

# 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](mailto:nmhregister@qub.ac.uk), **028 90 973610**.

## **Contact Details**

**Needs Assessment Centre**  
[nac@qub.ac.uk](mailto:nac@qub.ac.uk)  
028 90 975062

**Accessible Learning Support**  
[accessiblelearning@qub.ac.uk](mailto:accessiblelearning@qub.ac.uk)  
028 90 975250

**Education Authority**  
[www.studentfinancenl.co.uk/find-your-local-office/](http://www.studentfinancenl.co.uk/find-your-local-office/)