



# Disability Service

## The Process for Exploring Support

Interim support may be offered at this stage.

### STEP 2

#### Suitable Evidence

For Specific Learning Difficulties (SpLDs) please take a copy of your report to the meeting. The report needs to have been carried out after the age of 16, by a suitably qualified person e.g. Educational Psychologist/other who has a practising certificate number. If your report does not meet this criteria, you will need a new assessment.

For all other disabilities, evidence from a GP or Specialist is required. The evidence will also need to identify how your disability affects you on a daily basis.

### STEP 1

#### Initial meeting with a Disability Adviser

Make an appointment online <http://dds.southwales.ac.uk/> or at the Advice Zone. This initial meeting with a Disability Adviser will be to discuss your potential needs and any existing diagnosis. If you have any queries please contact us [disabilityadviser@southwales.ac.uk](mailto:disabilityadviser@southwales.ac.uk)

All students can use the Student Development and Study Skills Service (SDSS), who offer advice, information and resources to students

### STEP 3

#### SpLD Assessment

If you don't have a diagnosis or need a new report, you will need to be assessed. The Disability Service can support you with arranging a new assessment via the Discovery Centre. Home and EU USW students studying 60 credits or more can receive support with the cost of an assessment.

If you are not eligible you will need to cover the cost (£300) yourself.  
<http://dds.southwales.ac.uk/dyslexia/assessment/>

### STEP 4

#### Disabled Students Allowances (DSA)

At your initial appointment a DSA form will be completed.

Following receipt of suitable evidence your DSA form will be sent to your funding body, to request funding for a Needs Assessment

Please note, not all students are eligible to apply for DSA, for more information visit:

<http://dds.southwales.ac.uk/dsa/>

Not eligible for specialist support? Please check out Student Development and Study Skills Service (SDSS).  
<http://studyskills.southwales.ac.uk>

Most students (over four fifths) agreed that the DSAs support had made a significant positive impact on their overall performance.  
Welsh Assembly Government, 2017

### STEP 5

#### Needs Assessment

Once permission is received via a letter to you from your funding body, you can book an appointment for a Needs Assessment at the following web page:  
<http://www.dsa-qag.org.uk/>

Once completed a copy of your needs assessment report will be sent to you, the Disability Service and your funding body. A further letter from your funding body will also identify who has been recommended to provide your support.

### STEP 6

#### Support/ Provision in Place

The nature and amount of support you receive will depend on your evidence and is also governed by the effects of your disability. An adviser will identify the support you can receive and an Individual Support Plan (ISP) will be created, part B of which will be made available via Quercus for your lecturers to access.

The support will depend on the outcomes of the process and may include extra time for exams, recording of lectures, specialised computer programmes or individualised support to assist you with your studies.

"Last year, I really struggled with the workload but the support of my tutor has really helped. I feel that engaging with the Disability Service Support has really helped me with my academic work. I would thoroughly recommend promoting the service for those who are struggling."  
Student Engaging with Disability Service, 2018