

# Dyslexia Workplace Support

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## What is screening?

A screening test is designed to identify dyslexic tendencies or traits. It can be a useful start point in determining the probability that an individual is dyslexic. A screening test can often be conducted online by an individual and may cost around £30 - £50. The benefit of a screening test is that it is something that the individual can do on their own in their own time. A screening test report can be useful to show to an employer as evidence of a difficulty being present, or for identifying an individual who may benefit from undergoing a full diagnostic assessment.

For further information on specific screening tests please see the following pages on our website:  
[www.bdadyslexia.org.uk/screening](http://www.bdadyslexia.org.uk/screening)

## What is a Diagnostic Assessment? (Cost: from £450 + VAT)

A diagnostic assessment is a battery of tests that looks at the cognitive ability of a person in order to identify their individual profile of strengths and weaknesses and to confirm a diagnosis of dyslexia or another specific learning difficulty. A diagnostic assessment is undertaken by either a Chartered Educational or Occupational Psychologist (£600 + VAT) or a Specialist Teacher Assessor (£450 + VAT) who holds an Assessing Practising Certificate (APC). A diagnostic assessment takes 2.5-4 hours to complete and is followed by a full written report.

Employees who have never been formally assessed for dyslexia or have not had a diagnostic assessment as an adult (age 16+ years) would benefit from a Diagnostic Assessment to understand their specific strengths and weaknesses, so that reasonable adjustments can be tailored to support their specific needs.

The report from a diagnostic assessment can be used as “evidence” of dyslexia to receive reasonable adjustments in the workplace. Professional exam boards may also require an up to date assessment to grant exam access arrangements for individuals sitting professional qualifications.

## What is a Workplace Needs Assessment? (Cost £375 + VAT)

A workplace needs assessment is designed to identify reasonable adjustments that can be implemented to support a dyslexic employee in the workplace. It is a semi-formal remote interview with an experienced workplace needs assessor to look at the specific job role of an individual, and the difficulties that they have as a result of their dyslexia. The assessor will consider the specific concerns and requirements of the organisation before making recommendations for reasonable adjustments.

Recommendations can include:

- IT solutions (assistive software);
- No cost / low cost solutions;
- 1:1 workplace strategy coaching;
- Awareness training for employers and colleagues.

The assessment will also look to involve the employee's line manager and HR / Occ Health department to ensure recommendations are realistic and appropriate for the individual and the organisation.

A Workplace Needs Assessment is **job-specific** and we would suggest that a new assessment is undertaken each time an individual starts a new role.

Workplace Needs Assessments are available privately through the BDA (fee payable) or through the Government Scheme – Access to Work:

- [www.gov.uk/access-to-work/overview](http://www.gov.uk/access-to-work/overview)
- [www.gov.uk/government/publications/access-to-work-guide-for-employers](http://www.gov.uk/government/publications/access-to-work-guide-for-employers)

### **Employer dyslexia awareness training (Cost: approx. £500 / ½ day - up to 25 people)**

This training is aimed at giving colleagues, Line Managers, Human Resources and Occupational Health teams a working understanding of the characteristics of dyslexia and the difficulties that can occur in the workplace, as well as giving practical advice on how to identify and support the individual themselves.

### **Bespoke Support Session. (cost dependant on number of attendees and session length)**

If you have a number of employees within your organisation looking to access workplace strategy or skills coaching, you may wish to explore the possibility of a trainer conducting a group session. This would allow for a number of issues and topics to be addressed, with the additional option of each individual having a brief consultation with the trainer to address any specific support needs. An added benefit of this type of onsite support is that managers, HR personnel or others can also attend part of this session, allowing them to better understand dyslexia, the specific challenges that their staff face and how best to support them with these.

To find out more about this option please contact [onsitetraining@bdadyslexia.org.uk](mailto:onsitetraining@bdadyslexia.org.uk)