

NMH termly meeting

6 September 2018

Agenda

12:30

Welcome lunch and review
induction

13:30

Accessibility Updates

- Directorate update
- Accessibility team staffing
- Paperwork
- DSA-QAG Audit 2018
- GDPR (Online Modules)
- Compass Online
- Allocations 2018
- Student feedback
- Meetings

14:15

Break

14:30

Wellbeing updates

- Wellbeing pathways
- Wellbeing team staffing
- Peer mentoring support
- Training – 4th October

15:00

Dealing with parents

15.30

Finish

Directorate update

➤ Student and Academic Services

➤ Why?

- Changes to University teaching and research
- Strategic alignment with universities 2030 plans
- "One Voice and One Service"

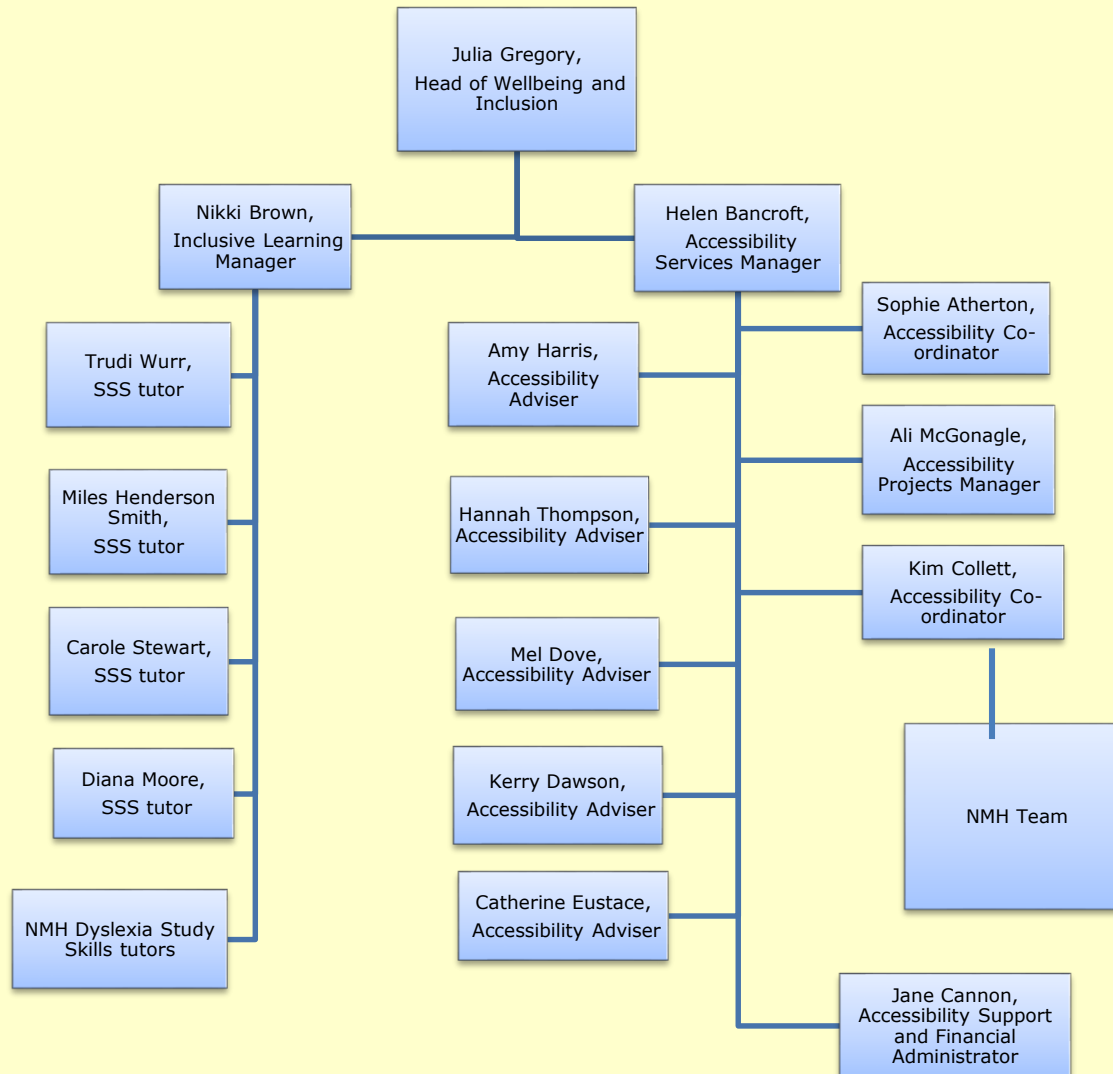
➤ Phase 1 (August 2018)

- Agreed Staffing Structure

➤ Phase 2 (August 2019)

- Transition process (review, evaluate and discuss to determine process/structure changes)

Accessibility and Inclusive Learning Staffing Structure



*SSS = specialist study skills (SpLDs and ASD)

Staffing

- Management of Non-Medical Helper team – Kim Collett (Weds, Thurs & Fri)
- Drop in Sessions for NMH staff
Friday 13:30 – 15:30 in G2
- Contact
 - 01326 253629
 - Kim.collett@fxplus.ac.uk

Drop-ins and support

Inclusive Learning Rectangular Smp

[Home](#) [Inclusive Guides](#) [Tools & Apps](#) [Student Info](#) [StudyHub](#)

[Student Info](#) / [Free Support](#)


Free Support

[View](#) [Edit](#)

Free support for all students

If you don't get support through the DSA (Disabled Students' Allowances), there is plenty of help available:

- Come along to one of our **Accessibility and Dyslexia Skills drop-in sessions**. (These include sessions on apps, strategies and study skills.)
- Check out our list of **free and cheap tools and apps**.
- Come to **Info-Perch**: drop-in sessions run by ASK and Library.
- Book a study skills session with **ASK: Academic Skills** [↗](#).
- The EAP (English for Academic Purposes) team in **Languages** [↗](#) run subject-specific English courses for students with English as a second language.
- Check out the study skills resources at the **Study Hub**.
- See the **What's On calendar** for a weekly list of all workshops, meetings and drop-ins.



Images on this site are courtesy of Pixabay [↗](#)

<http://inclusive.fxplus.ac.uk/free-support>

Accessibility Advisers

- **Amy Harris**
 - Institute of Photography (IoP)
 - Games Academy (GA)
- **Mel Dove**
 - Falmouth School of Art (FSOA)
 - Falmouth Business School (FABS)
- **Hannah Thompson**
 - Fashion and Textiles Institute (FTI)
 - Academy of Music and Theatre Arts (AMATA)
- **Kerry Dawson**
 - School of Communication Design (SoCD)
 - School of Film and TV (SoFT)
 - School of Writing and Journalism (SoWJ)
 - School of Architecture, Design and Interiors (SADI)
- **Catherine Eustace**
 - All Exeter courses and CEG

DSA Support

- Check that you have the Needs Assessment report and Letter of Entitlement (LOE) on your case for you student.
- Check the DSA LOE for agreed hours (may be updated or vary from year to year)
- If in doubt, please email accessibilityadmin@fxplus.ac.uk

Non-DSA Support

- Working with a Non-DSA Support or Interim support student?
- Please check that you have agreed hours for 18/19 academic year (Non DSA support form should be attached to your case)
- If in doubt, please email accessibilityadmin@fxplus.ac.uk

Example Non-DSA Support form

Non DSA Support Form

Student Name	XXXXXX
Student Number	65432
Course Name	Geography
Disability/Condition	ASD

NMH Support Type Agreed	Specialist Study Skills ASD Tuition
NMH Support Allocated to	XXXXXX
Date Agreed	12/2/17
Hours	10
Per Year/Per Term/One Off	Per year
Non DSA/Interim	Non DSA

Support Should Cover:

- Planning skills
- Time management and prioritisation
- Research strategies
- Referencing skills
- Proof reading strategies
- Improving reading efficiency
- Breaking down assignment briefs
- Group work skills
- Presentation skills

Timesheet Information:

Please write non DSA on timesheets and invoice for non DSA work on a separate line.

Additional Support Available to Student:

- Student has been given a voice recorder
- Study Hub <http://studyhub.fxplus.ac.uk/>
- Focus On <http://studyhub.fxplus.ac.uk/focus-on>

Please note:

If it is anticipated that more hours are needed, or the student requests more hours, the NMH must contact an Accessibility Adviser to request these. Additional hours are not guaranteed and will not be paid unless they have been agreed by Accessibility in advance.

If a student is receiving interim support, they may get this support funded by DSA shortly. However, the NMH providing the interim support is not necessarily the NMH that will provide the DSA funded support. This will depend on which NMH provider is chosen by the student's funding body and registration criteria.

Missed sessions

- In Cases, title of the note: Session 3/30 – DNA or Late Cancellation.
- In Compass Diary. Add note to title of session, e.g. Session 3/30 – DNA or Late Cancellation. If using Outlook Calendar instead, do the same there.
- Email Accessibilityadmin@fxplus.ac.uk as soon as **two sessions** have been missed in a term for follow-up.
- Use 'acceptable reasons'

Acceptable reasons by DSA

- Disability/condition related
 - (e.g. not 'forgot session' but organisation/time management issues due to SpLDs etc.)

➤ Illness

➤ Travel/weather issues

➤ Personal emergency

Can't claim if due to Uni (check really last minute)

NB) only fill in Missed Sessions line (not both)

Note: missed session terms

- 1 September – 31 December
- 1 January – 30 April
- 1 May – 31 August

DSA have advised that they use these dates, not our terms

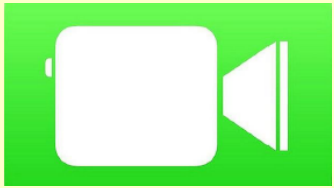
Paperwork updates

- New Terms of Provision must be used
- Payment dates
- Observation/video consent form
(camcorder in Accessibility office)

All at

<http://inclusive.fxplus.ac.uk/nmh-paperwork>

Living well on the spectrum (books)



Remote Support Rules



- Students choice
- No approval needed, but does need to be logged with Accessibility and on students case.
- Skype and Face time allowed but not email

DSA-QAG Audit 18/19



- On site audit – 17th & 18th September
- Must be compliant in all areas
- If you have been asked for information, please provide asap

General Data Protection Regulations

- Please complete the new online training module for GDPR and provide us with a copy/screenshot confirming completion.
- https://fxplus.learnupon.com/users/sign_in
- Any access problems contact:
Nicola Ward
Phone: 01326 255726
Email: n.ward@falmouth.ac.uk

Compass Online

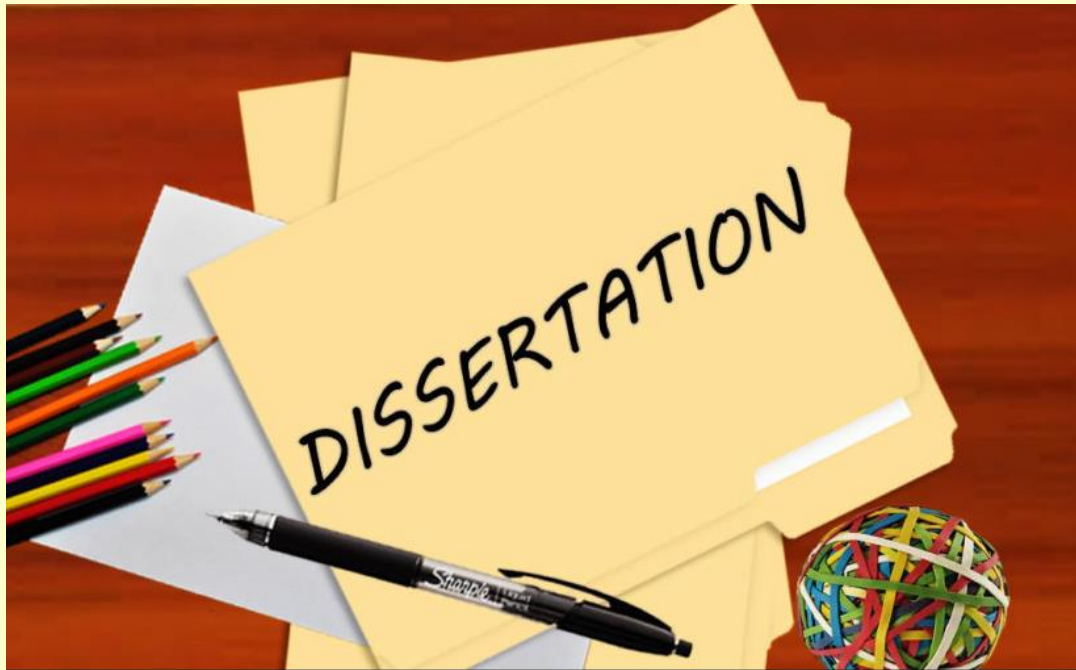
- August 2018 update of version 8.2 delayed until December 2018
- Training will be scheduled for January 2019 for the updated version
- For Compass refresher training contact Kim Collett
 - Compass user manuals:
<http://inclusive.fxplus.ac.uk/nmh-paperwork>
 - Access problems or issues, email:
compassonlinesupport@fxplus.ac.uk

2018/19 Support Allocations

- Allocations of support for new 18/19 students – starting from 7th September
- In house team (Inclusive Learning) filled first
- Allocated based on qualifications, DSA-QAG registration, capacity and course based requests
- Email to confirm new students – all details on Compass freelance cases

Support for 3rd years

- Dissertation deadlines
- Early contact for support sessions



Student Feedback

- Encourage all students to use the online feedback survey – <http://inclusive.fxplus.ac.uk/feedback>
- Students are asked for feedback termly, but they can provide ad-hoc at any time.
- Please add the link to the survey to your email signature.

ADHD Support Group

ADHD Support Group – next meeting:
Tuesday 2nd October 2018

- 6pm – 8pm
- Location to be advised
- Check:
<https://studyhub.fxplus.ac.uk/whats-on>

Inclusive Learning NMH meetings

- Optional for all study skills tutors/mentors (please tell me if interested)
- To share resources and good practice
- To raise issues
- Pilot days/times/location – can be changed next term
 - G1
 - Monday 8.30-9.30: 5th November
 - Thursday 1-2: 11th October and 6th December

Break till 2.30



- 2.30 – Wellbeing updates – Julia Gregory
- 3.00 – Dealing with parents – Keith Hawksworth
- 3.30 – Finish