To benefit from the PAPAA course students will need:

* Good IT skills, the ability to use:
  + Websites
  + Email, including sending attachments
  + Word, including the ability to 'Insert comments'
  + PDFs
  + Excel (or similar)
  + Google
  + Video calls
* Access to:
  + A computer with software to:
    - play video (Windows Media or similar)
    - use Excel, Word, PDFs
  + A good broadband connection (if you have been able to watch our introduction video your connection should be fine)
  + A full range of standardised tests, including tests of:
    - Untimed single word reading
    - Reading or sentence comprehension
    - Spelling
    - Free writing speed
    - Speed of phonological processing
* A good level of written English
* Willingness to participate in an online forum
* Willingness to read and refer to set books
* Ability to print large numbers of documents for course materials
* A high level of self motivation
* Good organisational skills and time management
* Time to complete the course and assessments alongside other commitments

Full name and date of birth:

Home address including postcode and phone number:

Work address including postcode and phone number:

Email address (that you would like us to use for correspondence about the course):

Please give details of your present post:

Start date:

Employer:

Brief description of duties:

Please give details of your previous post:

Start date:

End date:

Employer:

Brief description of duties:

Please give details of any other previous posts relevant this application:

Start date:

End date:

Employer:

Brief description of duties:

**Please give details of your teaching qualification:**

**Please note that the JCQ regulations require specialist assessors to hold a qualification to ‘teach and make recommendations for secondary age or adult learners with learning difficulties’. In order to meet this criterion we expect the majority of our candidates to hold Qualified Teacher Status or the OCR Level 5 Diploma in Teaching Learners with SpLD (Dyslexia) (or equivalent). (Please scan and attach certificates and return with this completed form)**

Name of qualification:

Awarding body:

Date:

**Please give details of other educational and professional qualifications: (Please scan and attach certificates and return with this completed form)**

Name of qualification:

Awarding body:

Date:

Name of qualification:

Awarding body:

Date:

Name of qualification:

Awarding body:

Date:

**Personal statement: (Briefly describe why you are intending to take this qualification indicating any relevant experience)**

**Reference: (We may need to take up a reference to confirm your suitability for this course. Please give contact details for a referee who knows you in a professional capacity)**

Referee name:

Role:

Address:

Phone number:

Email address:

How does this person know of your professional work?

**Do you have the support of your head of centre or line manager to apply for this course? Please give names/contact details**

Yes/No

Head of centre/line manager name:

Head of centre/line manager phone number:

Head of centre/line manager email address:

**Please indicate whether you want the PAPAA online only option, the PAPAA Intensive option or the PAPAA Face to Face option (additional fees apply for the PAPAA Intensive and Face to Face options)**

I want the PAPAA online option

I want the PAPAA Intensive option

I want the PAPAA Face to Face option

(please delete as appropriate)

**\*Online only option: Please state the approximate date you would be available to start the course. (We may allocate you to a later date if your requested date is unavailable)**

Requested start date:

**Please indicate how you intend to fund the course:**

Personal funding:

Employer:

Other:

**Please let us know if you have disabilities or difficulties which may require reasonable adjustments:**

**Where did you hear about the PAPAA course?**

**Declaration**

**I hereby certify that:**

* **All the information I have given on this form is correct**
* **I possess all the qualifications noted above**
* **I have been informed of the fees and additional costs**
* **I understand that if I am unable to complete the course or if I do not pass my fees will not be refunded**
* **I understand the time commitment, assessment and IT requirements**
* **I have watched and understood the ‘Introducing the Postgraduate Award of Proficiency in Assessment for Access Arrangements’ video and I agree to the information outlined there** (**at** <https://www.include-ed.org.uk/papaa-course/papaa-overview/>)
* **I understand I have 9 months from the date of enrolment to complete the course**
* **If my employer is paying for the course, I give permission for my progress to be discussed with them**

**Signature…………………………………………………………..Date…………………………**

**Please attach:**

Certificate showing your teaching qualification

Certificates showing other qualifications

Photo Identity (e.g. a photocopy of your Driver’s licence or Passport) *If you are successfully accepted onto the PAPAA, this will be sent to your assessor*

DRB check (if you are not based in a school or college)

**Please send your application form and supporting documents as email attachments to Amy Martin, PAPAA Course Manager: papaa@include-ed.org.uk**

**In order to ensure equal opportunities please give details of your ethnic origin by indicating the relevant number in the box below.**

**White**

1. English/Welsh/Scottish/Northern Irish/British   
2. Irish  
3. Gypsy or Irish Traveller  
4. Any other White background, please describe

**Mixed/Multiple ethnic groups**

5. White and Black Caribbean   
6. White and Black African   
7. White and Asian   
8. Any other Mixed/Multiple ethnic background, please describe

**Asian/Asian British**

9. Indian   
10. Pakistani   
11. Bangladeshi   
12. Chinese   
13. Any other Asian background, please describe

**Black/African/Caribbean/Black British**

14. African   
15. Caribbean   
16. Any other Black/African/Caribbean background, please describe

**Other ethnic group**

17. Arab   
18. Any other ethnic group, please describe

Ethnic origin number:

Further description (where appropriate):

**PAPAA course fees £1,450**

**What is included in the fee:**

* Registration and certification with our awarding body
* Login for all video sessions
* Links to PDF handouts related to the videos
* Marking of assignments and feedback
* Reasonable access to your assessor by email (within a maximum of 72 hours) (or by phone/video call by negotiation with your assessor)
* Technical support with accessing the videos where necessary (within 24 hours on weekdays)
* Access to our online discussion forum
* Postage costs of returning your work after marking

**What is not included in the fee:**

* Set texts- cost about £25 including p&p.
* Printing of PDF handouts.
* Postage costs of sending your work for marking.
* Examiner Booklets for the tests covered in Unit 1. (If you do not have access to the tests in your centre, you will just need a copy of the Examiner booklet for each test. We show essential pages on the screen with the permission of the publishers. We can provide you with Examiner Booklets for tests that you don’t already have.) Cost is £59.50 for all booklets, but some are optional.
* Full copies of tests you need to use for your assessment of a Candidate. Please see list of required tests on the first page of this form. We have negotiated a discount from some publishers for our PAPAA students.
* Additional assessments and tutorials if required.
* Additional costs of if you choose the PAPAA Intensive or PAPAA Face to Face options - please email for more details.