



PASS Membership Application Processes

Application Information & Contact Points:

- Forms available on the PASS website or from any PASS member. Submit via email to jennyshepherd1974@gmail.com or to any board member.
- Board members (or Linda Kerr, Chairperson, upon request) can discuss benefits and share the PASS Welcome PowerPoint with any prospective applicant before they apply.

Application to Membership Stages

Stage 1: Application Received

Completed application form is received by any PASS Board Member.



Stage 2: Forward to Membership Lead

Board member emails application to Membership Coordinator, Jen Shepherd, with subject line: URGENT: New Membership Applicant.



Stage 3: Verification & Checks

Membership Coordinator acknowledges receipt and checks qualifications*, PVG/DBS, CPD, insurance, and professional body membership is evidenced. (Sharon Duncan, Dyslexia Scotland liaison, may be consulted regarding qualification relevance in some situations.)



Stage 4: Approval & Fee Request

Membership Coordinator approves either Full or Affiliate Membership subject to fee payment, confirms fee amount and payment details, and informs Treasurer (Louise McMahon). **OR** Membership Coordinator notifies applicant of Application Deferred Status: Membership cannot be confirmed at this time; feedback and support advice is provided.



Stage 5: Welcome Pack & Record Updates

Membership Coordinator sends the New Member a Welcome Email with a Welcome Pack attached (e.g. constitution, policies, codes, PowerPoint, CPD events), after payment. They also notify Basia McDougal (full member, maintaining PASS member list), APC & Reporting CPD Lead Teresa Detterman (maintaining CPD list), and Acting Peer Reflection CPD Lead (tbc).

* **Full Member:** PASS approved SpLD Specialist Assessor at Post Graduate qualification at SCQF Level 11 (<https://scqf.org.uk>) or Level 7 (England, Wales and Northern Ireland) **Affiliate Member:** Collaborative Assessors in School, must have Module 1: 'Introduction to Dyslexia and Inclusive Practice', Module 2: 'Supporting Dyslexia, Inclusive Practice and Literacy', Module 3: 'Dyslexia: Identification and Support' and GTCS Professional Recognition in 'Dyslexia and Inclusive Practice'.

You can email us at: pass.membership.scotland@gmail.com