

Needs Assessment Process

Student attends a meeting with their **Needs Assessor** to discuss their individual support needs. **Needs Assessor** writes up report within 10 working days



Report sent to student for review



Student to notify the **Needs Assessment Centre** if they require any amendments within 2 days



Report sent directly to the **Education Authority** by the **Needs Assessment Centre** on student's behalf
The Student's University **Disability Officer** is also provided with a copy of the report



The **Education Authority** will confirm by letter to the student which recommendations have been approved
This process takes approximately 6 – 8 weeks



If the student has not received a letter by 8 weeks they should contact the **Education Authority** directly by phone or email



Equipment Delivery:

Student to organise directly with the Supplier and **Education Authority**. This process can take a further 4-6 weeks

Training Delivery:

Student to organise directly with the Supplier and **Education Authority**

One-to-One Support:

The **Register of Support Providers at Queen's** will organise one-to-one support following approval of recommendations

Contact Details:

Needs Assessment Centre: 028 90 975275

Disability Services: 028 90 975250

Education Authority:
Contact your Local Education Authority