of Pupils if applicable	Full Time	Part Time

**Please summarise any other work experience (including voluntary work)**

**How would you use the training upon completion of the course?**

**Miscellaneous Details**

Are you able to write fluently in English?	<b>YES/NO</b>
<p><b>Special Considerations:</b>                  For example: Scotopic sensitivity, Dyslexia etc? How might this affect your work on the course? What could we do to help? Please give details:</p>	
<p><b>S/HDL3 – Hornsby Course in Dyslexia &amp; Literacy by Distance Learning – Level 3</b>                  You will need to have Power Point in order to access some of the course materials</p>	
How did you hear about the course?	

**Financial Details**

Who will pay your tuition fees?	
Self	
School/College	
Local Education Authority (LEA)	
Other (Please specify)	
Method of Payment:	
Cheque	
Credit Card	
Purchase Order	
Please state name & address for invoicing	
<p align="center"><b>PLEASE NOTE: Unfortunately we are unable to accept BACS payments</b></p>	

**PLEASE READ & TICK EACH BOX. ONCE COMPLETED, PLEASE SIGN & DATE**

<input type="checkbox"/>	I understand that the Course Fees must be received in full, on or before the first day of the course, and are non-refundable.
<input type="checkbox"/>	I agree that I will not reproduce any part of the course without written permission.
<input type="checkbox"/>	I understand that the Course curriculum may be changed and or updated from year to year.
<input type="checkbox"/>	I confirm that I have completed this application form myself.
<input type="checkbox"/>	I confirm that I have complied with the reference requirements.

**IMPORTANT INFORMATION - CRIMINAL RECORDS BUREAU CHECKS**

**S/HAT3, S/HDL3, S/PR4 Courses**

A CRB Enhanced Disclosure check is required to be carried out by Dyslexia Action for all course learners. The cost of this is included within the course fee.

**S/TA3, S/MS3, S/AD3 Courses**

If you are working with learners in a school or college you should have an appropriate up-to-date CRB disclosure. We will request a declaration of your employment from your Head Teacher. This will be sent out with your information pack.

If you are not currently working in a school or college or will not be able to provide a declaration of employment, a CRB Enhanced Disclosure check is required to be carried out by Dyslexia Action. The cost of this is **not** included within the course fee.

<b>Closing Dates for Applications:</b>	<b>Applications for S/HAT3 &amp; S/HDL3 should be received no later than:</b> 1 <sup>st</sup> March for courses commencing in April 1 <sup>st</sup> August for courses commencing in September 1 <sup>st</sup> December for courses commencing in January
	<b>Applications for S/TA3, S/MS3, S/AD3, S/PR4:</b> Should be received no later than 1 month preceding the actual course start dates.

**Signature:** ..... **Date:** .....

<p><b>Apply To:</b>  <b>Dyslexia Action, The National Training Office,</b>  <b>Park House, Wick Road, Egham, Surrey, TW20 0HH</b>  <b>Tel: 01784 222304 - Fax: 01784 222393</b>  <b>Email: <a href="mailto:cfalls@dyslexia-inst.org.uk">cfalls@dyslexia-inst.org.uk</a> - Website: <a href="http://www.dyslexia-inst.org.uk">www.dyslexia-inst.org.uk</a></b></p>
---

Registered Charity Number 268502

**DEDICATED TO SUCCESSFUL LEARNING FOR DYSLEXIC PEOPLE**

## REFERENCES

Your referee should be your **Employer** or **Line Manager**. If you are not currently in employment, approach a person of good standing, who knows you well, who can provide a character reference.

If you are applying for:

Teaching Assistants Course	S/TA3
Mainstream Teachers & SENCOs Course	S/MS3
Skills for Life Tutors Course	S/AD3

Please fill in your name, course title and code on this form and ask your referee to complete, sign and date it, then return to us with your application form

If you are applying for:

Hornsby Attendance Course	S/HAT3
Hornsby Distance Learning Course	S/HDL3
Practical Course for Teachers	S/PR4

Please detach this page, fill in your name, course title and code and hand it to your referee to complete. He/She should send it to us as soon as possible.

Reference for:	Course Code:	Applying for: (Course Title)	Date:	Location:

Do you consider..... to be a suitable candidate for the course applied for?	YES	NO
Do you consider that he/she is capable of academic work at level 3 / 4	YES	NO
Do you know of any reason why he/she should not work with pupils/students on a one to one basis?	YES	NO
Will he/she be able to carry out the required practical work in school/college? (only answer if appropriate)	YES	NO
Please add a comment		

Signed..... Date.....

**PLEASE CLEARLY PRINT DETAILS IN THIS SECTION**

Name:	Position Held:
Address:	Telephone Number:
	Email address:
<b>Please return to:</b> Dyslexia Action, Training Office, Park House, Wick Road, Egham, Surrey, TW20 0HH	

## ENTRY CRITERIA FOR SROCN COURSES

<b>S/TA3</b>	<b>Teaching Assistant Course</b>
Good or passable standard of English equivalent to GCE or GCSE standard.	
A school or placement where practical assignments can be carried out.	
A referee who will sign to say applicant is suitable and can carry out practical assignments in their school/establishment.	

<b>S/MS3</b>	<b>Mainstream Teacher &amp; SENCOs</b>
Qualified teacher status or equivalent.	
Working in school, or will be doing by the time the course starts (doing one day per week or equivalent of voluntary work in school).	
Reference from current or most recent employer.	

<b>S/AD3</b>	<b>Supporting Adults in Dyslexia &amp; Literacy: A Course for Skills for Life Tutors</b>
Already be working as a teacher or support tutor with adults, in Further Education or Higher Education basic skills setting, or supporting adults in Adult Literacy or Skills for Life groups, or will have taken up a post by the time the course starts.	
Education to A level standard or equivalent.	
Teaching qualification or working towards level 4 teaching qualification. (QTS or Cert. Ed. (I6+/adults) or City & Guilds 730/7.	
A referee who will sign to say applicant is suitable and can carry out 20 hours of teaching practice with a basic level learner in their college/establishment.	

<b>S/PR4</b>	<b>A Practical Course in Dyslexia &amp; Literacy for Teachers</b>
Qualified teacher status or equivalent.	
Some teaching experience preferred.	
Reference from current/most recent employer.	

<b>S/HAT3</b>	<b>Hornsby Course in Dyslexia &amp; Literacy – Attendance</b>
Good or passable standard of English equivalent to GCE or GCSE standard.	
A suitable placement where practical assignments can be carried out, either in an educational environment or at home. Access to a suitable student other than a relative.	
Good ICT skills including word processing skills and e-mail.	
Ability to work at A level standard.	
A referee who will sign to say applicant is suitable and can carry out practical assignments in their school/establishment or home.	

<b>S/HDL3</b>	<b>Hornsby Course in Dyslexia &amp; Literacy – Distance Learning</b>
Good or passable standard of English equivalent to GCE or GCSE standard.	
A suitable placement where practical assignments can be carried out, either in an educational environment or at home. Access to a suitable student other than a relative.	
Good ICT skills including word processing skills and e-mail, ability to access materials using PowerPoint and multi media software.	
Ability to work at A level standard.	
A referee who will sign to say applicant is suitable and can carry out practical assignments in their school/establishment or home.	