

After you have attended your Assessment of Needs appointment:

## **1. Send you a copy of the Assessment of Needs Report**

We will aim to send a copy of the Assessment of Needs Report to you within 10 working days after the assessment. The report will detail any recommended strategies such as equipment, human support and travel assistance. (If you have requested not to see a copy of the report go to point 3).

## **2. If you have requested to see a copy of the report**

Make sure you sign the acceptance form that is sent with the report and post this back to us as soon as possible.

## **3. Forward copies of your report**

We will then send a copy of your report to your Funding Body and with your permission we will also send a copy of your report to your Disability Adviser at your College or University.

## **4. Your funding body will consider the report and confirm what support is agreed**

Your funding body will consider the recommendations in the report. You will receive a letter from them stating what support is agreed, or let you know of any issues. If you are not sure what you need to do then please get in touch with us and we will help.

## **5. Order equipment from chosen supplier**

If you have been recommended equipment, you will need to contact the chosen supplier and they will arrange delivery. You will need to provide a copy of the funding body's letter to place the order. When your equipment arrives it will be set-up by the supplier, unless you opted not to have this service.

## **6. Book training**

Contact the training supplier to promptly arrange training. This is very important to get the most out of any equipment supplied.

## **7. Arrange Non-medical helper support**

Talk to your Disability Adviser at your college or university. They will be able to advise and help put any recommendations in place e.g. a note-taker, a mentor or one to one specialist study skills support.

If you need any help with the assessment process, or accessing the recommended support, then please get in touch.

Telephone: 01978 293254 & 01978 293594

E-mail: [assessmentcentre@glyndwr.ac.uk](mailto:assessmentcentre@glyndwr.ac.uk)

Website: [www.glyndwr.ac.uk/assessmentcentre](http://www.glyndwr.ac.uk/assessmentcentre)