

Revised version: (20th January, 2016)

Dear Colleagues

**Re: Recent letter dated October 2015.**

Unfortunately, an early draft of a letter was sent instead of the final draft. We apologise sincerely for any confusion that has been caused. Please destroy that version, replacing it with this.

We hope that you recruited well to your BDA Accredited courses for the coming academic year. Please remember to tell participants about the opportunity to take out Student Individual Membership for the full duration of the course for £25 per annum.

At the meeting in September the Accreditation Board agreed to bring the period within which a certificate for ALSA, ATS, APS or AMBDA may be applied for into line with that for the submission of a CPD Portfolio and the application and renewal of an APC - three years from the end of the relevant course. We would be grateful if you could bring this to the attention of your current students as it applies to courses finishing from September 2016 onwards.

The BDA website is in the process of being updated aiming to be more accessible and most of the important information you need will be available on it. The details of, and, application forms for the award and renewal of an Assessment Practising Certificate (APC) will soon be added with a full schedule of fees and summary of evidence requirements. If you have any difficulties or you feel that there are documents omitted, please contact [accreditation@bdadyslexia.org.uk](mailto:accreditation@bdadyslexia.org.uk) by e-mail.

On the subject of forms, we will shortly be sending you copies of the Tutor Forms that we suggest you give, completed and signed, to any course member who has successfully completed all aspects of the course, particularly the specialist teaching and assessment elements *whether or not they intend to apply for their certificate straight away*. This should save time and effort searching back thorough records/memories. (We have found that many universities only keep records for a similar period and some do not record the successful completion of specialist teaching and assessment at all.) Similarly, it would help us in the Accreditation Office if you could send us a list of those course members following the relevant exam board. We can keep this on file, subject to our data protection procedures, to refer to should we get an application for an award certificate towards the end of, or even after, the three years now allowed from the end of a course.

In relation to APC the scrutinisers of the early batches of applications for renewal of certificates felt that a significant number of them were not of an acceptable quality. One reason suggested for this was that those graduating from courses accredited for AMBDA were not fully able yet to meet the required SASC criteria. No tangible evidence was produced for this suggestion and the Accreditation Board rejected any attempt to introduce a 'Probationary Period' prior to the award of a full APC to those awarded AMBDA.

---

Unit 8, Bracknell Beeches  
Old Bracknell Lane  
Bracknell, RG12 7BW

Office: 0333 405 4555

Email: [admin@bdadyslexia.org.uk](mailto:admin@bdadyslexia.org.uk)

National Helpline 0333 405 4567

Email: [helpline@bdadyslexia.org.uk](mailto:helpline@bdadyslexia.org.uk)  
[www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk)

However, the Board is also mindful of the fact that AMBDA is seen as the 'Gold Standard' for Specialist Teaching and Assessment and therefore feels it appropriate to collect evidence of the quality of the diagnostic reports of those successfully completing accredited AMBDA courses. Consequently, your Liaison Team will be contacting you in September 2016 with a request to have access to:

1. the diagnostic report, anonymised, that you consider to be your 'first or basic pass' with a copy of the tutor comments;
2. copies of the test forms and raw data from which the standardised scores were computed and
3. any tutor notes or comments relating to the decision reached to accept the report.

It will be useful if you can indicate if you want this material returned to you or destroyed following scrutiny by the Liaison Team.

Please be assured that your Liaison Team will treat this material with strictest confidence and will use it only for the purpose of discussions with you. All Liaison Teams have more than one course for which they are responsible and any reference back to the Board will only be of a general nature and not relate to any specific course. Following those discussions, the material can either be returned to you or shredded as you wish. If you would feel happier having your Liaison Team make a visit to view the material this can be arranged, though travel expenses would be met by the course provider. We hope that you see this request as being of value to all concerned and aimed at maintaining the high reputation both nationally and, increasingly internationally, of BDA accreditation.

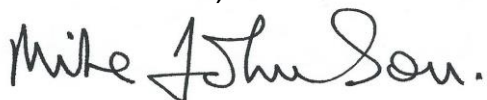
Finally, we draw your attention to the SASC website which published revised criteria for renewal of APCs on 21st October, 2015.

Yours sincerely,

*Gavin Reid, Chair, BDA Accreditation Board*



*Mike Johnson, Executive Vice-chair, BDA Accreditation Board*



*Katrina Cochrane, BDA Head of Education and Policy*

