

Date update provided:-	08/09/2016
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HEI / Disability / Accessibility Support Service Contact Details

<i>HEI/FEI/Other HE course provider</i>	University of West London
<i>Contact Name ie Head of Service or Title</i>	Senior Wellbeing Co-ordinator
<i>Postal Address</i>	Wellbeing Team University of West London ST-GF-10 St Mary's Road W5 5RF
<i>Telephone No. – Voice</i>	020 8231 2739
<i>Minicom / SMS</i>	
<i>Email(s) – if a general disability support service email address is available please be sure to give this</i>	Wellbeing.Team@uwl.ac.uk
<i>Web information / URL</i>	http://www.uwl.ac.uk/students/support-services-for-students/disability-support

Institutional provisions and resources

<i>Does the HEI have any means of supporting students in respect of the £200 student contribution to the DSA equipment package?</i>	Students can apply for the University's Discretionary Support Fund (hardship fund) if they are unable to afford the £200 contribution, however awards from the Fund are not guaranteed and is at the discretion of the Panel.
<i>Are lecture capture systems available? Do students need to make arrangements to access the recordings?</i>	Currently, only a small percentage of teaching rooms have 'UWL Replay' (lecture capture system) installed. There is no guarantee which lectures will be recorded.

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

<p><i>How are students with temporary disabilities accommodated?</i></p>	<p>Students with temporary conditions are usually accommodated through their academic school.</p>
<p><i>Are any assistive technology resources available via the University Network? If so what is available?</i></p>	<p>Assistive Technology is available on each site: at Ealing, Brentford and Reading. On each site there is a dedicated workstation with assistive software installed (at Ealing there are 3 workstations located in the library). Software includes JAWS, SuperNova, Dragon. Each dedicated workstation is equipped with a wide-screen monitor and ergonomic keyboard, chair and table. Mind Manager and ClaroRead are site licenses. There is also a selection of laptops that can be loaned on a short-term basis from the Paul Hamlyn Library that has the above assistive technology installed. The Library at Ealing has a CCTV desktop magnifier.</p>
<p><i>Does the HEI have any assistive technology expertise? Is there someone students can contact for assistance?</i></p>	<p>There is currently no Assistive Technology Adviser.</p>
<p><i>Does HEI residential accommodation have internet access? Do students have to pay?</i></p>	<p>Standard Wifi is available at Paragon Student Lets</p>
<p><i>Is the campus covered by wifi.</i></p>	<p>Yes – students are advised to contact the IT Service Desk for further information.</p>
<p><i>Does the library make any accommodations for students with disabilities/SpLDs? For example extended library loans?</i></p>	<ul style="list-style-type: none"> • Extended loan periods on borrowing books • Assistance with fetching books • Ordering books for collection • Obtaining e-books or books in electronic format • Assistance with printing and scanning • Private and small study spaces suitable to work independently or with a support worker

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

<i>Do you have study areas on campus specifically for the use of students with disabilities/SpLDs? Is specialist AT available in these locations?</i>	No specific reserved areas apart from the dedicated AT workstations. There are plenty of accessible private study spaces in the library and student study areas.
<i>Are examination script labels available for students with disabilities to identify the scripts to markers? Please give as much detail as possible. Please make distinctions between coursework and examinations where appropriate.</i>	We offer a coversheet for students with SpLDs for coursework only.
<i>What arrangements are in place for students in receipt of extended time in examinations?</i>	Once exam adjustments are agreed with the Wellbeing Team, arrangements are made by the Examinations Team.
<i>What is the 'standard' extended testing time value?</i>	There is no 'standard'. Extra time is granted on basis of evidence provided.
<i>What arrangements are in place for students with a 'low distraction' or a 'separate setting' testing environment?</i>	We can offer a separate private room, where there is evidence of one being needed.
<i>Does the HEI cover costs for support workers in examinations ie for readers and scribes...or is the DSA used to cover these?</i>	The University covers the cost of exam support workers
<i>Can students receive extensions to deadlines? Are these negotiated on an 'assignment by assignment' basis or granted 'carte blanche'?</i>	A provision for requesting an extension is made in a students Individual Support Plan. However, students must still follow the extension policy and request these on a case-by-case basis from the course/module leader each time an extension is required.
<i>Does the HEI have any 'in-house' means of providing course materials and course texts in electronic / alternative formats?</i>	This is decided on a case-by-case basis and would depend on the course and the nature of the materials requested.
<i>Do any other 'student services' have particular provisions for students with disabilities? For example is there a dedicated careers adviser, study abroad adviser, residential services/accommodation adviser, study skills adviser?</i>	N/a
<i>Any other specialist provisions?</i>	The Drop-in Support Service is available to all students to provide 1-1 academic

	and pastoral support. A peer-to-peer mentoring scheme is also run through this Service.
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Procedures for interim support

<i>What procedure / provision is in place relating to 'interim' support – ie support to be made available to students in advance of funding body financed provision?</i>	If there is a need for interim support, the Wellbeing Team can assess this and if necessary make arrangements.
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In-house NMH Provision details – if available

<i>DSA-QAG Unique Identifier:-</i>	N/a
<i>Contact Details:-</i>	

Other providers used by our students

<i>Provider name 1:-</i>	Clear Links
<i>DSA-QAG Unique Identifier:-</i>	584823
<i>For support types:-</i>	All types, except BSL Interpreting

<i>Provider name 2:-</i>	Randstad
<i>DSA-QAG Unique Identifier:-</i>	436470f
<i>For support types:-</i>	All types, except BSL Interpreting

INSTITUTIONAL RESOURCES AND PROVISION TO SUPPORT STUDENTS WITH DISABILITIES

<i>Provider name 3:-</i>	Terra Consultancy
<i>DSA-QAG Unique Identifier:-</i>	3GYIVJ2BWV
<i>For support types:-</i>	BSL Interpreting, CSW, Electronic Note-taker, Language Support Tutor.