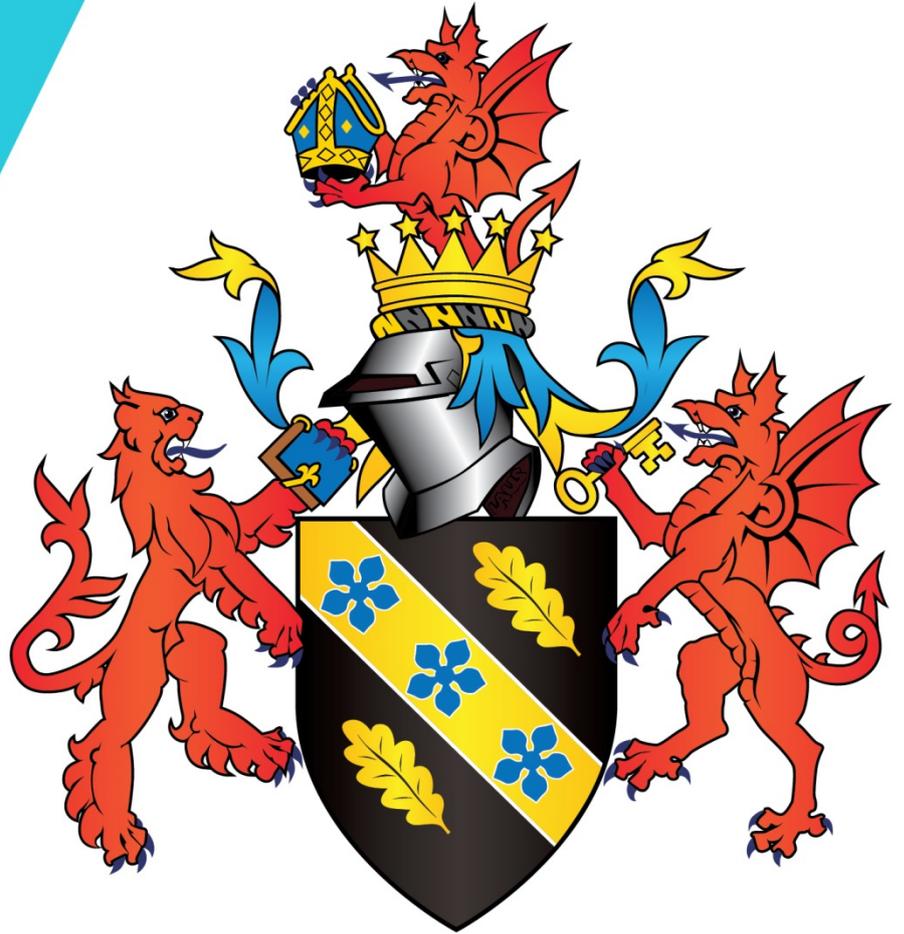




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Needs Assessment Protocol

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1 NEEDS ASSESSMENT PROTOCOL

1.1 Support for Disabled Students

The University is committed to providing an inclusive learning environment as outlined in its Strategic Equality Plan.

If a student has a condition that affects their ability to carry out daily and student activities, which is defined as a disability, the University is required to offer the student an opportunity for disclosure and to discuss support requirements.

All students are offered opportunities to disclose a disability and all are offered screening for indicators of Specific Learning Difficulties (SpLD). On receipt of evidence of a disability, students are supported in their applications for the Disabled Student Allowance (DSA). The University employs specialist learning support staff who provide an equality of opportunity to students to access their programme of study and reach their full potential.

1.2 Disability Support Procedures

1.2.1 Identification

When a student discloses an existing disability or is identified as having a disability any time during their studies, the following steps will be taken:

- (i) The student will attend an initial interview with one of the Learning Support team in Student Services to establish the nature of the disability and to ascertain what support might be available or required. The student will be required to indicate their consent to share preferences; these are conveyed via a Consent To Share form (CTS). The student will receive a copy of the CTS form and accompanying guidance notes that list who the information may be shared with. The CTS can be reviewed at any time the student wishes. The student may choose not to disclose their disability to anyone apart from Learning Support, doing so may impact on the compensatory measures that can be applied.
- (ii) The Learning Support team will require evidence of the disability. This could take the form of:
 - a report from a general practitioner or consultant in the case of a physical or psychological medical condition;
 - an Educational Psychologist's or accredited Specialist Diagnostic Assessor's report (following the requirements of SASC – regulating body for post-16 assessment) in the case of SpLD.
- (iii) Where the student does not have a relevant / suitable / acceptable medical report or diagnostic assessment report, or has not previously been assessed as having SpLD, Learning Support may arrange for a pre-assessment. Should a full diagnostic assessment be recommended following a pre-assessment, the student will be made aware of the reasons for the referral.
- (iv) Learning Support will arrange for further assessment to be carried out by an Educational Psychologist or a specialist diagnostic assessor in SpLD if such action is advised.

- (v) Upon receipt of the full diagnostic report, the student will be invited to meet with one of the Learning Support team to go through the content of the report, including the diagnosis and recommendations. Should the student be experiencing difficulties that require urgent support an interim measure of specialist support may be put in place. Learning Support will notify the relevant members of University staff of the diagnosis and recommendations unless consent has been withheld.
- (vi) Provided disclosure has been agreed, Student Services will notify via an interim Statement of Compensatory Measures form (SCM) (see Chapter 12 of the Academic Quality Handbook and the Mitigating Circumstances Policy) the student's disability and any reasonable adjustments / compensatory measures:
 - the relevant Academic Discipline(s) / Cluster(s)
 - Academic Office, Estates and Facilities Department, Registry Accommodation team and Information Systems where necessary.
- (vii) In cases where the student wishes to apply for DSA, a copy of their medical or other evidence will be sent to the appropriate Funding Body together with a covering letter requesting that the student be given interim support if required.
- (viii) In the event that the Funding Body approves the DSA application and agrees to the interim provision of support, Learning Support will arrange for the student to undergo a Needs Assessment to determine what reasonable adjustments / compensatory measures are required, Learning Support will also arrange interim support if required. Any further advice / recommendations from the Needs Assessment Report will be sent to the Academic Discipline(s) / Cluster(s) and relevant University staff via an amended SCM.
- (ix) In the event that the Funding Body deems the student is not eligible for support, Learning Support will refer the student for study skills support.

1.2.2 Needs Assessment Procedure

The Needs Assessment process is carried out in accordance with National Network of Assessment Centres (NNAC) and national guidelines published by Student Finance / Funding Bodies.

The following steps indicate the procedure that is applied after the student has had their Needs Assessment:

- (i) The student will receive a draft copy of the assessment report, which they must return to the Assessment Centre with their signed approval unless approval was signed at the time of assessment.
- (ii) A final copy of the Needs Assessment report will then be sent to Learning Support, the student and to the relevant Funding Body.
- (iii) Learning Support are responsible for identifying and recommending reasonable adjustments / compensatory measures for assessment purposes. This will be done via the SCM.
- (iv) The SCM is approved by the student and is sent to the Academic Discipline and other relevant University staff. Information regarding reasonable adjustments / compensatory measures for examinations and assessment is forwarded to Registry who will make the necessary arrangements.
- (v) Liaison with Academic Disciplines is also carried out by Learning Support where necessary. Learning Support keep a record of meetings where decisions are made in relation to disabled students.

1.3 Document version control

Version No:	Reason for change:	Author:	Date of change:
0.1	Draft protocol approved by Student Experience Committee	RD (DSS)	17.11.2021



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