

# Needs Assessment for Students with Disabilities/Impairments Procedure

**Controlled Document – refer to Intranet for latest version**

Category: Academic

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Responsibility: Student Success Senior Manager

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Approval: Executive Director Te Mana Taurira

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## Scope

This procedure applies to UCOL staff involved in all Needs Assessment practices with learners who access UCOL's Disability Services for equitable support and resources.

This procedure should be read in conjunction with the *Disability/Impairment Student Support Policy* and used with the latest version of UCOL's *Needs Assessment Form*.

## Responsibility

The Student Success Advisor (Disability) or their delegate:

- Arranges Needs Assessments and informs learners about the Needs Assessment procedure;
- Administers the *Needs Assessment Form* with learners who access UCOL's Disability Services for equitable support or resources;
- Assesses the individual support needs and requests appropriate evidence if significant resourcing or funding allocation may apply;
- Creates and actions a personalised support plan for the learner; *and*
- Reviewing and escalating personalised support plans to management as required.

The Student Success Team Leader / Student Success Senior Manager / Executive Director Te Mana Taurira:

- Reviews the assessment of individual support needs and requests accompanied by appropriate evidence as required; *and*
- Reviews personalised support plans and delegates approval of significant resourcing or funding as required, in accordance with UCOL's *Disability/Impairment Student Support Policy* and *Kia Ōrite – Code of Practice*.

## Procedure

### 1. Arranging a Needs Assessment

All learners who access UCOL's Disability Services for equitable support or resources should be advised to arrange a Needs Assessment.

Current learners who declare their disability/impairment on their enrolment application should receive direct communication about UCOL's Disability Services, including a voluntary invitation to arrange a Needs Assessment.

The Student Success Advisor (Disability) or their delegate will coordinate with attendee(s) to confirm the Needs Assessment. A support person and/or relevant UCOL staff member(s) may attend the Needs Assessment at the learner's discretion.

### 2. Administration of the Needs Assessment form

The Student Success Advisor (Disability) or their delegate will facilitate a semi-structured interview, using the latest version of *UCOL's Needs Assessment Form*.

The Needs Assessment form will be used to record the learner's contact details, disability/health information, educational background, individual support needs, and a personalised support plan. All Needs Assessment records must be collected and stored in compliance with the *Privacy Act 2020*.

### 3. Assessment of individual support needs

The information collected during the Needs Assessment will be assessed (and reviewed as required) to determine the allocation of equitable support and resources for each learner. This may include:

- Identifying potential learning barriers to participation and achievement in the learner's environment;
- Assessing the validity of the learner's evidence or supporting documentation submitted;
- A follow-up consultation with the learner's external support network regarding their individual support needs, with the learner's consent; *and/or*
- A follow-up consultation with relevant faculty members and internal UCOL services regarding their individual support needs, with the learner's consent.

### 4. Personalised support plan and reviews

The Student Success Advisor (Disability) or their delegate will work with the learner to create a personalised support plan. A personalised support plan may include one or more of the following support and resources:

- Internal and/or external referrals to support services;
- Alternative arrangements in tests and exams;
- Assistive technology and specialised equipment;

- Accessible course material;
- Disability advocacy and assistance;
- Mobility assistance; *and/or*
- Additional one-to-one support (e.g. Disability Support Assistant, Reader/Writer, Note-taker, Peer Tutor, New Zealand Sign Language Interpreter).

If significant resourcing and funding allocation is required, the learner's individual support needs and personalised support plan must be reviewed by the Executive Director Te Mana Taurira / Student Success Senior Manager / Student Success Team Leader.

The Student Success Advisor (Disability) or their delegate will contact learners to review the appropriateness and effectiveness of their personalised support plan at least 2 weeks after implementation.

## Relevant Legislation

- [Education and Training Act 2020](#)
- [Human Rights Act 1993](#)
- [Health and Disability Commissioner Act 1994](#)
- [Privacy Act 2020](#)

## Related Documentation

- [Kia Ōrite – Code of Practice](#)
- [Disability/Impairment Student Support Policy](#)
- [Assessment and Moderation Policy](#)
- [Special Assistance for Examinations/Tests Procedure](#)
- Needs Assessment Form