



# **Guidance on applying for CPD authorisation**

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## Introduction

Thank you for your interest in becoming a SASC authorised continuing professional development (CPD) course provider.

This document contains details of the procedures for authorisation by SASC as a provider of CPD courses, including the requirements and criteria CPD courses must meet and the terms and conditions of authorisation.

You can register [online](#) to become a SASC authorised course provider for CPD purposes.

This online system allows providers to make applications to be included as 'Authorised Providers' and to have their courses listed as appropriate for the required elements of SpLD Assessors Continuing Professional Development. Once authorised, a provider will be able to upload a range of courses suitable for SpLD Assessors professional development. This process is overseen by SASC, the SpLD Assessment Standards Committee.

Providers should demonstrate that their courses and administration meet the criteria set out by SASC. For the purposes of authorisation 'a course' is a training session that is relevant to the work of an SpLD assessor, authorised for CPD, supports maintenance of competence and lasts for one hour or longer. It may be offered either through face-to-face training or distance/blended learning.

To assure quality and protect standards applications will be reviewed by both SASC and the British Dyslexia Association Accreditation Board. This will allow CPD participants to identify quality CPD/maintenance of competence courses for a variety of bodies that award practising certificates or maintain registers of practitioners.

Please use the online system to complete and submit the application.

- Consult these "SASC guidelines for authorisation as a CPD provider" to check that your organisation and courses meet the standards required for authorisation, and
- See "Using SASC online CPD Provider Registration" for a step-by-step guide on how to use the online application process.

The following fees are applicable:

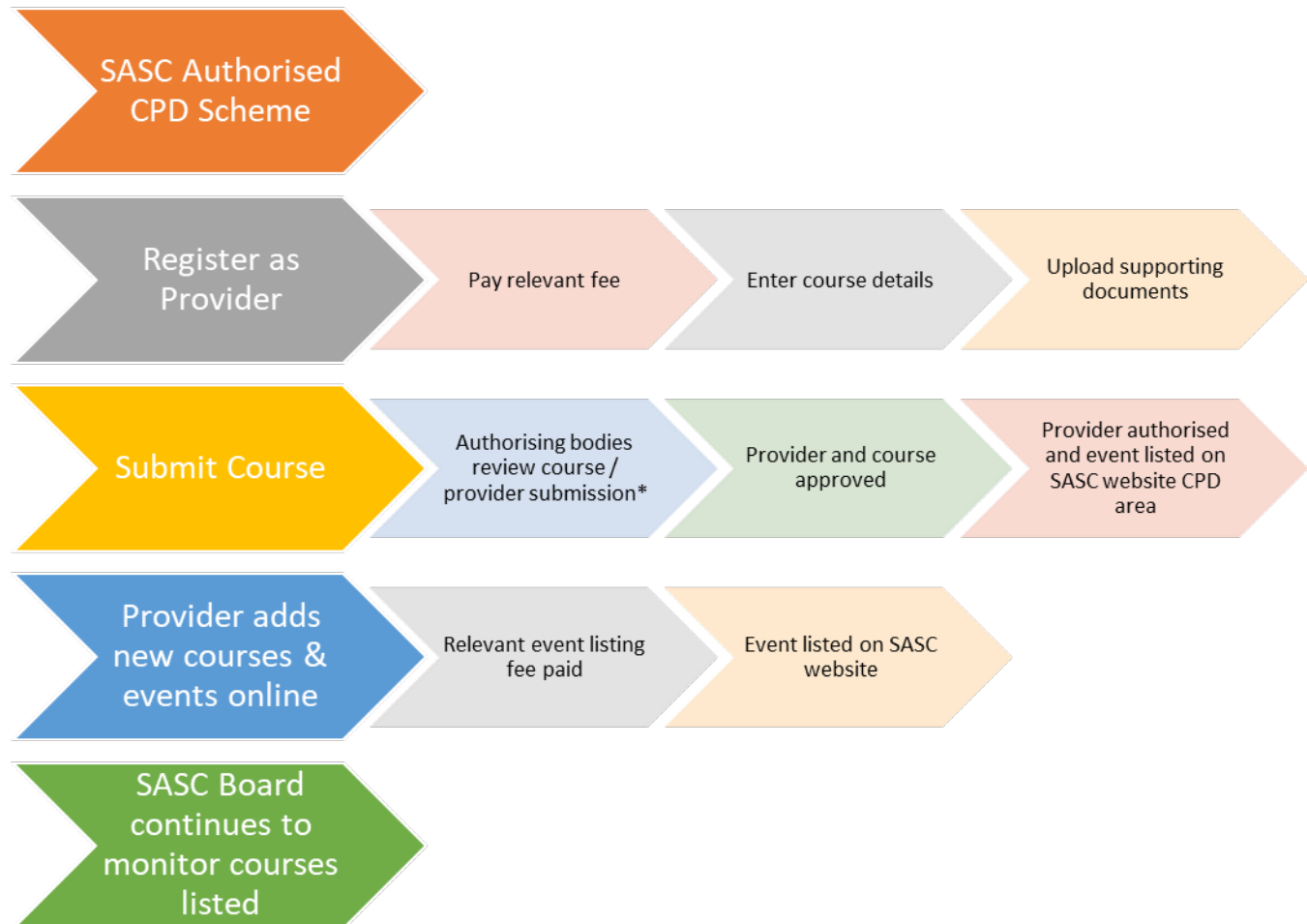
- £800 for all CPD providers for consideration of the application (this includes the listing fee for the first course). The authorisation period is for 3 years.

This fee covers the initial authorisation process and 1 course. After initial authorisation is approved additional courses may be registered separately. Thereafter the following fees will be applicable for each addition

- £50 for a one-off listing of face-to-face provision. If the same course is repeated during the year, providers will pay an additional £50 fee.

- £200 for distance/blended provision, valid for 12 months.

For distance and blended learning courses please see 'Additional Notes Relevant to Distance/Blended Learning Provision' [p12 below].



\*Authorising body is the SASC Board.

# Requirements and procedures of authorisation as a CPD provider

## ***Procedure of authorisation***

SASC authorises course providers to design and deliver courses that are suitable for practising SpLD assessors Continuing Professional Development [CPD] and maintenance of competence. The aim of the authorisation procedure is to assure the quality of training offered to SpLD Assessors and that providers participating in the scheme will offer appropriate courses that meet SASC criteria.

Authorisation applies to courses that are relevant to the work of SpLD assessors, meet the criteria, and are:

- public courses specifically designed for SpLD assessors, or
- designed specifically for the staff of SpLD support services, SpLD assessment centres, training institutions or independent SpLD assessors.

Provider applicants are required to complete an application, provide full details of a future appropriate course and pay a non-refundable fee.

Titles of all courses to be registered and any other details required must be submitted to SASC via the online system so that SASC authorisation reference numbers can be ascribed, and courses listed on the SASC website. Courses will not be listed until the provider has been approved and the relevant fee paid. Invoices will be issued on approval. Course 'events', e.g., the dates and times courses will be available will be listed on the SASC CPD Database only after fees have been paid.

If the provider does not run any courses for three or more consecutive years, then the authorisation may be terminated or the provider asked to complete the registration process again for future provision.

Provider Authorisation applications will **not** be processed unless all the information and the correct fee are supplied. Initial authorisation requires providers to supply details of one course and other organisational information as outlined in these guidance notes.

**Note: the application will be rejected if the course materials contain out-of-date information.** Therefore, applicants should ensure that the information provided is based on a future course and as much detail as possible is given when the application is made.

**Providers should allow a minimum of six weeks, from the date of SASC receipt, for the application process to be completed.** The application should relate to a course which is scheduled to take place within the timeframe for which authorisation is sought. If 6 weeks' notice is not given prior to the course date, the course will not be authorised for CPD purposes. Please note that delays will inevitably occur if the required information is not supplied.

Course materials will be sent to specialists for evaluation, and SASC may request references.

For distance/blended learning providers it may be necessary for you to provide access to your system so the evaluator is able to view its effectiveness.

Satisfactory monitoring of the first course delivered by newly authorised providers is a condition of authorisation.

### ***Confidentiality***

Course materials and other relevant information provided to SASC will be treated as confidential by SASC and/or anyone requested to evaluate the materials.

### ***Separate applications***

Authorisation as a CPD provider does not include the following types of courses:

- long term courses, e.g., post-graduate diplomas and masters degrees
- courses leading to an SpLD Assessment Practising Certificate
- other courses that may be designated by SASC from time to time.

Providers of such courses should make separate application to SASC. These are available from SASC by email, [sasc@sasc.org.uk](mailto:sasc@sasc.org.uk) or by post, PO Box 10, Evesham, Worcs. WR11 1ZW.

You can also view and download SASC Guidance on applying for CPD authorisation, information regarding authorisation to provide these courses, through the SASC website: <https://sasc.org.uk/continuing-professional-development/cpd-course-approval/>

### ***Requirements of authorisation***

An authorised provider may design and deliver courses that are suitable for SpLD assessors in one or more of the following core areas:

- C1 reviewing principles of psychometrics, statistics, assessment and underlying theory, their relationship to current legislation and regulations.
- C2 SpLD testing methods, interpretation, report writing, feedback and test materials, including new developments with the introduction of new tests, further research reported with regard to interpretation and making appropriate use of test results, testing methods including the whole assessment process, suitable tests and what they measure, examining different profiles.

Providers must ensure that all authorised courses meet the criteria for authorisation as a SASC authorised CPD course provider.

Providers must also

- **Allocate CPD Credit Hours to each course - calculate the number of CPD hours for each suitable course and notify SpLD assessors of the number**
  - For face-to-face training, the number of hours is calculated by totalling the number of hours of tuition, excluding registration and lunch, tea and coffee breaks. It is not necessary to round the time up or down, as courses may be credited with hours and minutes.
  - For distance/blended learning
    1. Providers should consider how participation in the courses will be recorded. Providers are required to maintain a record of the names of those who wish to claim CPD credit for participation in the courses. These records should be available to SASC on request.
    2. Providers should assess the average amount of time it should take to complete the course. Please note that SASC accepts that the time taken by individual SpLD assessors would depend on their own level of expertise in each subject. However, it is recommended that the average time be based on the course being tested by several individuals with varying levels of knowledge. Providers will be asked to demonstrate how the average time has been calculated.

**Please note:** Allocation of credit is the responsibility of the provider.

- **Grade each course to indicate the level of expertise expected of delegates**

The course level should be clearly indicated on advertising materials and other course literature, and providers should allocate a level according to the following scheme:

  - Intermediate (for delegates with some prior knowledge of the subject)
  - Advanced (for delegates with substantial knowledge of the subject)
- **Notify participants of SASC reference**

Each course is allocated a new SASC individual event reference number for each time a course is offered. This reference should be used for each authorised event and must be notified to participants.
- **Keep records of SpLD assessors who attend courses**

SASC does not keep records of individual SpLD assessors' course attendance; delegates should enter the details of the course in their personal CPD training record.

Providers are required to keep attendance/participation records for at least 5 years from the date of each course. SASC may ask to see attendance/participation lists or confirmation of an individual SpLD assessor's participation. Permission must be requested to share individual participation information with SASC for monitoring purposes.

Continued authorisation is subject to satisfactory routine monitoring of courses by SASC and continued compliance with the terms and conditions. In the first instance this would normally be done by SASC delegate questionnaires. However, monitoring may be undertaken by assessment of course materials, by attendance at courses or by visiting online systems by a SASC observer.

SASC maintains lists of the authorised providers offering courses in each of the core CPD themes. Providers are asked to confirm the themes and other details of the training offered. These are available on the SASC website.

SASC reserves the right to withdraw authorisation of providers who do not run courses during a period of three years. A further application must be submitted if they plan to resume offering courses.

### **Fees**

- £800 for all new learning providers (which includes the fee for the first course) for consideration of the application. The authorisation period is for 3 years.
- If an organisation is already registered as a provider of training leading to an SpLD Assessment Practising Certificate [APC], with SASC or the BDA [e.g., SASC approved courses or AMBDA] then, as a pre-authorised provider, the fee is £200 for 3 years.

Providers will be asked to pay the appropriate fee for each offer [event] of an authorised course after initial registration of the first course. The current fee per offered course [event] is

- £50 for one off face-to-face provision. If the same course is repeated during the year, providers will pay an additional £50 fee.
- £200 for distance/blended provision, valid for 12 months.

Please contact SASC, [sasc@sasc.org.uk](mailto:sasc@sasc.org.uk), PO Box 10, Evesham, Worcs WR11 1ZW if you have any further queries.

**All applications will be assessed by SASC with appropriate partner organisations. Providers who are offering training through an internet site, video link or by multimedia materials will need to provide access to the site or online resources before authorisation will be finalised. Following authorisation, routine monitoring will be undertaken on a regular basis.**



# **General criteria for authorisation as a CPD provider**

## ***CPD Course Naming Guidelines***

- Course providers should ensure that the CPD course name chosen is, where possible, unique to the provider and:
- Uses keywords relevant to the course (particularly the first few words of the course name) e.g. Dyscalculia and Co-occurring Conditions
- The course provider name is added to the course at the end of the name: e.g. Dyscalculia and Co-occurring Conditions: Provider name
- Does not begin with online, new or other marketing descriptors
- Is not overly long in word count

## ***Course details***

Providers should demonstrate that their courses and administration meet the criteria shown below. For the purposes of authorisation 'a course' is a training session that is relevant to the work of an SpLD assessor, authorised for CPD, and lasts for one hour or longer.

Coaching and mentoring may be offered in a slightly different way.

## ***Aims and intended learning outcomes***

The course aims and intended learning outcomes should be clearly set out and should include:

- the course content and its purpose
- who the course is designed for, and the level of prior knowledge/understanding assumed. The level of previous knowledge/experience that would be expected from the course participants should be made clear.
- intended learning outcomes, e.g., what delegates should be able to do on completion of the course.
- providers should pay particular attention to the course level. It should be remembered that the CPD scheme applies to qualified SpLD assessors. Therefore, the presentations, questions and/or case studies should be set at an appropriate level and marked by suitably qualified persons.

## ***Content***

The content should meet the aims and intended learning outcomes and should therefore be:

- relevant and suitable to the work of an SpLD assessor
- set at the correct level for the intended delegates
- up-to-date and factually correct
- concise and clearly set out.

**Course content should fall under one or more of the following core themes, which should be identified to assist participants in selecting relevant CPD.**

- C1 reviewing principles of psychometrics, statistics, assessment and underlying theory, their relationship to current legislation and regulations.
- C2 SpLD testing methods, interpretation, report writing, feedback and test materials, including new developments with the introduction of new tests, further research reported with regard to interpretation and making appropriate use of test results, testing methods including the whole assessment process, suitable tests and what they measure, examining different profiles.

### ***Course presentation***

The method of presentation used should be:

- appropriate to meet the course aims and intended learning outcomes
- relevant to the needs of the delegates
- properly thought out
- set at the correct level
- where possible, varied to encourage learning.

### ***Course materials***

All authorised courses must include supporting course materials.

The course materials must relate to a future course, cover the aims and intended learning outcomes and be:

- clearly organised
- up-to-date (out of date materials will be rejected)
- well presented
- accurate
- comprehensive.

Course material should include:

- a course programme/ timetable indicating the length of the course and time that will be spent on each section
- relevant case studies
- details of method of presentation including where appropriate:
  - a) role plays
  - b) exercises
  - c) workshops
  - d) case studies
  - e) one-to-one, coaching/mentoring

It should be made clear how the materials will be used – for example, to be worked through, as background material, or as a source of reference for use afterwards.

Advise delegates if the information contained in the course is readily available elsewhere on the internet, especially if it is free of charge.

The course materials should not infringe copyright or contain any defamatory material.

### ***Reflection as part of training***

- a) Include this element and demonstrate where/how it is implemented. Reflection should be part of the training in addition to being recorded in participants' CPD logs.
- b) Providers are asked in the approval process and in their provider renewal 'What is your process for participants' critical self-reflection within this course? How is that built into the training day?' For example, providers can then identify 'This is an activity where we ask people to reflect on their own experiences as part the training programme. Then providers will have evidence of it because it becomes part of that training delivery. And the individuals who participated in that training have evidence because they have a certificate of attendance. SASC wants to see that type of training activity integrated within their authorised training.
- c) What is the difference between the above and the participant's CPD log Reflection? The former becomes integrated with the course provision at the time of delivery, the CPD log entry is individual and completed later. Both should be done.
- d) SASC is aiming to develop and encourage active reflective practice – so for SASC authorisation of new courses and renewal of existing courses, providers are required to put this element in and demonstrate where/how it is implemented.

## ***Conferences***

While attendance at conferences is valuable for CPD generally, such attendance cannot be counted toward the required minimum 5 hours authorised CPD. It should therefore be logged under the remaining minimum 20 hours non-authorised portion.

## ***Course tutors/speakers***

The course tutors/speakers should have:

- relevant qualifications/experience in the subject area
- the necessary practical skills/experience to present the course effectively.

## ***Course venue and accommodation***

The course venue and accommodation should be:

- free from interruptions
- where possible, easily accessible with facilities for the disabled
- well-ventilated and temperature controlled
- as soundproof as possible with good acoustics

It should also have:

- where possible, natural daylight with blinds/curtains
- writing surfaces for the delegates
- comfortable seating
- if required, good audio visual/sound equipment
- a supply of refreshments

## ***Course designers***

The course designers should have:

- relevant qualifications/experience in the subject area
- the necessary practical skills/experience to present the course effectively.

## ***Administrative arrangements and support services***

Course providers should ensure there are appropriate and effective administrative arrangements and support services for delegates.

These should include:

- a nominated person(s), or a system to deal with enquiries from delegates
- the provision of advice for prospective delegates on the most appropriate course(s) to meet their needs
- appropriate and effective record keeping of delegates' attendance at courses
- allocation of the relevant CPD credit for courses
- identification of CPD themes covered
- notification to delegates of SASC individual course CPD reference
- details of the cancellation policy.

## **Assessment**

The arrangements and methods of assessment should be appropriate, clearly set out and easy to understand. Course providers must have some means of demonstrating learning outcomes have been met.

Internet-based providers should ensure regular reassessment of the standard of the course(s), given the rapid developments in the area.

Course providers should have one or more of the following:

- Examination
- Delegate assignments
- Project
- Multiple choice questions
- Other [specified]

## **Additional Notes Relevant to Distance/Blended Learning Provision**

Distance/blended learning providers should bear in mind that 'reading' on its own does not count for CPD credit. Consideration should be given, therefore, to ensuring that participants have not only read material, but that they have understood the information.

Providers are also reminded that all distance or blended learning courses must have provision for the answering of enquiries or for discussion to enable participants to raise queries.

1. It is recommended that providers adopt one of the following:
  - a. Participants should be required to answer enough questions per subject that would demonstrate they had gained an appropriate level of knowledge and understanding of the subject content.
  - b. Each course could build on a previous one, so that, over a period, the

level of knowledge and understanding of participants undertaking the courses would be developed. This may be achieved by setting a start and finish date/time for completion of each part and indicating the level that participants could expect to achieve.

2. It should be noted that asking only one or two questions per subject on a diverse range of subjects may result in each subject being dealt with at a superficial level. This might not be suitable for more experienced/specialist SpLD assessors and the level at which the course is aimed.
3. Providers should ensure that it is necessary to study the materials in detail to answer the questions satisfactorily. There should be no indication in any of the materials as to where the answers may be found.
4. Providers should ensure that, for courses with more than one method of presentation (e.g., video/ audio link multimedia and/or written materials), it is necessary for SpLD assessors to study all the materials to answer the questions satisfactorily.
5. Providers need to decide how many questions need to be answered correctly for participants to claim credit.
6. Providers need to be aware of the timescale for advising participants of the answers to the questions. Providers should advise individuals of their own marks, but the overall answers should be made available using the same media as the course.

### **Allocating CPD credit**

1. Providers should consider how participation in the courses will be recorded. Providers are required to maintain a record of the names of those who wish to claim CPD credit for participation in the courses. These records should be available to SASC on request.
2. Providers should assess the average amount of time it should take to complete the course. Please note that SASC accepts that the time taken by individual SpLD assessors would depend on their own level of expertise in each subject. However, it is recommended that the average time be based on the course being tested by several individuals with varying levels of knowledge. Providers will be asked to demonstrate how the average time has been calculated.

### **General**

1. All documents should be dated to ensure that the information is the most up to date. This is particularly important where the information will be downloaded from the internet and referred to later.
2. Providers should ensure that the courses are evaluated, and feedback is obtained from course participants on a regular basis. Details and analysis of this evaluation should be made available to the SASC annually.
3. Providers should bear in mind that many participants will embark on this type of

training outside of office hours. Consideration should be given to providing technical support both within and outside office hours, where it is necessary to use electronic equipment.

4. Course providers should provide the following information:
  - a. A copy of the course materials; where relevant this should include access to the internet site, video and/or audio links, or other multimedia materials.
  - b. Details of the aims and intended learning outcomes of the course
  - c. Details of the level of the course and the level of expertise that would be expected of the participants
  - d. Details of the names and experience of the persons who set the questions and answers and/or who write the course material
  - e. The timescale of the course – for example, weekly, monthly, longer term
  - f. The average amount of time it should take to complete the course satisfactorily; please indicate how this amount of time was arrived at.
  - g. Details of how the course will be assessed, a sample of the questions and answers, and an indication of the pass mark
  - h. Details of how the questions will be marked and how the participants will be advised of their marks
  - i. Details of the evaluation and feedback procedures with sample evaluation and analysis forms
  - j. Details of any technical support services available to participants if appropriate
  - k. Details of provision for answering enquiries or for discussion
  - l. Details of how participation on the course will be recorded

## ***Evaluation***

Providers must have a system in place for evaluation by the delegates of the quality of each course. This should include

- a method of obtaining feedback from delegates of whether the course(s) met the standards set out above (download a sample SASC delegate questionnaire)
- procedures to monitor effectiveness during the delivery period, for on-going or extended provision
- opportunity for participants to comment on the quality of the development activity and suggest ways in which the provision might be improved to meet the aims more effectively. Information gathered from this exercise must inform future planning and development of the content and delivery of provision.

Providers should also have systems for

- analysis of the feedback received, over each 12-month period, which would be made available to SASC on request
- information gathering on application, participation and completion in terms of gender, ethnicity and disability
- administrative arrangements for monitoring individual courses by SASC

Administrative arrangements for monitoring individual courses may be delegated.

### ***Joint applications***

Occasionally applications will be received from two organisations who have decided to deliver courses in joint names. Very often one of the organisations will already be authorised to provide courses and the other will not. In this event a new application for authorisation will need to be made.

### ***Administration***

Providers should nominate a person who will take responsibility for ensuring that courses/seminars will comply with the terms and conditions of authorisation. The named person takes responsibility for monitoring standards in materials and employing appropriately qualified lecturers/presenters. This person should be a senior manager or senior officer of the organisation, although the day-to-day running of the courses may be delegated.

### ***Termination of authorisation***

Providers may terminate their authorisation at any time by notification in writing to SASC.

SASC may terminate the authorisation if:

- SASC considers that continuation of the authorisation would be detrimental to the interests of the profession or those who attend courses, or
- there is evidence of a poor standard of administration by the provider, or
- there is evidence that the provision of courses is below a standard which is acceptable to SASC, or
- a bankruptcy order or voluntary arrangement is made in respect of the provider, or the provider is entered into administration, receivership or liquidation or is dissolved or has a receiving order made against it or enters into an arrangement with creditors, or
- the annual fees are not paid.



## Terms and conditions of authorisation

The provider should undertake to

- pay the appropriate authorisation fees
- pay appropriate course registration fees
- authorise only qualifying courses that meet the criteria laid down by SASC
- maintain a record of the names of those SpLD assessors who wish to claim CPD credit for their attendance at courses and submit copies of the attendance records to SASC on request
- make available on request, for the purposes of monitoring, details of forthcoming courses and, without charge, co-operate with SASC in the monitoring of courses
- provide course materials and all relevant details, where SASC is investigating a complaint, as requested
- notify SASC, in writing, of any changes to the business address or the nominated contact person.

### ***Authorisation Quality Mark***

**Please note:**

SASC Authorised Providers may use the phrase “SpLD Assessment Standards Committee [SASC] Authorised CPD Provider” on materials and publicity for authorised courses and events. Those that have been approved by the BDA Accreditation Board may use the phrase “BDA Authorised Assessment CPD Provider”.

SASC’s corporate logo is only for use with its own products and services and is not available or permitted for use by outside organisations.

**SASC may change the criteria for authorisation of courses for the next academic year upon three months’ notice.**

SASC reserves the right to monitor, in the event of reported difficulties, complaints or concerns about the adequacy of provision.

## Enquiries

All enquiries about these arrangements should be addressed to SASC, [sasc@sasc.org.uk](mailto:sasc@sasc.org.uk), c/o Patoss, Davies House, Davies Road, Evesham, Worcs WR11 1YZ.