**Disability Support and Inclusive Practice 17-18**: Information for

New Students

Needs Assessors

External Providers

**Information for Students**

As you may be aware, the Disabled Students’ Allowances (DSA) scheme has been reviewed recently and changes have been phased in over the past couple of years. Disabled students should still apply for DSA, and discuss inclusive approaches to their education with their Disability Adviser or Dyslexia Coordinator.

**\*\*New students in 17-18 and current students not in receipt of DSA should apply for DSA without delay, as this will inform the level of support that can be provided, both funded and non-funded \*\***

<https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim>

**For students starting in 17-18:**

1. **Students assessed as requiring a computer to help them study effectively must contribute the first £200 of the computer’s cost – broadly equivalent to the cost of a basic computer.**

**How has the University of Roehampton responded to this?**

To support students who may have difficulty funding the £200 contribution to computer equipment, the university offers the following support, advice and facilities:

* **Support to apply for financial assistance via our Student Hardship Fund:**  If you require financial assistance please contact either Disability and Dyslexia Services or our Student Funding team to discuss. If you are eligible, you may choose to use some of the fund to pay for the cost of the computer. For details of the Student Hardship Fund: <http://www.roehampton.ac.uk/Student-Experience/Student-Hardship-Fund/>
* **Loan equipment such as laptops and digital recorders** are held in AV Resources in Harvey building, Digby Stuart College and are available for one month loan. Please note that stocks are limited so they must be returned at the end of the month. These laptops have some assistive software available - please enquire at the AVR desk on the ground floor of Harvey Building and ask for details.
* **Site licences** for [ClaroRead Plus v7](https://www.clarosoftware.com/claroread) (including ClaroView; ClaroCapture; Screen Ruler; ClaroIdeas and Claro Audio Note) and [Mindview v6](http://www.matchware.com/en/), available on loan lap tops and campus PCs
* **On campus computer facilities**

For information on available PCs and Macs see:

<http://studentzone.roehampton.ac.uk/itservices/openaccess/index.html>

There are bookable rooms in the Library, which disabled students have priority booking for.

<http://www.roehampton.ac.uk/Study_Room_Bookings.aspx>

If you have been recommended assistive software to support your studies, you may wish to ask your needs assessor to provide this on a memory stick where possible.

* The University offers students the opportunity to buy a laptop via the student store (this service is provided by an external company). For more information: <http://studentzone.roehampton.ac.uk/itservices/computerstobuy/index.html>

1. **In light of reductions to the DSA book allowance, the University offers the following to support students to access books and reading materials:**

* Up to date details regarding accessibility of books on the library web pages: <http://www.roehampton.ac.uk/Library/>
* One to one sessions available with an Academic Achievement Librarian to learn how to access databases, books and information in the library and online. Details for each subject can be found here: <http://www.roehampton.ac.uk/Subject_resources.aspx>, and further information about finding online resources can be found here: <http://www.roehampton.ac.uk/Exploring_online_resources.aspx>
* The library offers a search and collect service for all students, which is particularly useful for students who have difficulty finding or accessing books due to a disability: <http://roehampton.ac.uk/Library/Services/Search-and-collect/>

**Digitisation Services** are available for students who are blind or partially sighted, and students who are not physically able to manipulate books. The Digitisation Service will scan extracts of books and will request entire books through RNIB Bookshare. Students should first contact Disability Services who will refer them to Digitisation Services where agreed.

1. **For students applying for DSA funding for 17-18 for the first time, learning support assistants will no longer be recommended by the needs assessor or funded by the Disabled Students’ Allowance**

**Inclusive practice at the University of Roehampton**

The university is committed to ensuring inclusivity across teaching & learning environments and service provision. **Lecture capture** is available in some classes, lecturers are guided by an **inclusive practice checklist,** and services strive to ensure that events and materials are accessible and inclusive.

For some students individual adjustments may still be required. Students should discuss their needs and how they can be met with the Disability Adviser - to book an appointment with a Disability Adviser, [please click here](https://docs.google.com/forms/d/1FYxt0EFOG0FDY0L_FmX1d11RYpu1vJJXgH_PVLh8Eko/viewform?usp=send_form) to fill in our online booking form.Alternatively you can:

* phone our office on 0208 392 3636
* send an email to [disabilities@roehampton.ac.uk](mailto:disabilities@roehampton.ac.uk)
* come in to see us in person to make an appointment. We are based in the Richardson building, Digby Stuart campus.

**Reasonable adjustments typically offered to disabled students at Roehampton**

In addition to any funded support required, the University will make reasonable adjustments on the basis of diagnostic or medical evidence of a disability. Students will have the opportunity to discuss appropriate reasonable adjustments with staff in the Disability or Dyslexia Service. A Summary of Adjustments (SoA) will be created and shared with other key staff in the University, with the student’s permission. In complex cases, a panel may convene to discuss and agree reasonable adjustments to ensure we are able to provide the best support to students. Adjustments can be made to a provision, criteria or practice (or the way things are done); to physical features such as access to buildings or lighting levels; or auxiliary aids such as an interpreter or materials in a different format, available online prior to classes.

We recognise that students may have mitigating circumstances due to their disability, such as the need for extended course deadlines or disability related absences. We aim to provide clear, transparent advice and support in these cases and include recommendations in the SoA so students are not required to provide additional evidence to support applications. Guidance and forms can be found on the Mitigating Circumstances portal: <http://studentzone.roehampton.ac.uk/examinations/mitigatingcircumstances/index.html>

**Physical access:** The University has four colleges across two campuses. Step-free access is available in most buildings, although some are heritage or listed so may have limited access. We advise students to contact Disability Services as soon as possible so that any potential access issues can be addressed.

The university also offers a range of other facilities and provisions, to meet the needs of disabled students:

* On campus diagnostic assessments for specific learning differences, with either an educational psychologist or specialist assessor
* Support to apply for funding towards the cost of a diagnostic assessment
* Prioritised accommodation on the basis of disability needs
* Limited parking for students with disabilities
* Radar keys available via Disability Services
* Departmental Disability Coordinators to provide advice and guidance in the department

Additional services and support available for all students at the University of Roehampton, including students with disabilities:

* [Library & Academic Skills Development](https://www.roehampton.ac.uk/student-life/library/)
* [Student Welfare and Counselling](https://www.roehampton.ac.uk/student-life/welfare-and-emotional-support/)
* [Chaplaincy](http://www.roehampton.ac.uk/chaplaincy/)
* [Careers](http://www.roehampton.ac.uk/Employability/)
* [Student Funding](http://www.roehampton.ac.uk/Student-Experience/Student-Funding/)
* [Sport Roehampton](http://www.roehampton.ac.uk/Sport-Roehampton/)
* [Roehampton Student Union](http://www.roehamptonstudent.com/)

**Information for DSA Needs Assessors**

The University of Roehampton will continue to offer in house provision of the following forms of Non-Medical Helper’s (NMH) Allowance support, funded through the DSA:

* Specialist one to one study skills support
* Specialist mentoring

Our specialist one to one study skills tutors are either permanently employed or are contracted by the university on a freelance basis. All other NMH roles are employed by the University. Disability and Dyslexia Services work closely with all staff delivering NMH support to ensure a quality, student centred approach – all support staff are an integral part of our service.

In addition to this, we will continue to provide the following Non-Medical Helper support, which will not be funded by DSA and will only be provided where all other approaches do not meet the disability related needs:

* Manual note-taking
* Examination support workers, such as readers and scribes
* Study Assistants
* Library Support Assistants
* Practical Support Assistants

Needs assessors are required to provide two quotes for NMH provision at Roehampton, below is an outline of the NMH services provided by the University of Roehampton, with associated net and gross costs:

|  |  |  |  |
| --- | --- | --- | --- |
| **Band 1 Support Assistants** | **Net** | **VAT** | **Total** |
| Practical Support Assistant | £24 | n/a | £24 |
| Library Support Assistant | £24 | n/a | £24 |
| Reader | £25 | n/a | £25 |
| Scribe | £27 | n/a | £27 |
| **Band 2 Enhanced Support Assistants** |  |  |  |
| Study Assistant | £29 | n/a | £29 |
| Examination Support Worker | £28 | n/a | £28 |
| Manual Note Taker | £25 | n/a | £25 |
| **Band 4 Specialist Access and Learning Facilitators** |  |  |  |
| Specialist Mentor | £60 | n/a | £60 |
| Specialist One to One Study Skills Support | £62 | n/a | £62 |

**Information for External Providers supporting disabled students on campus:**

All relevant university policies can be found on our webpages:

<https://www.roehampton.ac.uk/corporate-information/policies/>

Health and Safety information for visitors can also be found on our webpages:

<https://www.roehampton.ac.uk/4a518d/globalassets/documents/corporate-information/health-and-safety-information-for-visitors.pdf>

General information about the university can be found here:

<https://www.roehampton.ac.uk/general-information/>

For any queries or to request further information, students and DSA Needs Assessors should contact the Disability and Dyslexia Services at the University of Roehampton:

**Disability Service:**

Email: [disabilities@roehampton.ac.uk](mailto:disabilities@roehampton.ac.uk)

Phone: 0208 392 3636

**Dyslexia Service:**

Email: [dyslexia@roehampton.ac.uk](mailto:dyslexia@roehampton.ac.uk)

Phone: 0208 392 3860

**Head of Disability Services: Lisa Forbes**

Email: [lisa.forbes@roehampton.ac.uk](mailto:lisa.forbes@roehampton.ac.uk)

Phone: 0208 392 3275

For more information: <http://www.roehampton.ac.uk/Disability-Services/>