### B-2 Impacts of disability and recommended strategies

|  |
| --- |
| B-2-1 - Research and reading |
| Key impacts:   * {{ B21\_Imp }} |
| Recommended strategies:{% if B21\_leatoo == True %}   * **Text to speech:** The narrator option included in this software will enable text to be read out loud and followed along on screen. In addition, when activated, the ‘Immersive Reader’ will reduce clutter and distraction from a document. When in the Immersive Reader view, page tinting, letter spacing and line focus can be applied which will assist with both tracking issues, focus and reading discomfort/fatigue.   The Immersive reader can be accessed on the view menu in Microsoft documents and also by clicking the book icon in the address bar in the Microsoft Edge browser on some web pages.   * **Software: Microsoft Narrator/Immersive reader (free)**{% endif %}{% if B21\_oneno == True %} * **Research Organisation:** Microsoft OneNote is a free electronic notebook program within which notes can be organised into colour-coded sections. The software allows for multiple notebooks with multiple sections within each notebook and multiple pages within each section. This therefore allows for an organisational structure tailored to the individual. The software runs on desktop, app and cloud (via a browser) and notebooks are automatically synchronised across all three platforms making notes available at any time.   OneNote integrates with the Microsoft Learning tools these tools include a reading mode, to improve the readability of text and reduce distraction.  The software also integrates with the Microsoft Edge browser to provide web clipping and direct saving to OneNote which can assist with research organisation.   * **Software: Microsoft OneNote (free)** * **App: Microsoft OneNote (free)**{% endif %}{% if B21\_stt == True %} * **Dictation software and headset:** This software will enable notes to be dictated rather than written/typed this is a faster and more efficient way of taking notes but can also help to develop summarisation skills.   Alternative options were explored, recommendation reflects student preference.   * **Software:** **Dragon Professional Individual** * **Headset: Dragon approved headset** {% endif %}{% if B21\_tts == True %} * **Text to speech software:** This software can be used to address reading difficulties when using hardcopy or softcopy research material, by converting information into a format that is easier to access, process and retain.   Alternative options were explored, recommendation reflects student preference.   * **Software: {{ B21\_tts\_type }}**{% endif %}{% if B21\_mm == True %} * This will enable research notes to be compiled and stored in a more effective manner. The software will draw upon visual memory skills and will make it easier to extract and focus on key points. Research notes may be developed into essay plans as required.   Alternative options were explored, recommendation reflects student preference.   * **Software:** **{{ B21\_mm\_type }}**{% endif %}{% if B21\_dict == True %} * **Word-finding software:** This software can be used to look up new or unfamiliar words in order to access pronunciation and meaning. * **Software: Spellementary Medical/Legal Advanced/Professional**{% endif %}{% if B21\_prn == True %} * **Printer/Scanner:** This should be used toprint off softcopy research material, so that it can be highlighted and annotated. Printing on coloured paper will also help to reduce reading discomfort by reducing contrast.   Documents will need to be printed in the home working environment and personal research from books will need to printed in order to also highlight and review.   * **Hardware: {{ B21\_prn\_type }}**{% endif %}{% if B21\_pcon == True %} * **Printing consumables fund:** This support is recommended as there is an additional need for printing and using hardcopy materials. The figure in C2 is based on a reasonable assessment of this additional need.   Reading from the printed page is a more comfortable strategy and therefore the majority of research material will need to be printed. It is not feasible for university printing facilities to be used as the majority of printing will be done in the time away from campus facilities. The university would not be able to put any reasonable adjustments in to accommodate this as the need for printed documents is based on personal research.{% endif %}{% if B21\_phofn == True %}   * **University Printing Fund:** This support is recommended as there is an additional need for printing and using hardcopy materials in order to employ strategies such as annotation and highlighting. Printed documents scan also be scanned at home and have them read aloud using text to speech software.{% endif %}{% if B21\_ss == True %} * **Study Skills Support (SpLD):** This will aim to evaluate and improve the effectiveness of existing methods in use to extract information from text and to teach new skills that improve the effectiveness of this approach.{% endif %}{% if B21\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B21\_plus }}**{% endif %} |

|  |
| --- |
| B-2-2 - Writing and reviewing academic work |
| Key impacts:   * {{ B22\_Imp }} |
| Recommended strategies:{% if B22\_mm == True %}  **Mind mapping software:** This software will help to address structural difficulties, organise research notes, and both plan and execute written work with greater ease.  Alternative options were explored, recommendation reflects student preference.   * **Software:** **{{ B21\_mm\_type }}**{% endif %}{% if B22\_stt == True %} * **Dictation software and stereo headset:** This software can be used to address issues with spelling, missing words, homophones, holding ideas in memory, and general clarity of articulation. This will neatly dovetail with other strategies, as text can be dictated into Word, mind mapping software, or any other application with a text field. The stereo headset will provide portability and stereo input to reduce distraction from environmental noises.   Alternative options were explored, recommendation reflects student preference.   * **Software:** **Dragon Professional Individual** * **Headset: Dragon approved headset**{% endif %}{% if B22\_wbnk == True %} * **Word bank for dictation software:** This will enable greater accuracy in dictation of scientific terminology. This also integrates with word processing packages such as MS Word and will increase their spellchecker dictionaries to include course-related terminology. * **Software: Medincle**{% endif %}{% if B22\_spel == True %} * **Spelling correction software:** This will help to reduce the visual distractions of incorrect spellings and so aid focus, concentration and efficient work flows. It will also enable the correction of spelling in instances where the use of dictation software is problematic. * **Software: Global Autocorrect**{% endif %}{% if B22\_tytut == True %} * **Typing tutor:** This will provide tutorials to improve typing speed, thereby enabling typing to be used as an effective strategy for notetaking as well as for getting ideas down quickly and therefore improving the experience of writing assignments. * **Software:** **{{ B22\_tytut\_type }}**{% endif %}{% if B22\_tts == True %} * **Text to speech software:** This will provide a means of independent proofreading and a more effective means of spotting missing words, spelling mistakes, punctuation problems and incidences of unclear articulation. * **Software: {{ B22\_tts\_type }}**{% endif %}{% if B22\_gram == True %} * **Grammar-checking software:** This software will check for grammatical errors, highlighting and explaining the error and suggesting corrections enabling active improvement of written work. * **Software: Grammarly (free)** * **Software: Grammarly Premium**{% endif %}{% if B22\_manc == True %} * **Academic Writing Support:** The University of Manchester provides a free, online resource designed to provide students with alternative ways of phrasing academic work and can be used to reduce repetition.   **Website**: <http://www.phrasebank.manchester.ac.uk/>{% endif %}{% if B22\_ref == True %}   * **Referencing software:** This software can be used to fully automate the process of generating citations and formatting bibliographies, thereby addressing difficulties/the time spent in this area. * **Software:** **Zotero (free)** * **Software: Mendeley (free)**{% endif %}{% if B22\_immre == True %} * **Reading Support:** The Immersive Reader suite of tools includes a ‘Read Aloud’ tool that will provide a means of independent proofreading and a more effective means of spotting missing words, spelling mistakes, punctuation problems and incidences of unclear articulation. * **Software: Microsoft Narrator/Immersive reader (free)**{% endif %}{% if B22\_ss == True %} * **Study Skills Support (SpLD):** This will improve strategies for planning written work and structure the process of composition more effectively. This support will also provide more effective proofreading techniques.{% endif %}{% if B22\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B22\_plus }}**{% endif %} |

|  |
| --- |
| B-2-3 - Notetaking in lectures and seminars |
| Key impacts:   * {{ B23\_Imp }} |
| Recommended strategies:  {% if B23\_dvr == True %}   * **Digital voice recorder:** This approach will enable greater focus on listening and understanding during taught sessions. Notes can be taken with the reassurance that any information not noted can be reviewed. The recorder will also allow for the bookmarking of audio. The recording can be transferred to a computer and reviewed during independent study time and this will reinforce memory and allow for summary notes to be expanded and/or further notes to be taken as required. * **Hardware: Olympus DM770** * **Software: Olympus Sonority (bundled software)**{% endif %}{% if B23\_ntk == True %} * **Notetaking Software:** This approach will enable audio recording to be made alongside typed notes within the same program. These can be combined with imported slides either before or after the taught session. This approach will improve memory and recall and will enable more active engagement during taught sessions. Notes can be taken at a comfortable level, and skills for summarising information developed without the worry of missing information. Shorthand and abbreviation can be used and expanded after the lecture by reviewing the recording. This approach will also improve the organisation of lecture content. * **Software:** **{{ B23\_ntk\_type }}**{% endif %}{% if B23\_mic == True %} * **Microphone:** The external microphone and USB soundcard will allow for the recording of high quality, clear audio that the inbuilt microphone would not be able to provide.   The portable charger will enable a smartphone to be used as a recording device for an extended period of time.   * **Hardware: Directional shotgun microphone and adapter for mobile devices, USB Stereo Sound Card** * **Hardware: Conversor MM1 Microphone and Adapter Cable plus Notetalker Power Card** * **Hardware: Samson Go Mic**{% endif %}{% if B23\_ss == True %} * **Study Skills Support (SpLD):** This will aim to develop more efficient and effective techniques for note taking by focusing more accurately on key information.{% endif %}{% if B23\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B23\_plus }}**{% endif %} |

|  |
| --- |
| B-2-4 - Managing time and organising work |
| Key impacts:   * {{ B24\_Imp }} |
| Recommended strategies:{% if B24\_pim == True %}   * **Personal Information Management Software:** The effective use of either a personal email account and/or university account and associated calendars will enable more effective tracking of tasks and deadlines as well as the use of electronic reminders.{% endif %}{% if B24\_oneno == True %} * **Electronic Notebook:** Microsoft OneNote is a free electronic notebook program within which notes can be organised into colour-coded sections. The software allows for multiple notebooks with multiple sections within each notebook and multiple pages within each section. This therefore allows for an organisational structure tailored to the individual. The software runs on desktop, app and cloud (via a browser) and notebooks are automatically synchronised across all three platforms making notes available at any time.   The software also integrates with the Microsoft Edge browser to provide web clipping and direct saving to OneNote which can assist with research organisation.   * **Software: Microsoft OneNote (free)** * **App: Microsoft OneNote (free)**{% endif %}{% if B24\_keep == True %} * **Notebook software / app:** This will allow electronic notes to be managed in a central, synchronised location. The app will enable text notes, lists, photographs and voice memos to be taken and has OCR functionality to convert text in pictures into editable text.   Lists can be shared with other people to enable tasks to be added or to monitor progress.  The app will also enable reminders to be set for either certain times or specific locations, so, for example, a reading list can trigger a notification when the person passes the library.   * **Software: Google Keep (free)**{% endif %}{% if B24\_todo == True %} * **To-do list software / app:** This software will help with tracking tasks and deadlines and can be synchronised across any device on which the app is installed. A single list can be kept for all items, or multiple lists can be set up according to preference. Individual tasks from multiple lists can also be added to a daily ‘My Day’ list. The app can also be integrated with Microsoft Outlook and flagged emails will appear as tasks. * **Software/App:** **Microsoft To-Do (free)**{% endif %}{% if B24\_mm == True %} * **Mind mapping software:** This will help to break down larger, more complex projects into smaller sub-tasks, which will make them less intimidating and easier to manage. GANTT chart or timeline view functionality may also be useful in terms of providing a visual indicator of task progression. * **Software:** **{{ B24\_mm\_type }}**{% endif %}{% if B24\_walp == True %} * **Wall planner:** This will provide a simple, visual reminder of deadlines and events, enabling more effective management of workload and increased awareness of deadlines and the time available to complete tasks.{% endif %}{% if B24\_ded == True %} * See section D{% endif %}{% if B24\_ss == True %} * **Study Skills Support (SpLD):** This support can be used to develop more effective time management strategies, manage workload and remain aware of submission deadlines.{% endif %}{% if B24\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B24\_plus }}**{% endif %} |

|  |
| --- |
| B-2-5 - Access to and use of technology |
| Key impacts:   * {{ B25\_Imp }} * A £200 ‘student contribution is required towards the cost of the laptop. Recommended equipment can be upgraded at the student’s expense, providing this will not affect the efficacy of the equipment and it will still be compatible with all other recommended equipment. This option can be discussed with the approved equipment supplier so that they can provide full details of the additional costs involved once funding is approved. * Equipment can be provided prior to the start of the course. However, DSA funding is only available for students who start a relevant higher education course. Should a student not start their course, this would constitute an overpayment with the funding body and would require the equipment to be returned, funding body contributions repaid, or a combination of the two. This can be discussed with the funding body. |
| Recommended strategies:  {% if B25\_lap == True %}   * **Laptop:** This will act as a platform for contemporary assistive software and will for greater flexibility of working environment. It will enable the exploration of strategies such as taking typed notes and will ensure that organisational tools are consistently available. * **Hardware: WKH Windows Notebook** * **Hardware: WCR Lightweight Windows Notebook** * **Bag: Sleeve** * **Bag: Rucksack** * **Bag: Briefcase-style**{% endif %}{% if B25\_dsk == True %} * **Desktop PC:** This will act as a platform for contemporary assistive software and is better suited for work in the quiet, controlled environment of home. The desktop computer will enable more flexibility in terms of screen options and peripherals choice. * **Hardware: WKH Windows Desktop**{% endif %}{% if B25\_war == True %} * **Warranty, insurance and maintenance:** This should be provided on all hardware for the duration of the course. * **Period: {{ “%.0f” | format(cor\_len) }} years**{% endif %}{% if B25\_attra == True %} * **Assistive Technology Trainers:** AT tutorials provide specialist training in the functionality of the DSA-funded equipment recommended in this report, with practical demonstration of how this equipment may be applied during study to overcome disability-related difficulties.   Face to face training is being recommended as this is more effective but it is possible to switch to remote training on request at a later date. Training options were explained during the assessment.   * **Recommended provision: {{ “%.0f” | format(at\_hrs) }} hours**{% endif %}{% if B25\_atptl == True %} * **Assistive Technology Training Portal:** These are delivered online, enabling access resources and training on-demand. The approach enables assistive technology strategies to be aligned with study skills techniques and can support and refresh any in-person AT training. * **Online resource: {{ B25\_atptl\_type }}**{% endif %}{% if B25\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B25\_plus }}**{% endif %} |

|  |
| --- |
| B-2-6 - Practical sessions, placements, field trips and additional course activities |
| Key impacts:   * {{ B26\_Imp }} |
| Recommended strategies:{% if B26\_spl == True %}   * **Portable Spell Checker:** This portable electronic spell checker can be used in situations where the use of an alternative technology such as a laptop or smartphone is problematic. The device contains an enhanced dictionary and will allow typographical and phonetic spelling. * **Portable Spell Checker: Spellex Pocket Med** * **Portable Spell Checker: Franklin DMQ-570**{% endif %}{% if B26\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B26\_plus }}**{% endif %} |

|  |
| --- |
| B-2-7 – Examinations and timed assessments |
| Key impacts:   * {{ B27\_Imp }} |
| Recommended strategies:  {% if B27\_ti == True %}   * See Section D   {% elif B27\_brk == True %}   * See Section D   {% elif B27\_rdr == True %}   * See Section D   {% elif B27\_scr == True %}   * See Section D   {% elif B27\_pc == True %}   * See Section D   {% endif %}{% if B27\_ss == True %}   * **Study Skills Support (SpLD):** This will help improve and enhance exam and/or revision techniques thereby improving confidence and reducing the stress associated with exams.{% endif %}{% if B27\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B27\_plus }}**{% endif %} |

|  |
| --- |
| B-2-8 - Social interaction and communication |
| Key impacts:   * {{ B28\_Imp }} |
| Recommended strategies:  {% if B28\_dvr == True %}   * **Digital Voice Recorder:** This can be used to record practice presentations in order to review and improve delivery or content. This technique will also assist with memory, and processing. * **Hardware: Olympus DM770** * **Software: Olympus Sonority (bundled software)**{% endif %}{% if B28\_not == True %} * **Notetaking software:** This softwarecan be used to practice and record presentations. Sequencing slides and text notes alongside audio recordings, then exporting audio, visual and document files for review as required. The document export can also be used to create notes and cue cards.{% endif %}{% if B28\_ppal == True %} * **Presentation support software:** This softwareis designed to allow for a presentation to be controlled from a tablet or smartphone, whilst simultaneously providing speaking notes in an easy-to-read format with each current talking point presented prominently on the screen. Bullet points can link through to additional/expanded notes for greater reassurance. * **Software: Present Pal**{% endif %}{% if B28\_pcoa == True %} * **Presentation Coaching:** This in-built feature analyses a speaker in real time and will provide feedback on use of fillers, speed of delivery, use of inclusive language and other best-practice presentation tips. * **Software:** **Microsoft Presenter Coach**{% endif %}{% if B28\_prn == True %} * **Printer/Scanner:** This will enable cue cards to be printed to be taken into presentations. Visual cues may be more effective than text notes. * **Hardware:** **{{ B21\_prn\_type }}**{% endif %}{% if B28\_red == True %} * See section D{% endif %}{% if B28\_ss == True %} * **Study Skills Support (SpLD):** This support can focus on improving the structure and delivery of presentations, which will build confidence and reduce stress. The support can also provide strategies to help deliver presentations, such as the use of cue cards.{% endif %}{% if B28\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B28\_plus }}**{% endif %} |

|  |
| --- |
| B-2-9 - Travel and access to higher education environment |
| Key impacts:   * {{ B29\_Imp }}   {% if PIP == True %}   * Receives PIP/DLA   {% endif %} |
| Recommended strategies: {% if tra\_tax == True %}   * **Taxi transport:**{% elif tra\_tax == False %}N/A{% endif %}{% if B29\_addit == True %}   **\*\* ADDITIONAL RECOMMENDATIONS\*\***  You recommended the following additional support – don’t forget to add it to the **equipment list** and **student summary** sections:  **{{ B29\_plus }}**{% endif %} |

|  |
| --- |
| B-2-10 - Additional information |
| Key impacts:   * {{ B210\_Imp }} |
| Recommended strategies: |

## C. Summary and costs

### C – 1 List of recommended support

Hardware: {% if B25\_lap == True %}

* **PC Computer:** WKH Notebook
* **PC Computer:** WCR Lightweight Notebook

{% endif %}{% if B25\_dsk == True %}

* **PC Computer:** WKH Desktop

{% endif %}{% if B25\_lap == True %}

* **Bag:**  Shoulder / Rucksack / Sleeve

{% endif %}{% if B21\_prn == True %}

* **Printer/Scanner:**  {{ B21\_prn\_type }}

{% elif B28\_prn == True %}

* **Printer:** {{ B21\_prn\_type }}

{% endif %}{% if B21\_bkscn == True %}

* **Book scanner:**  Plustek Opticbook 3900

{% endif %}{% if B23\_dvr == True %}

* **Digital voice recorder:** Olympus DM770
* **Digital voice recorder:** Olympus DM770 (external mic. bundle)
* **External microphone:** \*bundled with Olympus DM770

{% endif %}{% if B23\_mic == True %}

* **External microphone:** Samson Go Mic
* **External microphone:** Andrea SG-100 directional shotgun microphone and adapter\*

Andrea USB-SA Premium External USB Stereo Sound Card

* **External power:** Cygnett 6000mah portable charger\*

\*included in Sonocent Audio Notetaker DSA Bundle

* **External microphone:** Conversor MM1 Microphone and Adapter Cable†
* **External power:**  Notetalker Power Card†

†included in Notetalker Pro Bundle

{% endif %}{% if B22\_stt == True %}

* **Stereo headset:** HEADSET OPTION

{% endif %}{% if B26\_spl == True %}

* **Portable Spell Checker:** Franklin DMQ-570
* **Portable Spell Checker:** Spellex PocketMed

{% endif %}{% if B25\_war == True %}

* **Maintenance/warranty/insurance:** {{ “%.0f” | format(cor\_len) }} years

{% endif %}{% if B24\_walp == True %}

* **Physical Calendar:** Wall planner{% endif %}

Software:

{% if B21\_oneno == True %}

**Electronic notebook:** Microsoft OneNote (free)

{% elif B24\_oneno == True %}

**Electronic notebook:**  Microsoft OneNote (free)

{% endif %}{% if B21\_leatoo == True %}

**Reading Support:** Microsoft Learning Tools (free)

{% elif B22\_immre == True %}

**Reading Support:** Microsoft Learning Tools (free)

{% endif %}{% if B21\_tts == True %}

**Text to speech software:** {{ B21\_tts\_type }}

{% elif B22\_tts == True %}

**Text to speech software:** {{ B22\_tts\_type }}

{% endif %}{% if B21\_mm == True %}

**Mind mapping software:**  {{ B21\_mm\_type }}

{% elif B22\_mm == True %}

**Mind mapping software:**  {{ B22\_mm\_type }}

{% elif B24\_mm == True %}

**Mind mapping software:**  {{ B24\_mm\_type }}

{% endif %}{% if B22\_tytut == True %}

**Typing tutor:**  {{ B22\_tytut\_type }}

{% endif %}{% if B22\_stt == True %}

**Dictation software:** Dragon Professional Individual

{% elif B21\_stt == True %}

**Dictation software:** Dragon Professional Individual

{% endif %}{% if B22\_wbnk == True %}

**Word bank software:** Medincle

{% endif %}{% if B22\_spel == True %}

**Spelling correction software:**  Global Autocorrect

**Spelling correction software:**  Spellementary

{% endif %}{% if B22\_gram == True %}

**Grammar-checking Software:** Grammarly (free)

**Grammar-checking Software:** Grammarly Premium

{% endif %}{% if B22\_ref == True %}

**Referencing software:** Zotero

**Referencing software:** Mendeley

{% endif %}{% if B23\_ntk == True %}

**Notetaking Software:** {{ B23\_ntk\_type }}

{% endif %}{% if B24\_keep == True %}

**Notebook software / app:** Google Keep (free)

{% endif %}{% if B24\_todo == True %}

**To-do list software / app:** Microsoft To-do (free)

{% endif %}{% if B28\_ppal == True %}

**Presentation Support:** Present Pal

{% endif %}{% if B28\_pcoa == True %}

**Presentation Coaching:**  Microsoft Presenter Coach (free)

{% endif %}

NMH Support:

{% if B21\_ss == True %}

Study Skills Support (SpLD)

{% elif B22\_ss == True %}

Study Skills Support (SpLD)

{% elif B23\_ss == True %}

Study Skills Support (SpLD)

{% elif B24\_ss == True %}

Study Skills Support (SpLD)

{% elif B27\_ss == True %}

Study Skills Support (SpLD)

{% endif %}{% if B25\_attra == True %}

Assistive Technology Trainer

{% endif %}

General Allowance:

{% if B21\_pcon == True %}

Printing Consumables Fund

{% endif %}{% if B21\_phofn == True %}

University Printing/Photocopying Fund

{% endif %}

Travel Allowance:

{% if tra\_tax == True %}

Taxi funding

{% endif %}

{% if B25\_atptl == True %}

Online Training Resources:

{{ B25\_atptl\_type }}

{% endif %}

#### Student Summary

|  |
| --- |
| Hardware:  {% if B25\_lap == True %}  Laptop – This should be used to run the assistive software recommended to help you with completing coursework  {% endif %}{% if B25\_dsk == True %}  Desktop – This should be used to run the assistive software recommended to help you with completing coursework  {% endif %}{% if B21\_prn == True %}  Printer/Scanner ({{ B21\_prn\_type }}) – This will record speech clearly and improve the accuracy of speech-to-text software  {% endif %}{% if B23\_dvr == True %}  Digital voice recorder (INSERT NAME OF HARDWARE) – This should be used to record audio from taught sessions, which can then be listened back to and can be transferred to your computer for longer-term storage  {% endif %}{% if B23\_mic == True %}  Microphone (INSERT NAME OF HARDWARE) – This will record clear audio in places where an in-built microphone would not be able to  {% endif %}{% if B22\_stt == True %}  Headset (INSERT NAME OF HARDWARE) – This will record speech clearly and improve the accuracy of speech-to-text software  {% endif %}  Software:  {% if B21\_oneno == True %}  Electronic notebook (Microsoft OneNote) – This can be used to organise research and notes  {% elif B24\_oneno == True %}  Electronic notebook (Microsoft OneNote) – This can be used to organise research and notes  {% endif %}{% if B21\_leatoo == True %}  Text to speech software (Learning Tools – Read Aloud) – This can be used to listening to text read out loud to help with reading and proofreading  {% elif B22\_immre == True %}  Text to speech software (Learning Tools – Read Aloud) – This can be used to listen back to your work to help with proofreading  {% endif %}{% if B21\_tts == True %}  Text to speech software ({{ B21\_tts\_type }}) – This can be used to read text out loud  {% elif B22\_tts == True %}  Text to speech software ({{ B22\_tts\_type }}) - This can be used to read text out loud  {% endif %}{% if B21\_mm == True %}  Mind-mapping software ({{ B21\_mm\_type }}) – This can be used to plan and organise work visually  {% elif B22\_mm == True %}  Mind-mapping software ({{ B22\_mm\_type }}) – This can be used to plan and organise work visually  {% elif B24\_mm == True %}  Mind-mapping software ({{ B24\_mm\_type }}) – This can be used to plan and organise work visually  {% endif %}{% if B22\_tytut == True %}  Typing tutor software ({{ B22\_tytut\_type }}) – These tutorials with help to improve typing speed  {% endif %}{% if B22\_stt == True %}  Speech to text software (Dragon Professional) – This can be used to type using your voice which is generally faster than typing.  {% elif B21\_stt == True %}  Speech to text software (Dragon Professional) – This can be used to type using your voice and is faster than typing and can also help with summarising information  {% endif %}{% if B22\_wbnk == True %}  Word bank software (INSERT NAME OF SOFTWARE) – This adds course-specific words (such as medical terms or legal phrases) to the in-built spellcheck and other dictionaries  {% endif %}{% if B22\_spel == True %}  Spelling software (INSERT NAME OF SOFTWARE) – This will correct spellings automatically and is better at recognising words that are being spelt as they sound  {% endif %}{% if B22\_gram == True %}  Grammar software (INSERT NAME OF SOFTWARE) – This will provide grammar corrections and track mistakes  {% endif %}{% if B22\_ref == True %}  Referencing software (INSERT NAME OF SOFTWARE) – This can be used to automate the referencing process  {% endif %}{% if B23\_ntk == True %}  Note-taking software ({{ B23\_ntk\_type }}) – This can be used to record audio alongside typed notes and imported lecture slides  {% endif %}{% if B24\_keep == True %}  Notebook software (INSERT NAME OF SOFTWARE) – This can be used to write memos and lists and take audio notes and photos  {% endif %}{% if B24\_todo == True %}  Organisation software (INSERT NAME OF SOFTWARE) – This can be used to write electronic to-do lists and track tasks with reminders  {% endif %}{% if B28\_ppal == True %}  Presentation Support (Present Pal) – This can be used to make electronic notes that you can read a tablet or smartphone. You will also be able to control your presentation as you read  {% endif %}{% if B28\_pcoa == True %}  Presentation Coaching (Microsoft Presenter Coach) – This can be accessed using the web version of PowerPoint and will give you feedback as you practice your presentation  {% endif %}{% if B25\_atptl == True %}  Online training in the use of the software recommended ({{ B25\_atptl\_type }}) – This online training can be used refer back to remind yourself how to do something, or look up new features of the software you have been recommended  {% endif %}  NMH Support:  {% if B25\_attra == True %}  Assistive technology training – These are sessions with a DSA-approved provider to go through the recommended software, familiarise you with it and train you in the use of it  {% endif %}{% if B21\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work  {% elif B22\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work  {% elif B23\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work  {% elif B24\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work  {% elif B27\_ss == True %}  Specialist one-to-one study skills – These are sessions with a DSA-approved provider to help with a range of tasks including (but not limited to) organisation, reading, structuring assignments, planning work  {% endif %}  {% if B21\_pcon == True %}  General Allowance:  Printing consumables (ink cartridges and paper) – This can be used to claim back the costs of ink and paper for your printer up to the amount specified below  {% endif %}{% if B21\_phofn == True %}  General Allowance:  University printing/photocopying – This can be used to claim back the cost of printing credits at university up to the amount specified below  {% endif %}  {% if tra\_tax == True %}  Travel Allowance:  Taxi allowance (account) – This will allow you to book taxis with the taxi company in your confirmation letter and can be used to travel from home to university/college (details will be provided on your funding body entitlement letter)  Taxi allowance (reimbursement) – This can be used to claim back the cost of taxi transport with a registered taxi provider. You will need to keep a receipt of your journey  {% endif %}  University/College Adjustments – You should discuss the following with your disability support team (further details available in Section D of this report)  {% if B27\_ti == True %}  Exam adjustments  {% elif B27\_brk == True %}  Exam adjustments  {% elif B27\_rdr == True %}  Exam adjustments  {% elif B27\_scr == True %}  Exam adjustments  {% elif B27\_pc == True %}  Exam adjustments  {% endif %}{% if B24\_ded == True %}  Coursework adjustments  {% elif B28\_red == True %}  Coursework adjustments  {% endif %} |

### C-2 Costs

#### Equipment allowance

Summary of specialist equipment quotes

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier | Quote number | Net cost | Gross cost |
|  |  | £ | £ |
|  |  | £ | £ |
|  |  | £ | £ |

#### Non-Medical Helpers Allowance (NMH)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NMH role descriptor | Assistive Technology Training | | | | |
| Duration | 1hr | Number of sessions | {{ “%.0f” | format(at\_hrs) }} | Frequency | In total |
| Supplier | | Hourly rate (net cost) | | Hourly rate (gross cost) | |
|  | | £ | | £ | |
|  | | £ | | £ | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NMH Role Descriptor | Specialist One to One Study Skills Support (SpLD) | | | | |
| Duration | 1hr / 2hr | Number of sessions | 30 | Frequency | Per AY/In total |
| Supplier | | Hourly rate (net cost) | | Hourly rate (gross cost) | |
|  | | £ | | £ | |
|  | | £ | | £ | |

#### General allowance

|  |  |  |
| --- | --- | --- |
| Items | Supplier(s) | Gross cost |
|  |  | £ |
|  |  | £ |
|  |  | £ |

#### Needs Assessment Report

|  |  |  |
| --- | --- | --- |
| Supplier | Net cost | Gross cost |
| AbilityNet | £499.00 | £598.80 |

#### Accommodation

|  |  |  |
| --- | --- | --- |
| Academic year (amend as appropriate) | Accommodation name | Gross cost |
| Student’s accommodation |  | £ |
| Comparative accommodation |  | £ |
|  | Difference in cost | £ |

#### Travel allowance

Taxi costs

|  |  |  |  |
| --- | --- | --- | --- |
| Travel between (first line of address and postcode) | Frequency | Equivalent public transport cost | |
|  |  | £ | Single / Return / Daily / Weekly |
| Supplier | | Net cost | Gross cost |
|  | | £ | £ |
| Supplier | | Net cost | Gross cost |
|  | | £ | £ |

Mileage costs

|  |  |  |  |
| --- | --- | --- | --- |
| Travel between (postcodes) | Frequency | Single / Return | Equivalent public transport cost |
|  |  |  | £ |

#### Needs assessor requests/preferred supplier

|  |
| --- |
| Specific supplier request |
|  |

### C-3 Summary of costs

|  |  |
| --- | --- |
| Allowance | Total of recommended support |
| Specialist Equipment | £ |
| Non-Medical Helper | £ |
| General | £ |
| Total | £ 0.00 |

## D. Higher education provider support / reasonable adjustments

All reasonable adjustments suggested in this section of the report are provisional and are subject to the specific accessibility policies of the HEP. These policies have not been taken into account in the compilation of these suggestions, as the Needs Assessment Report is intended to be tailored to the student, and should carry over to another Higher Education Provider in the event that the student changes their place of study during the course, or continues their education by enrolling upon another course after the current programme of study has concluded.

Suggested adjustments should be discussed with the Disability Advisor at the HEP. It can then be confirmed which adjustments can be implemented, and which are not possible.

### D-1 Higher education provider support

|  |
| --- |
| No Specific Recommendations  {% if B28\_red == True %}  Reduced presentation  {% endif %} |

### D-2 Examinations and assessment

|  |
| --- |
| No Specific Recommendations  {% if B27\_ti == True %}  Finishing an exam within the allotted time  {% endif %}{% if B27\_brk == True %}  Taking breaks  {% endif %}{% if B27\_rdr == True %}  Reading questions  {% endif %}{% if B27\_scr == True %}  Writing  {% endif %}{% if B27\_pc == True %}  Use of a computer  {% endif %}{% if B24\_ded == True %}  Coursework adjustments  {% endif %}{% if B24\_ded == True %}  Deadline extensions  {% endif %} |

### D-3 Other advice and guidance

|  |
| --- |
| Office 365 Pro Plus from Microsoft is available at no cost to DSA students with an academic university email address. It will be the responsibility of students to work with their institutions Disability Officer and IT Department to obtain an email address for installing Office 365 Pro Plus, and their responsibility to liaise with their Assistive Technology Training Provider about installation of Office 365 Pro Plus. Office 365 Pro Plus works on desktop and laptop computers, and tablets using the Windows, Android, or Apple operating systems. Microsoft Office is not supported on Linux operating systems. The software is installed on a student’s machine enabling them to work offline. Technical advice on Office 365 Pro Plus can be found at Microsoft’s website <https://products.office.com/en-us/student/office-in-education>  My Computer, My Way – this site explains what free features are available in Windows and iOS to help people to customise their PC’s for usability and accessibility. <https://mcmw.abilitynet.org.uk>  Data storage: Students are advised to ‘back up’ electronic resources and coursework frequently, to avoid loss of material if your computer hard drive becomes corrupted. Data can be backed up using an external hard drive (available from your supplier at a cost to you), or via the use of an online ‘cloud’ storage facility. Both Gmail (Google Drive) and Microsoft (OneDrive) accounts typically include free storage, but some alternative free ‘cloud’ storage suppliers are:  www.dropbox.com  www.justcloud.com  www.slashdrive.net  Documentation:  Equality Rights Commission Code of Practice for Post-16 Education, in relation to the Special Educational Needs and Disability Act 2999 [SENDA]: <http://www.equalityhumanrights.com>  Department for Business, Innovation and Skills [BIS] Guide to Disabled Students’ Allowances: <http://www.sfengland.slc.co.uk/media/664653/sfe_dsa_guide_1415_d.pdf>  Organisations  National Union of Students: [www.nus.org.uk](http://www.nus.org.uk)  Disability Alliance: [www.disabilityrights.org](http://www.disabilityrights.org) |

## E. Contact details

|  |  |  |  |
| --- | --- | --- | --- |
| Funding body | | | |
| Name | Student Finance England | | |
| Phone number | 0300 100 0607 | Email | dsa\_team@slc.co.uk |
| Address | Student Finance England  PO Box 210  Darlington  DL1 9HJ | | |
| Funding body | | | |
| Name | Student Finance Wales | | |
| Phone number | 0300 200 4050 | Email | sfw\_dsa\_team@slc.co.uk |
| Address | Student Finance Wales  PO Box 211  Llandudno Junction  LL30 9FU | | |
| Funding body | | | |
| Name | NHS Bursaries | | |
| Phone number | 0300 330 1345 | Email |  |
| Address | Ridgway House  Northgate Close  Middlebrook  Horwich  Bolton  BL6 6PQ | | |
| Funding body | | | |
| Name | Student Finance Northern Ireland | | |
| Phone number | 0300 100 0077 | Email |  |
| Address |  | | |
| Funding body | | | |
| Name | SAAS (Student Awards Agency Scotland) | | |
| Phone number | 0300 555 0505 | Email | saas\_4@gov.scot |
| Address | Student Awards Agency for Scotland  Saughton House  Broomhouse  Edinburgh  EH11 3UT | | |
| Specialist equipment | | | |
| Invate Ltd | 9 Apollo Court, Koppers Way, Monkton Business Park South, Hebburn, NE31 2ES  0191 230 6680  info@invate.co.uk | | |
| Remtek Systems Ltd | Unit 42, Leslie Hough Way, Salford University Business Park, Salford, M6 6AJ  0800 083 0611  admin@remtek-online.co.uk | | |
| iansyst Ltd | Fen House, Fen Road, Chesterton, Cambridge,  CB4 1UN  01223 420 101  cop@iansyst.co.uk | | |
| Barry Bennett | Bennett House, Viking Street, Bolton, BL3 2RR  01204 534 311  info@barrybennett.co.uk | | |
| Assistive Solutions | Sales Team, 35 Kingsland Road, London, E2 8AA  0203 519 8000  info@assistiveitsolutions.com | | |
| Wyvern Business Systems | Wyvern Business Systems Wyvern House, Netherwood Road, Rotherwas, Hereford, HR2 6JJ  01432 271 233  enquiries@wbs.uk.com | | |
| Microlink | Microlink House, Brickfield Lane, Chandlers Ford, Southampton, SO53 4DP  0330 555 0 999  csa@microlinkpc.com | | |
| Sight & Sound Technology Ltd | DSA Sales, Welton House North Wing, Summerhouse Road, Moulton Park, Northampton, NN3 6WD  0345 634 7979  dsasales@sightandsound.co.uk | | |
| Assistive technology training | | | |
|  |  | | |
|  |  | | |
|  |  | | |
| Non-Medical Help | | | |
| Disability Adviser | Disability and Dyslexia Team  Phone Number: +44 (0)1273 643799  Email: disabilityadmin@brighton.ac.uk | | |
| Diversity and Ability | 0800 978 8303  hello@dnamatters.co.uk | | |
| Taxi providers | | | |
|  | Contact name:  Contact role:  Address:  Phone number:  Email: | | |
|  | Contact name:  Contact role:  Address:  Phone number:  Email: | | |