

The course format is distance learning and commences in April/September of each year. The **maximum** time allowed to complete the course is **18 months**. The course runs **continuously** for this period - holidays etc are not factored into the timetable.

Applicants will only be accepted for a 1st April or a 1st September start, if places are available. Thereafter applicants will be added to a waiting list for the next April intake. For statistical purposes, for the SSC's Annual Report to its funding body, the application form requests information on type of provision, eg, a mainstream school, special unit, or other, and pupil age range focus; the SSC would be most grateful for as much information as possible.

Applications are acknowledged by email. Acceptance onto the course rests with the Course Tutor. An email will then be sent to confirm personal details with a Candidate Agreement form which should be signed and returned to the SSC. Once all these details are processed arrangements will be made to issue the course materials in time for the start date along with a welcome letter, a countersigned copy of the Candidate Agreement, explanatory details about the course, how the assessments are to be submitted and other course related information.

Qualifications Scotland Registration

Information required includes full name, date of birth and home address to allow QS to either match up personal details or create a new record. On successful completion of the Final Assessment exam, the result is passed to QS who issue the certificate direct to the candidate's home address. (Former pupils/students of a Scottish school/college who have undertaken National Qualification exams (since 1999) will have a Qualifications Scotland Candidate Number (SCN); please provide name and address applicable at that time.) Qualifications Scotland privacy statement:
<https://www.qualifications.gov.scot/privacy-statement>

Contact Details

For more information and FAQs please check the SSC website:
www.ssc.education.ed.ac.uk



SSC Braille Competency Course 2027-28 **Contracted Unified English Braille (UEB)**

This course has been validated by Qualifications Scotland (formerly SQA). On satisfactory completion of the course a Qualifications Scotland certificate will be awarded.

According to the Guidance on Appropriate Qualifications for Teachers of Children and Young Persons who are Visually Impaired, published by the Scottish Government, Local Authorities 'need to ensure that all visually impaired pupils who need to use Braille are taught by appropriately qualified teachers who have competence in Braille to Grade 2'.

This course is for sighted people working with children and young people who use, or may need to use, Contracted Unified English Braille (UEB), eg, teachers, additional needs support assistants, parents/carers, etc. It offers the opportunity to acquire competence in reading and writing Contracted UEB.

The SSC's Braille course is based on the centre's belief that all learners of Braille should do so by using a Perkins Braille Writer (or other paper carrying machine) and paper. Offering a Braille course that can be accessed via an electronic device may mislead a new and/or inexperienced practitioner into believing that this is also the best way to teach young children. Effective and efficient use of two hands is essential for reading and interpreting tactile diagrams and this technique can only be developed by reading a hard Braille copy, never by using a Braille display that shows only a single line at a time. For young children learning Braille the importance of developing a good, two-handed reading technique can never be over emphasised.

Since this course is accredited by Qualifications Scotland, candidates must reach a recognised standard for each stage before completing the Final Assessment exam. **This is a skills-based course and, by its very nature, requires a high level of commitment and daily practise.**

Content

This course offers the opportunity to acquire competence in reading and writing Contracted UEB. The course is presented in 12 stages and contains writing exercises along with flat and raised braille reading material. Each stage is assessed separately by submitting an assessment to the Course Tutor for marking. Candidates must submit Stage Assessments regularly, in accordance with the timetable in the course materials; failure to do so could result in being withdrawn from the course. The Final Assessment is undertaken as a timed, formal exam without the use of reference materials and must be invigilated by a person in authority, eg, Line Manager or some person designated by him/her.

Candidates must have access to a standard Perkins Braille (or other paper carrying machine), and supply their own braille paper. The SSC has a limited supply of brailers which, if available, may be hired for the duration of the course for a non-returnable fee of £50; non-return of a braille would incur a charge for the full replacement cost.

Candidates have **18 continuous months**, from receipt of the course materials, to complete the course including the Final Assessment exam. **NB:** it is not possible to extend the completion of the course past this length of time unless there are exceptional circumstances in line with University regulations.

Course Tutor: Diane McLellan

Course Fee: £605
£675 (outside UK)

Please note that the course fee is not refundable after the first month and substituting candidates is not permitted.

The Contracted UEB course starts on 1st April but can be joined in September if places are available. As mentioned above candidates will have 18 continuous months, from receipt of the course materials, to complete the course including the Final Assessment, taken under exam conditions.

The course fee covers:

- complete course materials;
- tutor time (correction, assessment feedback);
- centre staff support (letter/email/telephone);
- final assessment exam materials, marking, and feedback;
- fee to Qualifications Scotland for course award registration and certification.

Application Process

The centre pages of this flyer contain the course application form. There is space to note background information and any special support requirements. Any support required should be declared before commencing the course so that the Course Tutor can plan how best to meet these needs and provide appropriate support throughout the course. If such support requires any special arrangement (eg, extra time) for the Final Assessment exam, this will need to be requested of Qualifications Scotland and evidence will be required, eg, copy of formal diagnosis of dyslexia, etc.

Unless self-funding a Line Manager of school/service must authorise the application, provide contact information and confirm the payment method. Full invoice details are essential: please quote the purchase order number and invoice address and ensure that the application form is fully completed as missing information will result in the form being returned and the course place may be offered to the next candidate - limited to 20 each year.

Data Protection Agreement

By completing this form candidates agree to the SSC holding personal details until the course retention period has expired - maximum time is two years from month the last candidate of a particular cohort completes; this archive is then destroyed securely.

APPLICATION FORM
SSC Braille Competency Course
Contracted UEB 2027-28

HOME INFORMATION:

Name: _____
(Full name)

Address: _____

_____ **Postcode:** _____

Phone: _____ **Fax:** _____

Email: _____

Qualifications Scotland 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)

NB: Any special arrangements required should be accompanied by supporting evidence for this request.

Scottish Sensory Centre
Moray House School of Education & Sport
The University of Edinburgh
Paterson's Land 1.14
Holyrood Road
EDINBURGH EH8 8AQ

23092026

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

Peripatetic 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:** _____**UEB BRAILLE COURSE OPTIONS (Please tick one only) for 2027-28:****Complete application online and Pay:**Standard Fee: ☐ @ £605<https://www.epay.ed.ac.uk/product-catalogue/college-of-humanities-and-social-science/moray-house-school-of-education/cpd/ssc-braille-competency-course-g2-contracted-uk-only>Outwith UK ☐ @ £675<https://www.epay.ed.ac.uk/product-catalogue/college-of-humanities-and-social-science/moray-house-school-of-education/cpd/ssc-braille-competency-course-g2-contracted-outside-uk>**OR: I wish my invoice to be sent to:**(Please send a copy of the PO to: sscworkshops@ed.ac.uk)**PURCHASE ORDER NO:** _____**FAO:** _____

_____ **POSTCODE:** _____**Phone:** _____ **Fax:** _____**Email:** _____**Please print name, sign and date application form:****Applicant:** _____**Signature:** _____ **Date:** _____**Line Manager/Headteacher:** _____
(please PRINT name)**Signature:** _____ **Date:** _____**Email:** _____**Please email to:** The Administrator, Scottish Sensory Centre:
sscworkshops@ed.ac.uk by 18th January 2027.