Route to an Apprenticeship **Needs Assessment**

If you have a suspected SpLD, please refer to the **Route to a Diagnostic Assessment** Flow Chart we have provided which provides key details about Self-Referral and Diagnostic assessments.





Students on Apprenticeships are not eligible for Disabled Students' Allowance, and are therefore required to go directly through the University in order to determine additional support.



Students are required to provide suitable evidence to Disability & Inclusion (D&I) in order to be recommended for an Apprenticeship Needs Assessment (ANA).



Once suitable evidence is provided, D&I will request consent confirmation in order to provide contact details to an external **Needs Assessment** Centre, ATOP Ltd.

D&I can also provide a Disability Evidence Form to support students in obtaining suitable medical evidence from their GP/Specialist.



The Needs Assessment centre will then confirm a date you will need to attend for the assessment. After the assessment takes place, your ANA report will be created.

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You will receive a copy of your Entitlement letter, which will detail the next steps you will be required to take to set up your support. It will also detail what responsibilities the Apprenticeship team have.



Your ANA Report will then be sent to D&I who will aim to process it within 10 working days and create an Entitlement letter based off the recommendations.



FINISH

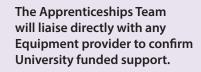
You will need to contact any Non-medical Helper (NMH) provider agreed within your **Entitlement letter to initiate** support. The NMH provider will then assign a suitably qualified professional to follow up with you directly.

OPTIONAL

D&I can support you with

any queries regarding your

Entitlement letter if required.



Apprenticeships will then call the student asking them to follow up with equipment provider to confirm delivery location and time, including installation.



