

Information for NMH Providers supporting UAL students

Liaising with the UAL Disability Service

Each student at UAL has a named Disability Adviser according to their course of study. When the Disability Adviser becomes aware that NMH support is agreed with DSA they will:

- Advise the student on how to access the agreed support.
- Seek the student's permission to share relevant information with the provider.
- Where consent is obtained, seek to agree a method of reviewing the student's support with both the student and provider.

The UAL Disability Service asks that NMH providers:

- Inform us when a student begins to access support.
- Inform us when a student ceases to access support.
- Provide an annual update on the student's support arrangements.

Please direct queries to Support Work Coordinator, Katie Atkinson (k.atkinson@arts.ac.uk).

Supporting UAL students on-site

UAL ID cards:

In some circumstances it is possible to arrange a UAL Contractor ID Card for external support staff. Requests should be submitted to Support Work Coordinator, Katie Atkinson: k.atkinson@arts.ac.uk. Contractor ID cards are issued for a maximum of twelve months.

Rooming:

Providers are responsible for arranging suitable meeting space for students. In-line with DSA-QAF requirements it is expected that this space is comfortable and confidential.

The University Disability Service is generally unable to provide confidential space for NMH sessions delivered by third party providers. However, requests from Specialist Mentors can be considered on a case by case basis.

Please direct queries to Support Work Coordinator, Katie Atkinson (k.atkinson@arts.ac.uk).



Students who exceed their DSA allowance

Provision of NMH support above the student's DSA allowance must be pre-agreed with the UAL Disability Service to enable payment. The student's DSA2 informs providers when the student will exceed their financial allowance.

In these cases, please contact the UAL Disability Service to agree the hours and delivery of support that can be funded by the University. The student should be involved in this discussion.

Invoicing:

To ensure prompt payment, invoices should:

- Always show the full address of the University
- Always show your VAT number (if applicable)
- Be sent electronically to disabilityadmin@arts.ac.uk
- Be clearly marked for the Disability Service
- Always be supported by electronic copies of signed timesheets
- Always show the name of the student, the student's ID Number and the date support was delivered on.

Contacting the Disability Service

Please direct queries and feedback requests to:

Support Work Coordinator, Katie Atkinson

E: k.atkinson@arts.ac.uk

If the Support Work Coordinator is unavailable, please contact the Disability Service Admin Team:

T: +44 (0)20 7514 6156

