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## **Guidelines for Video/DVD Evidence for APEL Applications**

All recordings should be submitted in a format that will play on computers, DVD players and 'smart' TVs. Please ensure that all such evidence is of sufficient quality to:

- observe facial expression and body language;
- hear precisely what is being said by both applicant and learner; and
- cover the environment, which should be panned first and described on the video/DVD at the start of the recording.

The recording should be clearly labeled with the applicant's name, the date and time of recording and number of sessions that were recorded. However, it should still maintain complete confidentiality about the school, college, learner, etc.

Before recording takes place the full, informed, written consent of the parents / carers and the learner (if possible) must be obtained. (Only the latter if post-16.) A document detailing the information required is attached as an appendix to this document.

Accompanying evidence must be available for inspection. If a lesson is being taught, this should include:

- the learner profile, long term aims and IEP;
- the plan for the lesson together with the applicant's self evaluation;
- all worksheets and materials used in the lesson, excluding such obvious items as wooden letters;
- the learner's workbook or photocopies of his/her work completed during the lesson; and
- the plan and evaluation of previous lessons.
- a copy of the letter indicating consent.

For an assessment session, the following should also be included:

- a plan for the assessment session;
- the assessor's marking forms for the assessment; and
- the diagnostic assessment report.

If it is deemed to be appropriate, lessons / assessments may be carried out over more than one sitting but this must be documented in the accompanying notes. For assessments, the hour long recording should be a collection of extracts from assessment sessions so as to indicate the range of techniques used.

It is inappropriate for a camera technician to move around and focus the camera on a learner's work or look over his/her shoulder during the lesson. The camera needs only to have been positioned and left to run. There is no need for refocusing or close ups. The best seating is where the teacher is at right angles to the learner and the camera is placed directly opposite. A quick look through the viewfinder beforehand will ensure that the tutor, student and the workstation are clearly in view.

The camera should not be positioned to look into direct sunlight as the figures will appear in outline only and it will be difficult to see facial expression.

As all such material is covered by the data and child protection legislation, precautions should be taken over the transmission of the recorded material for evaluation. Such precautions are the sole responsibility of the person or persons concerned. However, the following advice is offered:

- All electronically produced and saved material should, ideally, be encrypted.
- If the material is posted then it is recommended that a procedure whereby the material is signed for on receipt is used. If the material is transmitted over the internet then ideally, it should be both encrypted and password protected prior to transmission.
- Social networks such as 'Facebook' should NOT be used.