

Needs Assessment Process and Timescales

	Stage	Timescale
	1. Book your Needs Assessment Call: 01926 464 095	Your will be offered an appointment during phone call
	2. A confirmation booking of your Needs Assessment will be emailed to you, this email will also contain; other useful literature, forms to be completed and directions	Within 1 working day from Assessment
	3. Send completed Pre-Assessment Form, your Funding Body letter and your Medical Evidence to the DSA Central Office: dsa@abilitnet.org.uk	Return ASAP or at least 5 working days before your Needs Assessment
	4. Needs Assessment takes place	No later than 15 working days from booking your Needs Assessment
	5. Assessor drafts your Needs Assessment Report	Within 5 working days following from your Needs Assessment
	6. Needs Assessment Report is submitted for Quality Assurance checks	Please allow for another 5 working days
	7. A copy of your Needs Assessment Report is emailed to you, your Funding Body and your Disability Advisor (if your consent is given)	Your Needs Assessment Report will be emailed to you on the 10 th working day following your Needs Assessment
	8. Draft Needs Assessment Report If you requested a draft copy of your Needs Assessment Report this will be emailed to you at this stage You will have 5 working days to respond to the Draft Needs Assessment Report with amendments or approval.	



9. You will then receive a letter from your
Funding Body

Within 10 working days from
receiving your Needs
Assessment Report being
emailed



10. Your Funding Body letter provides contact
details for you to arrange delivery and
installation of your equipment

If you have not responded within 5 working days your Needs
Assessment Report will be emailed to your Funding Body etc.



11. Await delivery and installation of your equipment

12. Your Funding Body Letter provides contact details for you to arrange training
on your equipment.



13. DSA process complete

What will happen during the DSA assessment?

Each student applying for the Disabled Students' Allowances is required to have an assessment of their learning support needs by a Quality Assurance Group (QAG) recognised Assessment Centre.

A DSA assessment is not a test of you but an opportunity for a skilled assessor to discuss your learning support needs with you and look at a range of IT equipment as well as any support strategies that can best help you with your studies.

The DSA assessment could last up to 2 hours and in particular cases may last longer, this will have been discussed with you prior to the assessment taking place.

When you arrive at the centre you will meet your assessor who will work with you in our dedicated and private assessment room. They will ask about your disability, your previous educational experience and qualifications, employment history and the course you intend to study. You will be able to try out a range of suitable IT equipment and software and discuss any support and travel needs you may have and the solutions available. Once these are agreed they will be summarised at the end of the meeting for you. At which point you can raise any concerns that you may have before the report is written.

After the assessment, the assessor will write a report based on your discussions and the agreed solutions.

However, your report will be sent to yourself, your funding body and your Disability Advisor (if your consent is given) within 10 working days from your assessment.

If you have requested a draft report prior to it being sent to your funding body:

The report will be forwarded to you for comment within 10 working days of your assessment. You then have **5 working days** on receipt of the report to respond with any concerns you may have. If we do not hear from you within the 5 day timescale, then we will assume that you are happy with the draft report and forward it to your funding body. If you do have concerns regarding any of the content in your report, then please contact the Administration team who will forward your enquiries to the assessor concerned.

What happens after your DSA Assessment?

- 1) You should receive your report within the next 2 weeks. If you did not ask to see a draft of the report the final copy will be sent to you, your funding body and your disability advisor (if you gave your permission) on the same day.
- 2) If you have asked to see a draft of the report please make any comments and contact the assessor/centre within 5 working days of receiving it; to either make any changes or to say you are satisfied. If we do not hear from you within the 5 working days we will assume you are satisfied with your report and will continue to send it to your funding body and your disability advisor (if you gave your permission).
- 3) Your funding body will write to you approximately 2 weeks after you receive your report from us, telling you what to do next. Please read this letter carefully.

If you have not heard from your funding body within one month of receiving the report, please telephone them to enquire about the progress of your application, or contact your institution's Disability Service to help you.

- 4) The letter from the Student Loans Company will tell you which supplier they have chosen and you should then contact them to discuss your equipment.* The assessors choose technology of a specification adequate to support the recommended software. It is recognised that some students may wish to improve or change this. We hope funding bodies will be willing to agree to this, provided students are prepared to pay any additional cost, and the implementation of the recommendations stays the same.

(If you want to choose another supplier you must call your funding body – this could delay the process).

You can now contact your recommended IT Trainer, to arrange your training. This training is not part of the 1-hour set-up of equipment that you are entitled to and it is not provided by the company chosen to supply your equipment. As a student with DSA provision you are entitled to training from a specialist training provider, as detailed in your DSA report.

5) Also contact your Disability Advisor at the institute you are studying at, to arrange an appointment to talk about your report. They should be able to help you in implementing the recommendations, ordering equipment and arranging for your support workers (if recommended).

*Please remember that your funding body may not approve all recommendations in your report. If any of the items recommended in the report are rejected by your funding body, please contact them to discuss.