

Dyslexia-Friendly Quality Mark

Timeline Guide for Accreditation

Step	Activity	Duration
1	Attend the two sessions provided » DFQM information session » Dyslexia awareness raising training session	Within 1 month 1 hour – online 1 hour – online
2	Complete the initial DFQM survey » Short survey assessing preparedness	
3	Self-assessment » Complete the template and submit through the DFQM Moodle LMS	Within 1 month
4	Action plan » Develop an action plan using the template and informed by self-assessment	Within 2 months
5	Portfolio of evidence » Collate evidence for the 27 DFQM standards » Create electronic files for each standard before submission	Within 5 months
6	Portfolio of evidence is assessed	Allow 2 weeks
7	Verification visit » A DFQM facilitator will visit your organisation » Informal interviews will be conducted	1 day – in person 30 minutes each
8	Receive DFQM completion notification » Receive summary, completed standards checklist, and DFQM logos	Allow 2 weeks
9	Post-DFQM survey » Receive brief survey to assess impact and outcomes	2 months after certification
10	DFQM awards ceremony	Held annually
11	DFQM annual check-in » Arrange an online meeting to discuss progress and challenges	After 1 year 1 hour – online
12	DFQM renewal process The DFQM accreditation is valid for three years	After 3 years



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