

British Dyslexia!
Association

Services for Employers

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About Us

The B.D.A. is the leading charity in the field of dyslexia and related neuro-diverse conditions, and for setting standards of professionalism for those working in the field. It is the accrediting body for specialist teachers for dyslexia and a professional membership body.

In recent years, there has been a growth in the recognition that adults who have dyslexia can bring unique strengths and benefits to organisations. The B.D.A. can offer a variety of services to assist employers with unlocking this potential by providing support within the workplace environment, thereby ensuring that employers' responsibilities under the Equality Act are met.



Approximately 15% of the global population (about 9 million people in the UK alone) have Dyslexia and/or other Specific Learning Difficulties.

In simple terms, this means that individuals may process information differently; not necessarily better or worse, just differently. The term neuro-diversity is sometimes used to describe these different ways of thinking.

To be a successful business or service provider, such neuro-diversity can be a significant asset to an organisation, bringing a different dimension to problem solving or creativity in the way that an organisation operates and delivers its products and/or services.

Diagnostic Assessments

A diagnostic assessment is the only way to really understand if someone has dyslexia and where their particular strengths and challenges lie. Our assessments are carried out by professional assessors who are highly qualified and experienced within the adult and employment context, assessed for competence and required to undertake mandatory CPD. This means clients can be assured that they will receive a high quality and valid assessment that adheres to national standards of ethics and best practice.

We recommend that employers offer a diagnostic assessment for any staff member who may have dyslexia. This gives the employer protection under the Equality Act and ensures that reasonable adjustments are properly tailored to the individual so there is no waste on expenditure.

Key information

Duration:	Up to four hours
Location:	Onsite at the employer's premises, or at the assessor's office location.
Cost:	£450 + VAT for assessment by a specialist teacher £600 + VAT for assessment by a psychologist

Previous clients have said...

 "For the first time in my life I feel that I really understand myself, I feel empowered to develop my strengths and face my challenges head on" .

 "I want to thank the B.D.A. for all the time and support you gave me during the time of booking the appointment with your assessor. You went above and beyond and I really appreciate that".

For more information

visit www.bdadyslexia.org.uk or contact assessments@bdadyslexia.org.uk

Workplace Needs Assessments

A workplace needs assessment is designed to identify reasonable adjustments that can be implemented to support a dyslexic employee in the workplace. The employee will undertake a semi-formal interview with an experienced workplace needs assessor to look at the specific job role of an individual, and the specific difficulties that they have as a result of their dyslexia. The assessor will also consider the working environment and the specific concerns and requirements of the organisation before making recommendations for reasonable adjustments.

Recommendations can include:

- IT solutions (assistive software);
- No cost / low cost solutions;
- 1:1 workplace strategy coaching;
- Awareness training for employers and colleagues.

The assessment will also look to involve the employee's line manager and HR / Occupational Health department (if applicable) to ensure recommendations are realistic and appropriate for the individual and the organisation.

A diagnostic assessment is not required in order for a workplace needs assessment to take place, although this is often recommended in order to help understand the individual's profile of strengths and challenges. If required, both a diagnostic assessment and a workplace needs assessment can be conducted on the same day.

Key information

Duration:	Approximately two hours, plus discussion time with the individual's line manager and HR / Occupational Health department.
Location:	Onsite at the employee's place of work.
Cost:	£375 + VAT

Previous clients have said...



"It has made a real difference not only to the employees performance but also to how we work as an organisation both internally and with our customers. The recommendations made in the report were clear, sensible and actually can be used to improve our work practises and efficiency for all our staff".

For more information

visit www.bdadyslexia.org.uk or contact assessments@bdadyslexia.org.uk

Workplace Strategy Coaching

Following a workplace needs assessment, specific workplace coaching may be recommended for an individual. This type of coaching is tailored to the specific needs of the individual within their job role and aims to assist them with developing coping strategies and skills to improve their work performance.

Common areas covered by coaching include:

- Time management and personal organisation;
- Work related writing skills;
- Work related reading skills;
- Confidence building and stress management.

B.D.A. workplace coaching is delivered by professionals who have an excellent knowledge of dyslexia within the adult and employment sectors.

Key information

Duration:	Two hours per coaching session. Up to 10 sessions can be booked at a time.
Location:	Onsite at the employee's place of work.
Cost:	£300 + VAT per two-hour session.

Previous clients have said...



"This coaching has changed my life - not just in work but in every aspect. I feel so much more in control and on top of everything, who knew time management strategies were the key to everything?"

For more information

visit www.bdadyslexia.org.uk or contact assessments@bdadyslexia.org.uk

B.D.A. Training: An Overview

Dyslexia awareness training for managers and colleagues is often very beneficial in developing a greater understanding of dyslexia on both a team level and an organisation level, which in turn can improve communication and promote more effective working. Training is also sometimes a recommended reasonable adjustment following a Workplace Needs Assessment.

The B.D.A. offers a number of training solutions:

Previous clients have said...



"This training has been a real eye opener. An honest, clear and up front approach that addressed all those questions that we hadn't wanted to ask. We feel so much more confident with tackling this issue now."

Open Training attendee



"This training has equipped us as an organisation to provide effective and efficient support to our staff, well worth the investment."

Workplace Needs Assessors course candidate



"An excellent insight and good advice on what we can do to help [dyslexic employees]".

Onsite Training attendee



"The training was brilliant. Having it delivered in short sharp, manageable chunks I learnt quickly and easily and I was surprised at the end at how much I'd covered. It felt effortless which is rare for me."

eLearning candidate

For more information

visit www.bdadyslexia.org.uk or contact assessments@bdadyslexia.org.uk

Training

Open Training Courses for Employers

These courses are delivered at various locations throughout the year. Courses can be linked together to lead to an accredited outcome.

Understanding Dyslexia

Overview:	This course is designed for anyone who employs or works with those who have dyslexia, and provides an insight into the nature of dyslexia and basic support
Duration:	1 day (9.45am - 4.30pm).
Cost:	£295 + VAT p.p.

Making Reasonable Adjustments for Dyslexia

Overview:	This session looks at what type of adjustments can be put in place to help support dyslexic employees.
Duration:	1 day (9.45am - 4.30pm).
Cost:	£295 + VAT p.p.

Screening for Dyslexia

Overview:	Learn about how you can screen your staff for dyslexia and the tools that are available to help you do this. We recommend you have a good basic knowledge of dyslexia prior
Duration:	1 day (9.45am - 4.30pm).
Cost:	£140 + VAT p.p.

Accredited Level 2 Programme: Dyslexia and Co-occurring Difficulties

Overview:	Those wishing to gain a recognised qualification in dyslexia awareness and support may be interested in this accredited level 2 programme.
Duration:	3 days training (9.45am - 4.30pm) + completion of an assessed workbook.
Cost:	£980 + VAT p.p. (inclusive of all three training days) and accreditation fee).

For more information

visit www.bdadyslexia.org.uk or contact training@bdadyslexia.org.uk

Training

Workplace Needs Assessors Programme

For those organisations that would like to develop their internal capacity to carry out workplace needs assessments for their employees the B.D.A. can offer an accredited Level 4 Workplace Needs Assessor Award.

This is often an effective approach for organisations as those already within the organisation are often best placed to have the greatest knowledge and understanding of how that organisation operates and the specific nature of the work undertaken. Developing internal staff's knowledge and understanding of dyslexia, the legal framework of reasonable adjustments, the types of reasonable adjustment available, best practise and report writing within this context can be a cost effective solution.

This programme is available either via face-to-face training or as an eLearning programme:

Workplace Assessors Programme—Face-to-face Route

Duration:	4 days training (9.45am - 4.30pm) + completion of an assessed workbook
Cost:	£1680 inc. VAT (£1400 + VAT), inclusive of all four training days Discounted rates are available for organisations wishing to train groups of staff on-site at their location.

Workplace Assessors Programme—eLearning

Duration:	4 x eLearning modules + completion of an assessed workbook
Cost:	£1404 inc. VAT comprised of: <ul style="list-style-type: none">• 3 x modules at £120 (VAT exempt)• 1 x module at £120 + VAT• Accreditation fee at £750 + VAT Discounted rates are available for organisations wishing to train groups of staff on-site at their location.

For more information

visit www.bdadyslexia.org.uk or contact training@bdadyslexia.org.uk

Training

Onsite Training

All of our open training courses and accredited programmes can be delivered on site at your location. Alternatively, for an additional fee we can design a bespoke solution tailored to fit your specific needs.

Onsite training courses often work out considerably cheaper “per-head” than our Open Courses for groups of 8 or more, allowing you to train a larger number of staff within your available budget. They also have the additional benefit of being delivered onsite at your premises or a location of your choice, removing the hassle of extra travel time and costs.

For more information

visit www.bdadyslexia.org.uk or contact onsitetraining@bdadyslexia.org.uk

Training

eLearning

Where time and cost are of key importance and protecting an individual's rights around disclosure are vital, training can also be accessed through eLearning. Candidates can complete online modules at a time, place and pace to suit them. Available modules include:

Fundamentals of Dyslexia Awareness

Overview:	This module looks at dyslexia as a condition; how it presents, common strengths and difficulties, and strengths and difficulties, and dyslexia in relation to the Equality Act.
Duration:	Approx. 5 hours of self-directed learning time.
Cost:	£120 p.p. per module.

Fundamentals of Dyslexia Support

Overview:	This module examines some of the more common difficulties experienced by those who have dyslexia, along with some simple but effective support strategies.
Duration:	Approx. 5 hours of self-directed learning time.
Cost:	£120 p.p. per module.

Specific Learning Difficulties and Performance in the Workplace

Overview:	A short module providing a very brief overview of some of the more commonly diagnosed learning difficulties.
Duration:	Approx. 2 hours of self-directed learning time.
Cost:	£25 + VAT p.p. per module.

Accredited Level 2 Programme: Practical Solutions for Dyslexia Support

Overview:	This accredited level 2 programme may be of interest to those supporting employees with dyslexia, particularly if undertaking professional exams. It comprises key modules on dyslexia awareness and support, along with other more subject-specific modules on higher level literacy skills, organisational skills and learner motivation and self-esteem.
Duration:	Approx. 20 hours of self-directed learning time via online modules + completion of an assessed workbook.
Cost:	£730 p.p. (inclusive of all eLearning modules and accreditation fee).

For more information

visit www.bdadyslexia.org.uk or contact elearning@bdadyslexia.org.uk

Training

Making Reasonable Adjustments for Dyslexia

Overview:	<p>This module aims to provide an understanding of the process and remit of a workplace needs assessment, the legal parameters of reasonable adjustments, where they fit within the context of employment and the scope and format of the workplace needs assessment process and report.</p> <p>It also includes how reasonable adjustments can be implemented in these situations and identifies possible reasonable adjustments that can be put in place to help individuals' performance and to meet their potential in the workplace. This module looks at dyslexia as a condition; how it presents, common strengths and difficulties, and strengths and difficulties, and dyslexia in relation to the Equality Act.</p>
Duration:	Approx. 5 hours of self-directed learning time.
Cost:	£120 + VAT p.p. per module.

Dyslexia Identification and Screening for Adults

Overview:	<p>The purpose of this module is to provide candidates with a better understanding of the identification of dyslexia within an adult setting.</p> <p>This module is suitable for anyone working with adults who would like to develop a better understanding of the screening process. It is also suitable for individuals undertaking accredited training such as the Workplace Needs Assessor Programme. Please note that this module looks primarily at screening for dyslexia, which is a process that often takes place prior to a full diagnostic assessment. Screening does not provide a confirmed diagnosis of dyslexia, however it can provide an idea of where an individual's strengths and difficulties lie, and so can help to inform a programme of support programme of support.</p>
Duration:	Approx. 5 hours of self-directed learning time.
Cost:	£120 per module.

For more information

visit www.bdadyslexia.org.uk or contact elarning@bdadyslexia.org.uk

Training

NMH Support Workers: Disability Awareness and Policy Training

Overview:	<p>This module examines some of the more common difficulties experienced by those who have dyslexia. This module is designed for Non Medical Helper support workers (NMH) who are delivering DSA-funded support to learners.</p> <p>The Quality Assurance Framework (DSA QAG) requires that NMH support workers must have appropriate training on the policies associated with this area of work before delivering DSA-funded NMH services. This module covers the 6 areas of training required: Disability Awareness; Confidentiality; Data protection; Health and safety;</p>
Duration:	Approx. 2 hours of self-directed learning time.
Cost:	£40 + VAT p.p. per module.

For more information

visit www.bdadyslexia.org.uk or contact elarning@bdadyslexia.org.uk

Dyslexia Networks and Mentoring Schemes

It is unfortunate that many individuals who have dyslexia will try to “hide” this at work through concerns that disclosing their dyslexia will result in discrimination. This can prove problematic for employers who want to be supportive to the 15% or so of their employees who are likely to have dyslexia and related conditions.

Setting up a Dyslexia Network internally can help resolve this as employees may find comfort in the safety of numbers. The B.D.A. has considerable experience in the implementation of such networks and can help you with this.

The B.D.A.'s "Guide to Mentoring" distils the lessons learned through the implementation of our national mentoring project a few years ago. We have a training programme to train Dyslexia Mentors that includes the specifics which distinguish it from general mentoring programmes.

Organisations we have worked with to implement Dyslexia Mentoring Schemes have subsequently reported significant gains in staff retention, productivity, well-being factors and inclusivity which reaches far beyond those employees who have dyslexia.

Previous clients have said...



“Having the ability to be open about my dyslexia and share experiences with others has changed the way I perceive myself. I thought it was only me but now I know I am not alone and have an internal support network to call upon”

For more information
contact our Head of Training at training@bdadyslexia.org.uk

Membership

The British Dyslexia Association is first and foremost a membership organisation representing the interests of individuals who have dyslexia.

We offer a choice of four different organisational membership levels so that you can select the one that best fits your scale, resources and needs. Each level of membership reflects a different size of organisation, working on a different financial budget and possibly at a different stage of maturity or need for B.D.A. services and support:

Bronze Organisational Member: This is the standard membership offering a basic package of membership benefits for the lowest cost. This type of membership is most appropriate for small organisations or those with emerging knowledge of the relevance of dyslexia within their workplace.

Silver Organisational Member: Silver membership is the natural “upgrade” as organisations become larger and / or have growing awareness of dyslexia and its impact on their staff.

Gold Organisational Member: Gold membership is regarded as the most likely destination for mid-sized organisations which do not have the resources to take advantage of the benefits offered to Platinum Members but wish to provide a service to maximise the support they give to dyslexic employees or staff.

Platinum Organisational Member: Platinum membership is intended for large organisations which have the resources to fund this level and are sufficiently large to benefit from the additional services it provides.

Core benefits of becoming an organisational member:

- Representation on the BDA Management Board
- An invitation to the BDA’s AGM
- Key membership consultation right e.g. to table a resolution
- Voting rights at AGM council meetings.
- Discount of 10% on only one open training course, limited to 2 members of your OM, not available on accredited courses.

Becoming a member helps us to help others.

Membership fees start from £150 + VAT.

For more information

visit www.bdadyslexia.org.uk or contact membership@bdadyslexia.org.uk

Contact Us

Assessments Department	 0333 405 4555  0333 405 4570  www.bdadyslexia.org.uk/services/assessments  assessments@bdadyslexia.org.uk
Training Department (Open training courses)	 0333 405 4565  0333 405 4570  www.bdadyslexia.org.uk/services/training  training@bdadyslexia.org.uk
Onsite Training (Onsite and group training)	 0333 405 4565  0333 405 4570  www.bdadyslexia.org.uk/services/training  onsitetraining@bdadyslexia.org.uk
B.D.A. eLearning	 0333 405 4565  0333 405 4570  www.bdaelearning.org.uk  elearning@bdadyslexia.org.uk
B.D.A. National Helpline (Dyslexia information and signposting)	 0333 405 4567  0333 405 4570  www.bdadyslexia.org.uk  helpline@bdadyslexia.org.uk

Social Media



Facebook

 www.facebook.com/bdadyslexia



Twitter

 twitter.com/bdadyslexia