**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

Contact Details:

NAC: 028 90 975275

Disability Services: 028 90 975251

Education Authority: Contact your Local Education Authority Office

Student to notify the Needs Assessment Centre (NAC) if they require any amendments within 2 days

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

The Education Authority will confirm by letter to the student which recommendations have been approved

This process takes approximately 6 – 8 weeks

Report sent directly to the Education Authority by the Needs Assessment Centre (NAC) on student’s behalf

The Student’s University Disability Officer is also provided with a copy of the report

Report sent to student for review

**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

**Non-Medical Helper Support:**

Disability Services will automatically organise non-medical helper support following approval of recommendations