



LITERACY SPECIALISTS • TEACHERS • ASSESSORS

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	CPD log	
2	Copies of attendance certificates identified in CPD log	
3	One recent full assessment report - made anonymous	
4	Complete APC renewal application online form	
5	APC renewal fee of £165	
6	Have you have successfully renewed 3 times already? You only need items 1, 2, 4 & 5 on your 4 th renewal. Check you are eligible with APC Administrator, and see table below	

Notes

1. 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.
- *Holders of an APC for the first time since 1st September 2018, should complete a total of 30 hours of assessment CPD of which consist of at least 5 hours of SASC approved CPD **each year** before their first renewal AND 5 hours CPD which may not have an assessed element, **each year**. Both types can include mentoring.
- After first renewal 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.

2. 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.

3. One recent full diagnostic assessment report*

- One full diagnostic assessment report, **written within the last 18 months**
- made **anonymous** so we cannot identify the person you have carried out the assessment on.
- 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.

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4. APC Renewal application form

The Dyslexia Guild APC renewal form should be completed online and documents uploaded. If you have problems uploading, contact the APC Administrator. If a hard copy application is made it must be sent in **triplicate**

5. APC renewal fee

The renewal fee of £180 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.

6. 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, CPD certificates and pay the renewal fee. An example is given below:

Assessment Practising certificate gained	2007
First renewal	2010
Second renewal	2013
Third renewal gained	2016
Fourth renewal – CPD log, assessment log and renewal fee only	2019

Please ensure you have **current Guild membership** – a direct debit means automatic renewal each year and can be set up by phone on 01784 222342.

Payment details

If your Employer is paying your fees: Please ensure that you complete your employers details in the billing address fields and email finance@realgroup.co.uk with a PO number if necessary. Pay later options incur administration fees (£25 +VAT) so you may prefer to pay by card and claim back the fee via your employer expenses scheme.

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

Finance Contact: Cara Smith 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

VAT number: 837 306 132
Company Registration: 06556128 England

Dyslexia Action and The Dyslexia Guild are trading names of Real Group Ltd.