

The Dyslexia Guild Assessment Practising Certificate (APC) Renewal Checklist

Please use this checklist before uploading or sending your portfolio of evidence to the Dyslexia Guild for renewal of your APC.

No	Item	✓
1	Assessment log	
2	CPD log	
3	Copies of attendance certificates identified in CPD log	
4	One recent full assessment report - made anonymous	
5	APC renewal application online form	
6	APC renewal fee of £165	
7	Have you have successfully renewed 3 times already? You no longer need to submit a diagnostic assessment report on your 4 th renewal. Check you are eligible with APC Administrator, and see table below	

Notes

1. Assessment Log

It should not be possible to identify individuals from the information given here - other than by yourself. If you carry out a large number you need only document a sample from each year.

2. CPD log

To count towards meeting the activity should be at an appropriate level and contribute to the assessor's professional skills in **assessment**. Time allocated to each activity should be realistic and exclude breaks. You must have completed a minimum of 20 hours of **assessment** CPD requirements over the last 3 years, 5 hours of which **MUST** be SASC approved training. Include the **SASC course reference number** on the log.

3. Copies of attendance certificates identified in CPD log

Where you attend face-to-face training, or if you complete an accredited course, include copies of certificates, including the SASC approved courses (these will have a SASC Reference number). A list of what constitutes suitable CPD is included in our downloadable log.

4. One recent full diagnostic assessment report*

One full diagnostic assessment report, **written within the last 18 months**, should be included and made anonymous. The report should contain a table of results reporting confidence intervals, if you have calculated confidence intervals yourself, include a statement or footnote about how you did this i.e. "confidence intervals calculated using SEMs from Table X in Manual Y". This report will be used to provide evidence of the standard of your assessments and that you meet all of the criteria as set out in the APC list of competences.

Please note that although you do not need to submit them initially, we reserve the right to ask for original **test papers and score sheets** if required - made anonymous. For more details see our APC brochure, Section 7: Submitting a full assessment report.

5. APC Renewal application form

The Dyslexia Guild APC renewal form should be completed online and documents uploaded if possible. If you cannot provide these electronically you should supply your hard copy application documents in **triplicate** and sent to: **Dyslexia Action, APC Administrator, Centurion House, London Rd, Staines-upon-Thames, Surrey TW18 1AX.**

Cont.

6. APC renewal fee

The renewal fee of £165 should be included at application stage online. The renewal fee is not refundable and applications will not be processed until the fee has been received. For other payment methods contact our Finance department details on page 2.

7. Three successful renewals

Assessors who have demonstrated their commitment to and evidenced their professional practice by three successful concurrent renewals, are * **on the date of the fourth renewal**, no longer required to submit a diagnostic assessment report. They will continue to submit a cpd log, assessment log and pay the renewal fee. An example is given below:

Assessment Practising certificate gained	2005
First renewal	2008
Second renewal	2011
Third renewal gained	2014
Fourth renewal – cpd log, assessment log and renewal fee only	2017

Please ensure you have **current Guild membership**

Payment details

To whom it may concern

Please find below the Real Group company details:

Real Group Ltd, Canterbury Innovation Centre, University Road, Canterbury Kent. CT2 7FG
+44 (0) 1273 35 80 80
finance@realgroup.co.uk

VAT number – 837 306 132
Company Registration – 06556128

Finance Contact –
Cara Taylor 01273 35 80 80 Finance@realgroup.co.uk

Banking Information:

Bank Name:	Metro Bank
Bank Account Name:	Real Group Limited
Bank Address:	One Southampton Row, London, WC1B 5HA
Bank Account Number:	22928494
Bank Sort Code:	23-05-80
IBAN:	GB76MYMB23058022928494
Swift Code:	MYMBGB2L