

Needs Assessment Process

Student attends a **meeting with a Needs Assessor** to discuss their support requirements. Individually tailored support recommendations are written up in a report (this can take up to 10 days).



When report passes **quality assurance**, it is sent to the student to review.



If any **amendments** are required, the student has up to 3 days to notify the Needs Assessment Centre of any changes / additions.



Within the next 5 working days, the final report is **sent to the funder** (in most cases, the Education Authority / EA or Business Services Organisation / BSO) by the Needs Assessment Centre on the student's behalf.



The **funder will confirm** which recommendations have been approved. This part of the process can take 6 – 8 weeks or longer during busier periods (August – December).



If you have not received confirmation after 8 weeks, **contact your funder** directly by telephone / email (see <http://studentfinancenl.co.uk/find-your-local-office/>) for an update or **the Needs Assessment Centre** (see below).



Equipment Delivery

Read your letter from the EA / BSO carefully and follow the guidance for ordering your equipment. **You must order the equipment yourself** (within 3 months of the date of the letter). This can take a further 4-6 weeks.

Training Delivery

Again, read your letter carefully. **Students must arrange their training themselves** for a time/date that suits.

One-to-One Support

The Register of Support Providers at Queen's will normally organise any one-to-one support for you. If you have any issues/queries, contact the Register at nmhregister@qub.ac.uk, **028 90 973610**.

Contact Details

Needs Assessment Centre
nac@qub.ac.uk
028 90 975062

Disability Services
disability.office@qub.ac.uk
028 90 975250

Education Authority
www.studentfinancenl.co.uk/find-your-local-office/