Data Protection Agreement
By completing this form you agree to the SSC holding your personal details, in relation to this course, until the retention period has expired for your course cohort - maximum time will be 1 year from the month the last candidate of a particular cohort completes; the course archive will then be securely destroyed.

Contact Details:
Scottish Sensory Centre
The Moray House School of Education
The University of Edinburgh
Paterson's Land 1.14
Holyrood Road
Edinburgh
EH8 8AQ

Tel 0131 651 6501
Fax 0131 651 6502

Email: sscworkshops@ed.ac.uk
Web: www.ssc.education.ed.ac.uk
Content: This course offers the opportunity to acquire expertise in reading and writing uncontracted Braille. The course is presented in one stage and contains writing exercises along with flat and raised braille reading material. Course members must have access to a standard Perkins Brailler (or other paper carrying machine) and supply their own braille paper. Practising daily for 45 minutes to 1 hour is recommended rather than occasional blocks of time.

At the end of the course, an assessment comprising of a comprehension and a writing exercise is completed and submitted to the Course Tutor for marking. The Final Assessment is undertaken under formal examination conditions without the use of reference materials and must be invigilated by a person in authority, eg, Line Manager - please contact the SSC if this is not possible.

Uncontracted Braille Course Fees for 2018-19 (April-January):
£325 Standard fee
£225 Concession for parents/unwaged
£375 (outside UK)

Please note that the course fee is not refundable.

This course can be joined at the start of a month, from April to the following January (an application for January must be received in early December). Course members will have up to 3 months, from receipt of the course materials, to complete the course, including the Final Assessment. The course fee covers:
• payment to the SQA for registration and certification;
• complete course materials;
• tutor time (correction, feedback on assessments and support by letter/email/telephone), and
• final assessment exam materials.

Application Process: The centre pages of this information flyer contain the course application form. There is space for background information, and this includes any special support required, so that the Course Tutor and Centre can plan how best to provide appropriate support throughout the course.

Applications put forward by a school/service must be authorised by a line manager. Full invoice details are essential: please quote purchase order number and/or attach the official purchase order. There is an online link for card payments that will also request the application form information. Please check that a place is available before using this application route.

Please ensure that the application form is fully completed as missing information may delay registration onto the course and the form may be returned.

For statistical purposes, for the SSC’s Annual Report to its funding body and the SQA, the SSC requests information on whether the work-base is a mainstream school, special unit, or other, and pupil age range focus; we would be grateful for as much as much information as possible.

Receipt of applications will be acknowledged. If a place is available a confirmation email will be issued along with a Personal Details statement and a Course Agreement form; both should be checked, updated if required, signed and returned. When details are confirmed arrangements will be made to send out course materials, along with a countersigned copy of the Course Agreement and other relevant course related information, for the course start date.

Last enrolment for 2018-19 is 1st January 2019. Applications and Centre admin must be completed by mid December.

SQA Registration for certification purposes: requires full name, date of birth and home address so that when course members are registered for this award, the SQA can either match up details or create a new record; home address is where the SQA will send the award certificate. Attendance and taking exams at a Scottish school/college should mean an SQA Candidate Number already exists (please remember to provide name and address applicable at that time). If no record exists, one will be created.
APPLICATION FORM
SSC Braille Competency Course
UNCONTRACTED
2018-19

HOME INFORMATION:

Name: ____________________________________________
(Full name)

Address: _________________________________________
_________________________________________________
_________________________________________________
Postcode: ____________________

Phone: __________________________ Fax: _______________________

Email: ____________________________

SQA candidate no: ______________ Date of Birth: ____________
(if you already have one, please enter above)

Background Information (about yourself, reasons for doing course, any
special support required, eg large print, alternative paper colour, etc)
WORK INFORMATION:
Name: _____________________________________________________
(School name or work base)
Address: ________________________________________________
________________________________________________________
_______________________ Postcode: ____________
Region: _______________________________________________
Job Title: ______________________________________________________

(please circle type below and tick age range focus box)
Mainstream School • Special School/Unit/Base
Visiting Service • Health Profession(al) • Social Work
Educational Psychology • Carer or Parent • Interpreter •
Rehab Officer • Manager or Head of Dept • Lecturer/Tutor
Information Officer • Other: _____________________

Pupil Age Range
□ 0-4 yrs
□ 5-12 yrs
□ 12-19 yrs
□ 5-19 yrs

Phone: __________________ Fax: ________________________

Email: ___________________________________________________

I wish my invoice to be sent to:

PURCHASE ORDER NO: ______________________________

FAO: _______________________________________________
_____________________________________________________
____________________________ POSTCODE: __________

Phone: __________________ Fax: ________________________

Email: ___________________________________________________

Please print name, sign and date application form:

Applicant: ___________________________________________
Signature: _____________________ Date: ___________

Line Manager/Headteacher: ___________________________________________
(please print)
Signature: _____________________ Date: ___________

Email: ___________________________________________

Please return to: The Scottish Sensory Centre, Moray House School of
Education, University of Edinburgh, Paterson’s Land 1.14, Holyrood Road,
EDINBURGH, EH8 8AQ.