



Welcome to Disability Support & Inclusion (DSI)

Head of Student Accessibility and Inclusion: **Ruth Hodgkinson**

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Disability Advisers: **Emma Coupe, Jane Wilkinson, Claire Phillips & Amie Lovelock**

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Email: **support.dsi@keele.ac.uk**

It's the Keele difference.

Your Faculty Disability Adviser

- Each Faculty has an allocated Disability Adviser.
- Please email support.dsi@keele.ac.uk and your email will be allocated to the relevant member of the team.
- **Emma Coupe** - Faculty of Natural Sciences and Foundation Year
- **Jane Wilkinson** - Faculty of Business, Law, Humanities and Social Sciences, and Apprenticeships
- **Claire Phillips** - Faculty of Medicine and Health Sciences
- **Amie Lovelock** – HK Vet School and Foundation Year

Aims of this session

1. What do we mean by 'Disability'?
2. Introduction to Disability Support and Inclusion (DSI)
3. Introduction to Disabled Students Allowance (DSA)
4. What 'Evidence' do we need?
5. Introduction to Disability Inclusion Tutors (DITs)
6. Time for Questions

Disability, Discrimination and the Equality Act 2010

*‘...a physical or mental impairment which has a **substantial** and **long-term** adverse effect on a person’s ability to carry out day-to-day activities’*



- **‘substantial’** is more than minor or trivial
e.g. your condition may make daily tasks like getting dressed difficult.
- **‘long-term’** means 12 months or more
e.g. a breathing condition that develops as a result of a lung infection

What is a Disability?

*‘...a physical or mental impairment which has a **substantial** and **long-term** adverse effect on a person’s ability to carry out day-to-day activities’*

- Specific Learning Difficulties (e.g. Dyslexia, Dyspraxia, ADHD)
- Medical Conditions (e.g. MS, ME, Diabetes, Epilepsy)
- Blind/ visually impaired
- Deaf/ hearing impaired
- Mental Health conditions
- Mobility
- Autistic Spectrum

Share your disability/health condition with UCAS



- We encourage you to share your disability or health condition in your UCAS application as early as possible.
- Disclosing this information **will not** impact on the outcome of your application or offer.
- When you have accepted any offers, you can then follow this up by sending any supporting medical evidence or diagnostic reports to DSI at Keele University.

The information you give is used to arrange support ready for your arrival.

What does DSI do?

- Support and assist any student with a disability or health condition to access their studies.
- Advise on **Disabled Student Allowance (DSA)** and a wide range of support and adjustments to meet the individual needs of disabled students.
- We can offer advice and assistance on a range of support strategies and any **reasonable adjustments** that you may be entitled to in the teaching and learning environment and across campus.
- We can **liaise with staff** to ensure that they are aware of your disability, the impact this may have on your studies, and ensure any agreed adjustments are in place.

Exam Arrangements

- Part of your Reasonable Adjustments may include **Exam Arrangements**.
- DSI will discuss your individual needs with you.
- We will consider the suitability of the exam environment and if additional time, equipment and/or support is required.
- You will be able to log into Evision to see what adjustments have been provided for you. We encourage you to check and talk to us as soon as possible if you have any queries.
- It is important that these arrangements are in place before the exams deadline so do respond to any requests for information as soon as possible.

Inclusive Education Framework (IEF)

The Inclusive Education Framework (IEF) reflects the University's commitment to ensure that all students, including those with protected characteristics and beyond, can participate and thrive in every aspect of the educational experience and process.

We strive to remove barriers to learning, celebrate diversity and create a sense of community and a sense of belonging for all students. This includes a commitment to mainstream traditional reasonable adjustments to ensure that individual adjustments become the exception and not the rule.





What is DSA?

- DSA stands for **Disabled Students' Allowance**.
- If your ability to access your studies is affected by a mental health condition, disability, chronic illness, and/or learning difference, you will be entitled to the DSA.
- The DSA is a **grant** that you don't need to pay back.
- It is **not means tested**.
- It **funds support** that will help you succeed in Higher Education by breaking down the study and wellbeing barriers that you may otherwise have faced.

What is DSA used for?

DSA is used to fund additional costs related to your disability.

This may include:

- 1.Specialist Equipment Allowance**
- 2.Non-Medical Helpers Allowance**
- 3.General Allowance**
- 4.Travel Allowance**

Specialist Equipment

Technical solutions to help you study more efficiently

- Hardware, such as computer equipment
 - If recommended a computer/laptop you are expected to pay the first £200 towards it.
- Specialist Software
 - Screen reading, advanced spelling/grammar checkers, mind-mapping software
- Ergonomic equipment
 - Chair, height adjustable desk

Non-Medical Helpers

Often referred to as Support Workers

- Provide support to students to enable them to access their course.
- Dependant on the needs of the student as identified through DSA/ DSI, roles may include:
 - Reading
 - Sighted assistance/orientation
 - Scribe work
 - Study buddy Support
 - Specialist Tutor
 - Specialist Mentor

General Allowance

To cover **additional** costs such as:

- Photocopying
- Ink Cartridges
- Coloured paper
- Printing

Travel Allowance

- To cover **additional** costs incurred
 - E.g. the difference between a bus fare and taxi fare or contribution towards mileage.
 - You may be eligible If you live off campus and your disability makes access to public transport difficult and/or if you have to travel to placements.
 - Discuss this with your Needs Assessor and if it might apply ask them to write it into your report.

How do I apply for DSA?



- Apply for DSA when you apply for your main student finance via your funding body.
- DSA have seen a high increase in applications over the last academic year.
- Applying early avoids delays in your full support package for when you arrive at university.

Where do I apply for DSA?

- The **DSA is available to home students** (from England, Scotland, Wales or Northern Ireland).
- You apply online, letting Student Finance know that you're interested in receiving the DSA.
- DSA – Student Finance England*
- DSA – Students Awards Agency for Scotland
- DSA – Student Finance Wales*
- DSA – Student Finance Northern Ireland
- DSA – Research Councils
- DSA – NHS
- Fund for Students with Disabilities – Ireland
- *Students from England and Wales must meet the definition of disability under the Equality Act 2010.
- If you are an EU or International Student please contact DSI to discuss what support is available.

What Evidence is Required?

To access DSA and DSI based support we require evidence of your disability.

Condition	Proof
Disabilities or long-term health condition	A copy of a report or letter from your doctor or consultant - you can also fill in the disability evidence form (PDF, 65KB)
Mental health condition	A copy of a report or letter from your doctor or consultant - you can also fill in the disability evidence form (PDF, 65KB)
Specific learning difficulty such as dyslexia	A copy of a 'diagnostic assessment' from a practitioner psychologist or suitably qualified specialist teacher

Disability Evidence Form

DSA

Disabled Students' Allowances
Disability Evidence Form

sfe

About this form

To get DSAs a medical professional (for example, your GP) needs to provide information about your disability on this form.

Don't complete this form if you have a specific learning difficulty. You need to send us a diagnostic report from a suitably qualified psychologist or specialist teacher instead.

What you need to do

You need to complete your details in section 1.

Then pass the form to the medical professional to complete, sign and date the declaration.

Once they have completed the form, make sure you return it to the address on page 4.

You should keep a copy of this form for your own records. You may require it later for your needs assessment.

Section 1

Personal details

1.1 Customer Reference Number

1.2 Personal details

Title
☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Forename(s)

Surname

Date of birth (DDMMYYYY)
 / /

Now pass this form to the medical professional.

Section 2

Medical professional details

Sections 2, 3 and 4 should be completed by a medical professional

To support the student's DSAs application we need you to give us information about the nature of the student's disability. Complete the rest of the form, read, sign and date the declaration, then pass the form back to the student. As the student can't reclaim any charge made for completing this form via DSAs, we ask that it is provided free of charge. To find out how we'll use the information you provide go to www.gov.uk/studentfinance to read our Privacy Notice before completing this form.

2.1 Your details

Full name

Job title

Certificate or registration number (GMC, HCPC, NMC)

2.2 Practice or organisation details

Where possible use your practice or organisation's stamp.

Type of practice or organisation
☐ GP Practice
☐ Primary Care Team
☐ Secondary Care Team
☐ Hospital
☐ Other (give details below)

Name of practice or organisation

Address

Postcode

Contact number

2.3 What is your professional involvement with the student?

You only need to give details if this isn't apparent from your job title.

Section 3

About the student's disability

In your professional opinion, complete the following questions about the student.

3.1 Does the student have a physical, sensory or mental disability which has a substantial* and long term adverse effect on their ability to carry out normal day-to-day activities (including education)?

☐ No
☐ Yes - give details

To be considered long term, the effect of the disability must have lasted or be likely to last at least 12 months or for the rest of the student's life.
 *more than minor or trivial.

3.2 Diagnosis / working diagnosis (including any relevant dates)

If it's not possible to give either, explain why.

Date of diagnosis (DDMMYYYY)
 / /

Section 4

Medical professional declaration

Sign and date below to confirm that to the best of your knowledge the information you've provided is true and complete.

Medical professional signature
 X

Today's date (DDMMYYYY)
 / /

Now pass this form back to the student.

Diagnostic Assessments

If you have not got a full diagnostic report, please send DSI what evidence you do have. This might be a letter from your school/ college confirming what support you have had and why. We can then review this and see what we can do.

If you need a diagnostic report for DSA purposes, we recommend you have one done as soon as possible to avoid delays. However, if this is not possible, we can put you in touch with an Educational Psychologist (and potentially help with some of the cost) when you are registered as a student.

Needs Assessment

1. Student Finance will contact you with instructions on how to arrange a DSA needs assessment.
2. Attend needs assessment. This is not a test, but rather a space to discuss study needs.
3. Assessor provides a report outlining what support they recommend.
4. Assessment Centre sends report to Student Finance (and to your university with your permission)

After your Needs Assessment

Student Finance will provide you with confirmation about what support has been agreed.

This confirmation is sent in an email and there will be a letter attached.

The letter is called the **DSA2 'Letter of Entitlement'** and will be the key to getting support in place.

DSA2 Letter - details what has been approved

Contact suppliers to arrange equipment and Non-Medical Helper Support.

Even if student is unsure that they want to take up the support straight away it is good to have it in place.

Your DSAs

Specialist Equipment Allowance

Item	Supplier	Contact Details	Quote Number	Amount you'll pay the supplier	Amount we'll pay the supplier
Equipment	Remtek Systems Ltd	0161 745 8353 orders@remtek-online.co.uk	123456	£200.00	£1500.00

Your next steps

1. You will need to contact the supplier(s) to arrange your support.
2. Pay the supplier £200.00 towards the cost of the agreed computer. All students are required to pay a contribution of £200.00 towards their agreed computer; we'll pay the rest of the computer cost.

The supplier will then invoice us directly for the agreed amount. If you've any issues with the equipment you should contact the supplier.

Insurance

Insurance is important and is included as a part of your equipment package from the date you receive your equipment. You must ensure you read the terms and conditions of the insurance when you receive your equipment.

DSAs can't be used to meet the cost of replacement equipment when the original has been lost, stolen or damaged.

Non-Medical Helper's Allowance

Item	Supplier	Contact Details	Duration	Amount we'll pay the supplier
Assistive Technology Training	Diversity and Ability	0800 978 8303 hello@diversityandability.com	8 hours in total	£62.00 (+ VAT) per hour
Specialist One to One Study Skills Support	Diversity and Ability	0800 978 8303 hello@diversityandability.com	30 hours per year	£60.00 (+ VAT) per hour
Specialist Mentor	Diversity and Ability	0800 978 8303 hello@diversityandability.com	30 hours per year	£60.00 (+ VAT) per hour

Your next steps

1. You will need to contact the above supplier(s) to arrange the support.
2. You'll receive the support at the arranged time and need to sign timesheets to confirm the support has been provided.

The provider will invoice us directly to cover the cost of the support.

What is a DIT?

- Each school/department appoints a **Disability Inclusion Tutor**.
- DSI communicates all your disability-related information and your support needs through E Vision to the appropriate DIT.
- **You can view all of your agreed support adjustments through your E- vision account.**
- **DIT responsibilities include:-**
 - Being the main link between Disability Support and Inclusion and your programme of study
 - Ensuring sensitive disability-related information is shared in an appropriate manner
 - Dealing with day-to-day enquiries on disability issues relating to your specific course

What do you need to do next?

1. Obtain evidence. (This could include an educational psychologist/ SENCO/JCQ report from your College, or a letter from a medical professional confirming your disability/medical condition/ working diagnosis).
2. Send copies of the evidence to the DSI Team when you know you are planning to come to Keele.
3. Discuss your needs with a Disability Adviser to ensure appropriate Reasonable Adjustments are in place.
4. If appropriate apply for Disabled Students Allowances (DSA) for any additional support you may need to complete your studies.

Student checklist

prior to starting with us at Keele University



Checklist action:	Yes	No	Further information:
1 Have you shared your disability or health condition on your UCAS application?	☐	☐	
2 Have you applied for your tuition fees and maintenance loan via your funding body? Applications open mid-March	☐	☐	
3 Disabled Students' Allowance - Have you applied for Disabled Students' Allowance (DSA)? - Has the Disabled Students' Allowance (DSA) service contacted you? - Have you attended a needs assessment meeting with the Disabled Students' Allowance (DSA) service?	☐	☐	
4 Have you received your Disabled Students' Allowance eligibility letter?	☐	☐	Once your assessment has been reviewed, you will receive an email with a DSA2 letter attached.
5 Have you emailed your evidence to the Keele University Disability Support and Inclusion (DSI) email address? support.dsi@keele.ac.uk	☐	☐	
6 Has a member of the Disability Support and Inclusion (DSI) team been in touch to discuss your support needs?	☐	☐	If you need to follow up: support.dsi@keele.ac.uk +44(0)1782 734481 Book an appointment accommodation.keele.ac.uk
7 Have you applied for your on-campus accommodation?	☐	☐	

For any further information please visit: keele.ac.uk/disability

THIS IS KEELE

Pick up a checklist!

Ways to Contact DSI



- The best way to contact us initially is **by email**.
- Please email support.dsi@keele.ac.uk
- Let us know your preferred method of contact and we will get back to you as soon as possible.
- If necessary, we can arrange a meeting in person or online via MS Teams.

Thank you for
listening!
Any questions?



It's the Keele difference.