



Using ICT in the workplace to support dyslexics: Schools as dyslexia-wise employers

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Presentation available as .pdf download
www.box42.com/bett



Employer's responsibilities?

DDA applies to ALL employers

Disability is no bar to being a teacher

Schools know how to help children

Reasonable adjustments are possible



What is Dyslexia?

An unexpected difficulty especially in literacy

A syndrome of difficulties co-morbid with other syndromes

Specific learning difficulties

Can be a disability

"a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities."



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DDA applies to ALL employers

TUC report links dyslexia to performance problems

Report available from TUC www.tuc.org.uk

Not recognising link could mean judging employee unfairly

Many people not previously aware of their condition

DDA guidance for schools from DfES

www.dfes.gov.uk/publications/guidanceonthelaw/3_97/summary.htm



Disability is no bar to being a teacher

TTA standards for academic and practical teaching skills

www.tta.gov.uk/php/read.php?sectionid=108&articleid=470

Pre-admission skill tests in Literacy, Numeracy & ICT

www.tta.gov.uk/php/read.php?sectionid=112&articleid=448

TTA guidance "Able to teach"

www.tta.gov.uk/php/read.php?sectionid=262&articleid=1792



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Regulations on physical & mental fitness to teach

www.dfes.gov.uk/publications/guidanceonthelaw/6_99/circa148.htm

www.nhsplus.nhs.uk/allaboutOH/education.asp "fitness to teach" Sect 16.4.7

Do schools and ITT providers know what can be done?

www.dfes.gov.uk/publications/guidanceonthelaw/dfeepub/jan00/030100/



Schools know how to help children

Dyslexia as a literacy difficulty is now recognised

Many schools are becoming "Dyslexia Friendly"

Statements provide extra resources and support

Access arrangements are made for external examinations

Reasonable adjustments are possible

Alternative communication

Additional resources

Physical changes

Organisational adjustments

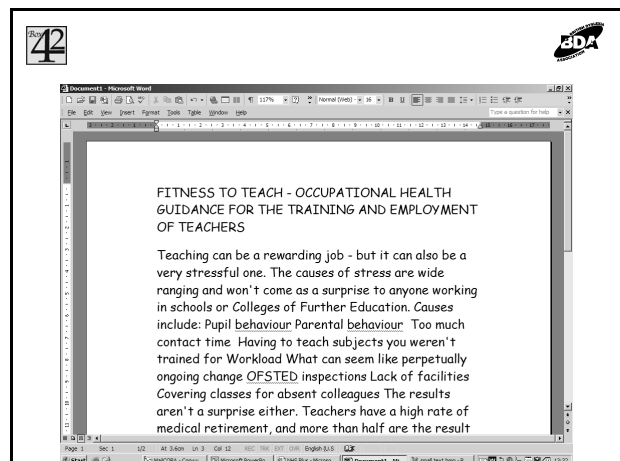
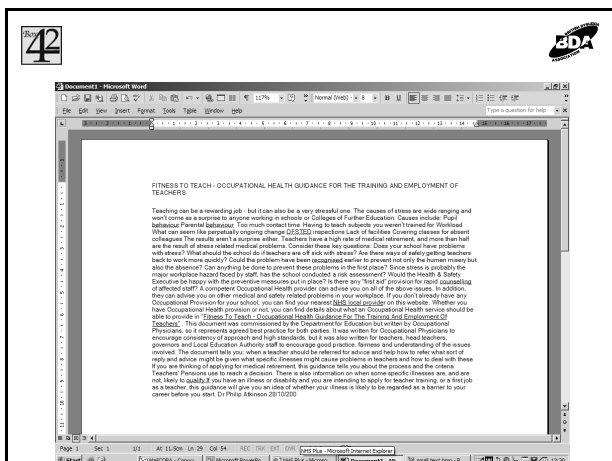
Reading

Electronic text - user can change font, size etc

Audible text - recorded audio, text-to-speech

OCR - create electronic version

Reading pen - read single words





Written communication

Start from outline or bullet points

Templates for frequently used documents

Email to colleague for proof reading

Style guide / grammar checking



Handwriting

Word processing - touch typing

Word banks, word grids & overlays, word prediction

Voice input - limitations: background noise & stress

Handwriting recognition



Spelling

Hand held spelling checker - can have speech output

Electronic spell checker - recognise dyslexic errors

Word bank or grid - quick & accurate entry

Word prediction and word completion



Number

Hand held calculator - can have speech output

Electronic calculator - with colour coding of operations

Spreadsheet pre-structured for data storage

Auto-dialling of telephone numbers



Recording information

Audio - analogue and digital

Visual - graphics and photo images

Video - analogue and digital

Text - type written and handwritten



Record keeping

Spreadsheet pre-structured for data storage

On-line data entry - with version control

PDA to record numerical data as they are collected

Electronic registration - card and keyboard



Memory and processing

Notepad - simple word processing

Organiser - Diary with timed prompts, contacts, To Do lists

Email, intranet and mobile resources always available

User controls rate of operation



Visual Discomfort

Screen colours - text & background - menus & borders

Contrast and brightness

Focus and resolution

Size of display

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Planning

Outliner facilities in word processor

Visual concept mapping

Dedicated lesson planning software

Item banks – ready to use modules – custom edited

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Marking

Pupils to submit work electronically

Electronic mark book

OCR marking of multiple choice responses

Electronic version of marking scheme

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Meetings

Agenda in advance – electronic version sent by email

Minutes available immediately on intranet

Audio Recording of session – analogue or digital

Live visual presentation of agenda and minutes

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Visual and coordination skills


Graphics and presentation packages – use clip art

Ergonomic keyboard, rests & supports, document holder

Roller, joystick or “mouse trapper”


Safe but accessible storage and packaging



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Universal Adjustments

- All communication in verbal, paper and electronic modes
- Wireless networking with intranet access from home
- Computers, notebooks, tablets & PDAs used by everyone
- Training, maintenance, spares and support available

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Reasonable adjustments are possible

- Alternative communication – projection, email, intranet
- Additional resources** – tablet, PDA, spell checker
- Physical changes** – lighting, location/timetabling
- Organisational adjustments** – personal support & training

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The dyslexia-wise employer's principles

- Understand what dyslexia is
- Ensure access to information
- Identify the issues in the workplace
- Develop specialist knowledge and support
- Create a culture of confidence