

ACCESS @SW15



DSA NEEDS ASSESSMENT SUPPORTING YOUR EDUCATION

A guide for students

www.roehampton.ac.uk/Access-at-SW15



University of
Roehampton

London

About Us

Access@SW15 is Southwest London's Access Centre, located at the University of Roehampton.

If you've applied for the Disabled Students Allowance (DSA) and your funding body have given you approval to arrange a Needs Assessment you can come along to Access@SW15 for that assessment. You don't have to be studying at the University of Roehampton to be assessed at Access@SW15.

At Access@SW15, we have a team of experienced Needs Assessors who have expertise across a range of disabilities, including specific learning difficulties, mental health, physical disabilities, visually or hearing impaired to name but a few. When you call to make an appointment, our admin staff will match you to an assessor who is best suited to assess your specific needs. Your assessor can demonstrate and allow you to try any ergonomic aids or assistive technology to best inform recommendations to support your needs.

To find out more about our facilities or to book an appointment, call us on **020 8392 3403** or send an email to: accesscentre@roehampton.ac.uk



How Does the Disabled Students Allowance Work?

The Disabled Students Allowance (DSA) is a grant which can help pay for the extra costs you may have as a direct result of your disability, mental-health condition, or specific learning difficulty. The four different allowances can help with the cost of having a non-medical helper, items of specialist equipment, travel and other course-related costs. Students who are in higher education, studying on a full or part-time undergraduate course and some post-graduate courses and who have a disability or learning difficulty can apply to their funding body to be considered for the DSA. There are exceptions to who can apply so you should contact your funding body or disability advisor at your university to check first.

What Disabilities are covered by the DSA?

You may be eligible if you have any of the following:

- A mental-health condition, such as anxiety, depression, OCD
- A specific learning difficulty, such as dyslexia or dyspraxia
- A developmental disorder, such as autism, ADHD/ADD
- A progressive medical condition such as Multiple Sclerosis, Cancer or HIV
- A sensory impairment which could affect the ability to see or hear
- Another medical or physical condition, such as Arthritis, RSI
- A long term health condition, such as Diabetes
- Other conditions not listed here may be covered by the DSA.

How to Apply

To apply for the DSA you will need to complete a DSA application form, which will be available from your funding body. You will need to send the completed form together with evidence of your disability to your funding body. Once the funding body has processed and approved your application, they will contact you, to confirm that you need to book a Needs Assessment at an Access Centre.

How to Book Your Appointment at Access@SW15

You should contact Access@SW15 on 020 8392 3403 or by emailing accesscentre@roehampton.ac.uk and talk to a member of our friendly Access Centre staff. You can book an appointment with an assessor who has experience of your disability or specific learning difficulty. We're open Monday to Friday 9am to 5pm, including holiday times but do close for Easter, Christmas and other Bank Holidays. We are able to offer late appointments on Tuesday evenings during term time.

We will send you an email to confirm your appointments details together with a leaflet on How to Find Us and a Pre-Assessment Questionnaire for you to complete and email to us before your assessment.

What evidence Do I Need to Submit?

Your funding body will send you a letter which confirms that you should have a Needs Assessment. You will need to email a copy of this letter to the Access Centre, before your appointment, along with evidence of your disability. This evidence should be the same document (s) that you supplied to your funding body as part of your DSA application. This might be a letter from your GP, or an educational psychologist's report. We cannot proceed with your assessment if you do not provide these documents.

What Happens in the Assessment?

Your Needs Assessment will be carried out by a DSA Needs Assessor. The team of Assessors at Access@SW15 have a wealth of experience covering a wide range of disabilities. When you book your appointment you will be matched with an assessor who has the most experience of your particular disability/specific learning difficulty.

The Needs Assessment appointment will last between 1 and ½ and 2 hours and will take place in one of the Centre's assessment rooms. The assessment is an informal chat between you and your assessor and gives you the opportunity to discuss how you feel your disability affects you in a learning environment, in a safe and secure setting. The assessment is not a test. Any information you provide will always be treated in the strictest of confidence.

The assessor can help identify disability related needs and recommend strategies to assist you with your studies. This could be in the form of a computer and software – known as assistive technology – or could be a non-medical helper – such as study skills support, or a note taker for lectures.

Your assessor will provide a demonstration of any software/equipment that may be recommended for you. You are encouraged to try the software during the assessment.

What Happens After the Assessment?

After your assessment, you will receive a detailed Needs Assessment report. This will detail confirm the effects of your disability and the recommendation that you and the assessor discussed during the assessment. The assessor will provide details of the equipment and support you they are recommending together with quotes for the costs involved and the suppliers that are to be used.

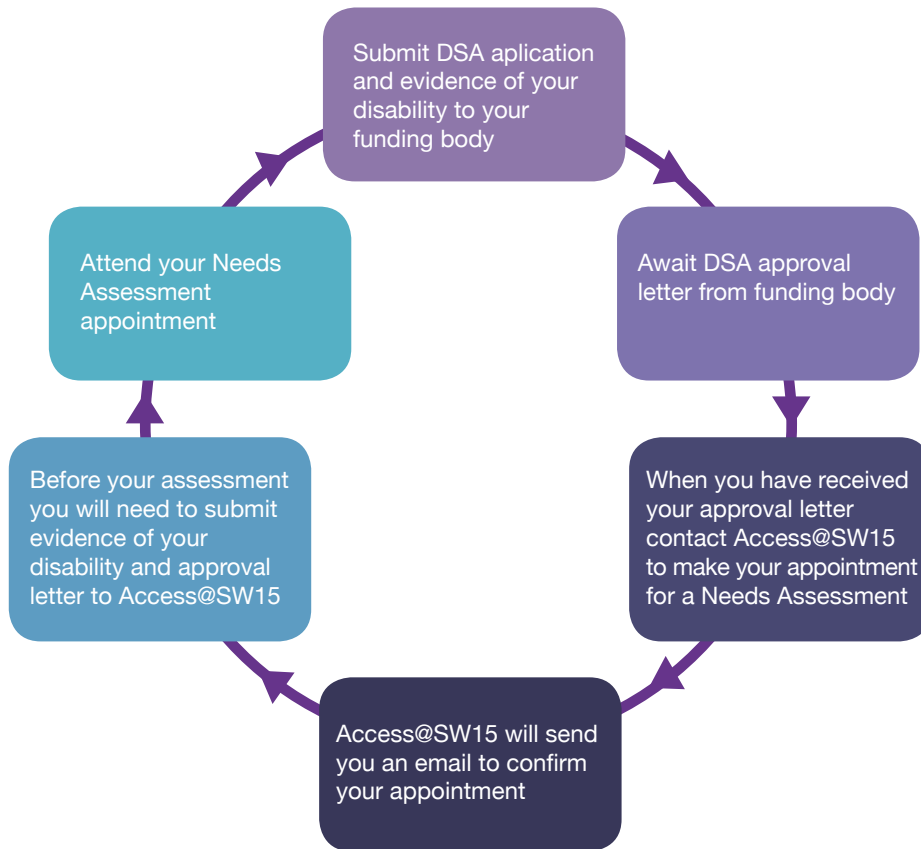
You will be sent a copy of the report within 10 working days of the assessment. Provided you have given us your permission a copy of the report will be sent to your funding body and your disability advisor at university.

Your funding body will consider the report and the costs. They will write to you and let you know what funding they have approved. The funding body will also be able to tell you which suppliers you need to contact, and how your DSA funding will be administered. You can find the contact details for the suppliers on the 'Suppliers Contact' page of your report.

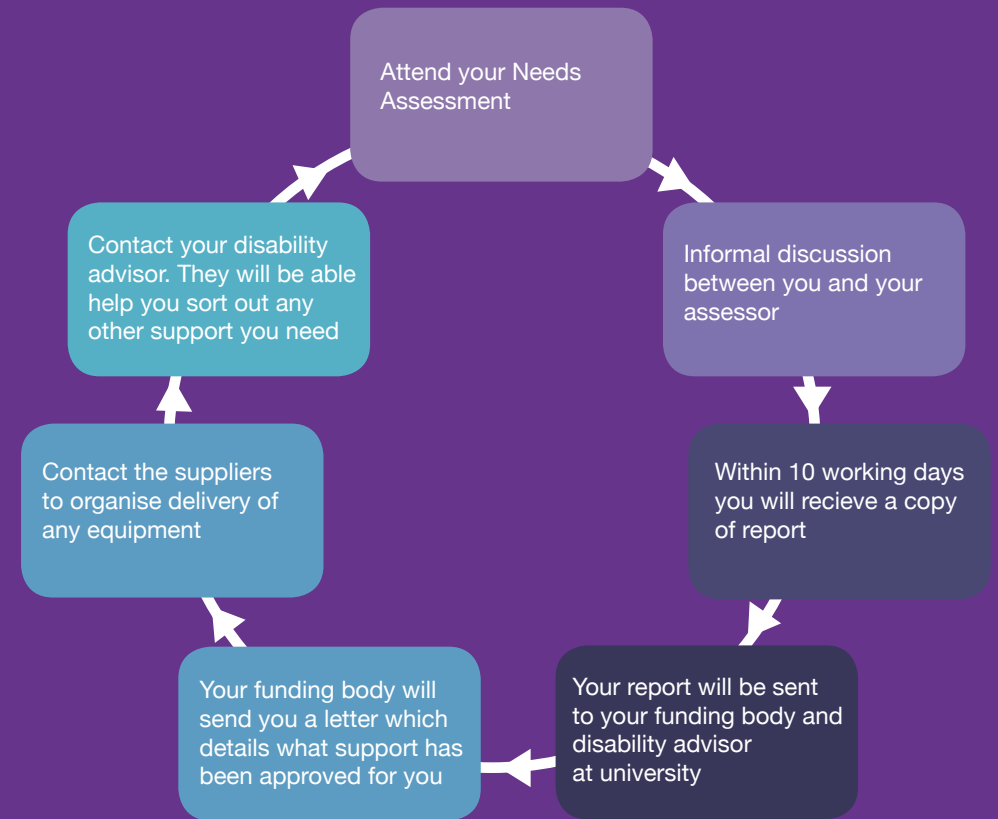
If you have any questions relating to the report you can call Access@SW15 on **020 8392 3403**, Monday to Friday 9am-5pm or you can email accesscentre@roehampton.ac.uk



DSA Application Process



Needs Assessment Process



Beat the Jargon

- DSA – Disabled Students Allowance
- Funding Body – the organisation you applied to for your DSA and/or Student Finance
- DA/DO – Disability Advisor/Disability Officer
- NA – Needs Assessment
- NAR – Needs Assessment Report
- Needs Assessor – the person who will conduct your needs assessment
- EP – educational psychologist – a qualified professional who diagnoses specific learning difficulties such as dyslexia and dyspraxia

Useful Contacts

Student Finance England (SFE)

PO Box 210, Darlington, DL1 9HJ

Tel: 0845 607 7577 | Email: dsa_team@slc.co.uk

Student Awards Agency for Scotland

Gyleview House, 3 Redheughs Rigg, Edinburgh, EH12 9HH

Telephone: 0300 555 0505 | Minicom: 0131 244 5107

Email: saas_4@scotland.gsi.gov.uk

Open University

The Disability Resources Team Tel: 01908 653745 Textphone: 01908 655978

Fax: 01908 655 547 | Email: disabled-student-resources@open.ac.uk

Student Finance Northern Ireland

Tel: 0845 600 0662 | Minicom: 45 604 4434

NHS Social Work Bursaries

Head Office, Bridge House, 152 Pilgrim Street

Newcastle upon Tyne, NE1 6SN

Tel: 0300 3301342 | Email: nhsbsa.swb@nhs.net

NHS Student Bursaries

Ridgway House, Middlebrook, Horwich, Bolton, BL6 6PQ

Telephone: 0300 330 1345 or 0191 279 0570

Email: nhsbsa.sbaccount@nhs.net (for all student queries including Child-care and Disabled Students Allowance)

Student Finance Wales

Tel: 0845 602 8845 | Minicom: 0845 603 1693