Well aHead
Partner Pack

Studying can improve your mental health
Nottingham Trent University Well aHead Project

Partner Pack contents

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About the Mental Health Support Team and the Well aHead Project

The Well aHead Project
The Well aHead Project is a project set up specifically to encourage people with mental health difficulties to consider studying Higher Education (HE) courses at Nottingham Trent University. We aim to provide information, advice and guidance to prospective students in order to assist them in making an informed choice about whether studying at NTU would be something they wanted to pursue. By working closely with people with mental health difficulties and mental health professionals we are able to address many of the common concerns and fears there may be around studying.

The Well aHead project stems out of the university’s commitments to the Office of Fair Access (OFFA). OFFA requires the university to show in writing how it intends to increase the participation of groups of people who are traditionally under represented in HE, and this document is called an Access Agreement. NTU is, to our knowledge, the only university in the country which has made a specific commitment to try and increase the participation of students with mental health difficulties as part of its OFFA Access Agreement.

The Mental Health Support Team
The Mental Health Support Team’s function is to try to ensure that Nottingham Trent University students with mental health difficulties have the best possible chance of succeeding in their studies.

We do this by supporting individual students to find ways of managing and working around the impact of their difficulties on their studies. We also assist students to apply for the DSA, which can fund on-going support and, where appropriate, other things such as IT equipment, travel and books.

We are also heavily involved in Mental Health Promotion activities, such as the Well aHead project, an Exercise Referral Scheme, and the establishment of a Self Help Book Collection within NTU’s libraries.

Part of the health promotion role involves working with academic staff to increase their understanding of mental health difficulties and what they can do to respond to students’ specific learning needs. This includes delivering training and making recommendations for adjustments to the way a course is delivered or assessed to take into account the effect of a student’s particular difficulties. This forms part of NTU’s approach to meeting its obligations under the Disability Discrimination Act (DDA).
Being a partner of the Well aHead project

Why work in partnership?
Most agencies working with people with mental health difficulties are committed to social inclusion and enabling their clients to engage with education, employment, volunteering or training, but we recognise that in practice this can be difficult.

As a higher education provider, NTU is committed to developing inclusive policies and practices and to seeing this reflected in an increasingly diverse student community. We have an established mental health support team and have seen students flourish with the right support in place.

The Well aHead project is an extension of the work of this team, and creates a structured and supportive pathway to enable people with mental health difficulties - who may have felt excluded from higher education - to see it as a realistic possibility for their future.

What does Well aHead expect from its partners?

• Active participation
  Keep Well aHead on your team agenda and in your colleagues’ minds and think about how we can develop our relationship. We are available to speak at team meetings, attend relevant events or offer training on issues relating to mental health in higher education.

• Early referrals to the Well aHead project
  Potential students do not have to be ready to apply before they are referred to the project. In fact, we would actively encourage you to refer people who are simply interested in finding out what university looks like and how it works, even if they aren’t sure if it’s for them at that stage.

  If someone does reach the stage of making an application, we can work with them from the outset on putting appropriate arrangements in place to ensure that they are able to get on with their studies and participate in university life.

• Influence development of policy and practice
  We welcome your thoughts and ideas as to how NTU might encourage more people with mental health difficulties to consider higher education and to access the support we can offer.

The role of the link worker
Each partner agency should nominate a link worker so that we can communicate easily with your agency and keep you informed of relevant updates.

What the link worker will do
• Be a champion for higher education, raising aspirations amongst colleagues as well as clients
• Have a commitment to working with us to keep it on your agency’s agenda
• Be invited attend training sessions on issues relevant to mental health in higher education, including, for example, the Disability Discrimination Act and the Disabled Students’ Allowance
• Encourage colleagues to use the partner pack
• Identify any current NTU students accessing their service and make them aware of the role of the Mental Health Support team
• Attend review and planning meetings with us two or three times a year
Well aHead opportunities for people with mental health difficulties

Informal visits
Informal visits can be arranged with the Well aHead Project Officer to have a tour round campus and a chat about university life and what support students can expect. Visits will usually last around an hour and will be led by the needs of the individual. The typical kinds of things a visitor might like to see are listed below.*

- Our preference would be for the initial visit to take place on campus, but we can come to agency premises as a first step towards this if meeting on campus would create significant difficulties.
- Visitors are welcome to bring someone with them, such as a friend, support worker or parent/carer.
- Visits will always start with a brief welcome in one of our offices to give visitors the chance to meet with Well aHead Project Officer in a private space at the outset, where they can raise any immediate questions or concerns.
- A tour around the campus to see some of the places commonly used by students can be really useful for anyone who isn't familiar with the university environment. It may also help us to identify any areas which might be difficult for individuals to access, and give us an opportunity to think about ways how we might accommodate those access needs.

* Places we might visit could include:
  ✓ Library
  ✓ Course-specific facilities (e.g. language centre, art studios)
  ✓ Generic study facilities (e.g. lecture theatres, seminar rooms, IT resource rooms)
  ✓ University accommodation
  ✓ Students’ Union
  ✓ Sports and Lifestyle facilities
  ✓ Catering outlets and social spaces

- Visits will end back at the offices for an informal discussion. The purpose of this is to:
  § give visitors the opportunity to ask any further questions and discuss any concerns
  § enable the Project Officer to describe in more detail how NTU supports students with mental health difficulties, including:
    • Finance
    • DDA / DSA
    • On-course support
    • Adjustments
    • Support networks
    • Prospectus

Ongoing transition support
People are welcome to visit more than once if they feel that this would be helpful. For example, a second visit might include meeting a tutor from the course of choice, showing a student how to apply through UCAS or arranging an advice appointment with a money adviser.

We will also offer ongoing support throughout the application process, including:
- Appropriate referrals to other NTU services or departments
- Assistance with form-filling
- Personal preparation session with the Mental Health Co-ordinator
- DSA Assessment
  (upon completion of paperwork and subsequent referral from Student Finance England)
- Orientation Session with Well aHead Project Officer
University and NTU – the basic facts

This fact sheet provides a starting point to help explain the key facts to people who have little or no knowledge of university.

What ‘university’ means

A university is a place which offers students the opportunity to learn in depth about subjects they are interested in. Most courses at NTU are classed as ‘higher education’. The most common type of course offered by a university is called a ‘degree’, and will usually last 3 years. However, some subjects offer a ‘foundation degree’ which lasts just two years. These can usually be converted into a full degree if you stay on to study for a third year.

What does NTU look like?

NTU isn’t just based in one place. We have three main locations called ‘campuses’, which are areas where the vast majority of the buildings belong to the university. On these campuses you will find teaching rooms, accommodation, catering outlets, shops and social spaces.

Open Days

Each year in July and September/October, NTU holds university-wide Open Days. These are an ideal opportunity to see the campus, find out about the different courses on offer, look round the accommodation and find out about what other services and support are available. Places can be booked via our website, and visitors are welcome to bring someone with them such as a friend, parent or worker.

University ‘v’ school

Unlike school, where pupils attend all day every day and their learning is closely monitored, higher education is based on the idea of independent learning. Students do attend classes (known as lectures or seminars), but are also expected to put in a considerable amount of work in their own time and learn to express their own solutions and ideas. Depending on the choice of course, the number of classes they need to attend may only be for a few hours a week, even on a full time course.

How students are taught

The teachers – known as tutors or lecturers – will use their classes to introduce topics and tell students how best to go about self-directed learning, where to get the best books and how to demonstrate what they have learned (usually through projects, essays, examinations or presentations).

Classes can include lectures, in which students will normally listen to a speaker and take notes, and seminars, which are more interactive and offer students the chance to discuss their views on a topic. Depending on the type of course, students may also undertake other forms of classes which have a more practical element, such as lab sessions. If they are studying a course such as Fine Art, they may have what is called Studio Time, and on certain courses such as Countryside Management, some classes will not be in a classroom at all, and may involve becoming familiar with how to use certain types of machinery.

Some courses last 4 years, with the third year being used as a work placement away from the university.

If a prospective student want to ask lots of questions about how a particular course is run, it is always best to contact the relevant academic office. Contact details can be found on the NTU website.
What if someone would find it hard to commit to full-time study?
If a person has lots of commitments in their life already, they may like to ask if the courses they are interested in offer a part-time option. Instead of studying for three years they can study at a slower pace over more years (usually between 4 and 7 years), which gives plenty of freedom to fill their life with other things, such as work or family life.

What if someone is interested in a number of different universities?
The Well aHead project will be happy to support anyone who is interested in applying to NTU, even if this is just one of a number of university choices, as we encourage all applicants to carefully consider what the right course is for them.
Being prepared for university

Starting to consider university
People study at university with the idea that it is going to benefit them in some way. The opportunity to learn in depth about a subject that is of interest is valuable in itself. The sense of achievement that can be gained, and knock on effects to self esteem - both through developing analytical skills and through gaining a qualification - are immense.

A person with a mental health difficulty is far more likely to benefit from higher education if they are adequately prepared. It may seem challenging to envisage the pro-active role that organisations and professionals could take in this, aside from being generally supportive.

It is worth noting that a person is only likely to succeed at studying at Higher Education level if they are committed to doing so. Seeing it as something which a person might do purely as a way of occupying their time is likely to be setting them up to fail.

Dealing with any concerns
Start exploring with the potential student how they think they might go about being a student, what potential challenges they may face and what strategies or support could be put in place to try and deal with these things. There are many things which NTU can do to take account of the needs of students with mental health difficulties and you may well be surprised by the scope of this. Currently, many students with mental health difficulties miss out on these opportunities or access them at a late stage because they are not aware that this support exists.

Study-life balance
Many people when faced with the stresses involved in studying at HE will give up all outside interests in the belief that they need to focus their energies exclusively on their studies. Whilst it will be important to ensure that they devote adequate time to their studies, it is also important to ensure that they maintain a balance in their life. Starting or maintaining regular exercise, eating healthily, and making time for relaxation and fun should be seen as elements of their preparation for study.

Planning ahead
One of the major challenges for students at HE level is organising their time. It would be useful to discuss with them how they intended to divide up their time between the various different aspects of their lives before they started studying. An approach which many students find useful is to use a timetable planner, so they can clearly distinguish between time which they are going to devote to study, and time for other aspects of their lives. Encouraging students to think about using an approach like this is likely to significantly reduce the feeling of being overwhelmed at the start of their course.

Disabled Students’ Allowance
Perhaps the single most important thing you can do is make the student aware of their entitlement to apply for the Disabled Students’ Allowance (DSA), and encourage them to do so well in advance of commencing their course. Applying for the DSA can be a lengthy process, but will allow a package of support to be put in place designed around specific needs which relate to their studies. Having this in place at the start of the course will massively increase their chances of progressing successfully.
Getting a place to study at NTU

Entry Requirements

• The ‘Entry Requirements’ for a course are the minimum criteria that NTU is looking for in order to consider offering someone a place to study. It’s not just exam results we’re interested in - we want to know about skills and experiences too. NTU welcomes a whole range of qualifications from people of all ages, and will consider applications on their individual merits.
• The standard minimum entry requirement is usually two or three A-levels or their equivalent, plus GCSE Grade C or above in Maths and English, or their equivalent. Some courses require applicants to have studied specific subjects.
• Equivalent qualifications that will be considered include, for example, Access to Higher Education courses and BTEC National Award, Certificate or Diploma. Life and work experience may also be taken into account.
• If you’re unsure whether or not an applicant would be considered for a place on a specific course, speak to the Well aHead Project Officer who can find out for you.

Applying for a full-time course at NTU

Applicants can choose a maximum of five courses to apply for (these could all be at NTU, or could be at up to five different UK universities). Once they have made their choices they will need to complete an application form through an organisation called UCAS. UCAS deals with all university applications across the country, and will make sure we receive their form. The application form needs to be filled out online at their website: www.ucas.com. There are full instructions on the website to make filling in the form as easy as possible. UCAS will charge an admin fee; for students starting in 2011 this was £21, or £11 if they only applied for one course.

One of the most important sections on the application form is called the Personal Statement. This is where applicants get the opportunity to write about why they are interested in studying the subject or subjects they have applied for, and describe any relevant experience, hobbies or interests. The Well aHead Project Officer can provide further advice on this.

Applying for a part-time or postgraduate courses

Applications for part-time or postgraduate courses are made directly to NTU. Just contact the School that is running the chosen course to find out how. The Well aHead Project Officer can provide contact details for this, or they can be found on the NTU website.

Dates for your diary

Most applications for courses beginning in Autumn 2011 can be submitted between September 2010 and 15th January 2011. Applications received by the above deadlines are guaranteed to be considered by the universities and colleges. Applications received at UCAS after the deadlines, up until 30 June 2011 (30 June 2012 for 2012 entry), will only be considered by the universities and colleges if they still have vacancies for the course(s) you have selected.

After this date, any places left on the course will be available via Clearing. You can find out about Clearing on the UCAS website.

I’m not ready for university yet

There are a huge range of courses at local Further Education colleges which will help students to gain the right qualifications and prepare them for university. For independent advice about which courses may be the most suitable, the following organisations will be a good place to start:

Connexions  http://www.cnxnotts.co.uk/ (up to 19yrs of age )
Next Step http://www.nextstepeastmidlands.org.uk/ (20+yrs of age)
Use of ICT at Nottingham Trent University

What will be expected of you
All HE level courses make extensive use of ICT. Whilst there will be some support available in order to assist students in making effective use of the technology a basic level of proficiency will be expected. This does not mean that a student will be expected to be a computer genius, but they are likely to be reasonably competent using basic functions such as e-mails, word processing, and the internet.

ICT facilities at NTU
NTU has extensive ICT facilities throughout the university, which students are able to make use of at any time. These facilities are available 7 days a week, and some are available 24 hours a day, though we would encourage an approach that involved studying during typical working hours.

These facilities are generally open access facilities, which means the student can locate a free PC in any of the ICT resource rooms, or the library, log on and start working.

If you don’t have any ICT skills…
If a person wants to study at HE level but does not have any ICT skills they would usually be best advised to undertake a course equipping them with basic skills in this area before commencing an HE course.
Disclosure and confidentiality

The UCAS form
There is a section on the UCAS form which asks if you have a disability. Under the Disability Discrimination Act, mental health difficulties can be classed as a disability. Many students do not fill in this section because they do not think that mental health difficulties are a disability, or because they do not think their difficulties are severe enough to be classed as a disability. Ask yourself, ‘does the applicant have a difficulty which will, or could, have a significant impact on them during the course of their studies?’ If the answer is yes, then it would be advisable to declare a disability.

Research we have undertaken suggests that the most common reason people choose not to declare a mental health difficulty is that they worry that this will count against them. However, the Disability Discrimination Act (DDA) makes it unlawful for a university to discriminate against them on the grounds that they have a mental health difficulty. It also requires a university to take into account how those difficulties may affect them in undertaking a course, and to make reasonable adjustments to take account of this.

At NTU we would like to encourage students to declare if they have mental health difficulties, even if they do not that that it will impact on their studies, because at the moment there is no accurate way of being sure how many students with mental health difficulties study at Higher Education level. This means there are a large number of students at NTU who have mental health difficulties that we are not aware of, and who are missing out on support.

We understand that this is an area which can be of concern for many students, and if you or they would like to talk this through with one of our team, we are more than happy to do so.

If the student does not declare their mental health difficulties when they apply, it does not mean that they can not do so at a later stage, and NTU would still have a legal duty to take into account their difficulties.

What happens if a student declares their mental health difficulties on the UCAS form?
This declaration will be considered separately from any decision about whether to offer a place on a course, which will be made on purely academic grounds.

Upon receipt of the form, admissions staff will pass a copy to the Mental Health Coordinator who will make a decision about whether to invite the student for an Information Visit. This decision will be made on the basis of any additional information you provide on the UCAS form, therefore it would be helpful to think about how the person’s difficulties might impact on their education, and to state this briefly in the ‘support needs’ section.

An Information Visit would usually involve a meeting with the Mental Health Coordinator, a member of academic staff and anyone the student would like to bring with them. It would involve considering all the various aspects of the course and use of facilities such as the library, and ICT resources, and identifying any support or adjustments which can be made to ensure the student has the best chance of achieving their academic potential.
It is not compulsory to attend Information Visits, although it would be in the student’s interests to do so. If they have not been offered an Information Visit and would like one, just let us know and we can set that up.

**Confidentiality**

Some students declare their mental health difficulties to the mental health support team, but ask us not to pass this information on to their course team.

**We would not pass this information on to anyone without the student’s permission.**

The only time we would ever pass on information without a student’s consent would be in situations which suggest that the student may be a risk to themselves or other people. In these circumstances we would whenever practical still try to obtain the student’s consent to pass on information.
Fees and Funding

NTU can provide help to students with understanding, applying for and managing their student finance.

Financial help is available in the form of non-repayable grants and bursaries. There are also loans for tuition fees and living costs. These loans are an affordable way to help pay for higher education as they are only repayable once you have left university and are earning over a set amount.

Grants
A Maintenance Grant is available to assist with living costs, whilst NTU offers its own bursary in addition to this. Grants and bursaries do not normally have to be repaid, although qualification for them will depend on personal circumstances.

Loans
There are two different types of loan available; a Maintenance Loan – to help with accommodation and other living costs, and a Tuition Fee Loan – to assist with the payment of tuition fees.

Extra help
Extra help is available for students with a disability (including mental health difficulties) and for students with children or adult dependants. There is also help available for part time students. You can find out more about this at www.direct.gov.uk.

If you are studying for at least 50% of a full-time course you can apply to the Access to Learning Fund for financial assistance. Funds are limited and targeted at those with low incomes. Awards paid from the Access to Learning Fund are non-repayable.

When assessing an application, they will take into account the fact that the applicant has a mental health difficulty as this is classed as having a disability. If an applicant can provide appropriate evidence that their mental health difficulties make it impossible for them to undertake paid work alongside their studies, the Fund administrators will waive their usual assumption that students are able to work part time as well as study.

In addition to the Access to Learning Fund, the Summer Vacation Fund is a small pot of money which can support students who, because of their mental health difficulty, may have difficulty undertaking paid work over the summer.

How to find out more
The best way to find out how much funding is available is to get in touch with us so that we can give you the fullest picture of your entitlements. We can also refer you to an advisor who can give you advice about how student funding might impact upon state benefits.
Disabled Students’ Allowance (DSA)

If a student has a mental health difficulty which will affect their studies they are probably entitled to apply for the DSA.

The majority of students who have mental health difficulties are not aware of their entitlement to apply for the DSA. For those who do apply for the DSA, it often plays a major role in making their studies a success. It is vitally important that you encourage any prospective student who has mental health difficulties to apply.

If, due to their mental health difficulty, a student would benefit from additional equipment or support, the DSA may be able to fund this. The Mental Health Support Coordinator can help to work out what kinds of things the DSA could fund. Typical examples include:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Funding for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Difficulty using the library</td>
<td>Funding for books / photocopying</td>
</tr>
<tr>
<td>Difficulty using ICT resources</td>
<td>Own PC / internet / peripherals</td>
</tr>
<tr>
<td>Concentration</td>
<td>Professional Notetaker or Recording device</td>
</tr>
<tr>
<td>Travel</td>
<td>Taxi fares</td>
</tr>
<tr>
<td>On going difficulties affecting studies</td>
<td>Mental Health Support Worker</td>
</tr>
</tbody>
</table>

The DSA is administered by Student Finance England, and it is possible to apply for it as part of the general application for funding. Students can however apply for the DSA at any point during their course. They would need to be able to provide medical evidence to prove that they have a mental health difficulty.

It should not be assumed that students need to be disabled within the meaning of the Disability Discrimination Act or entitled to claim other disability related benefits in order to be able to apply for DSA.
Accommodation Choices

For those considering a move to Nottingham to study, there are a number of issues to consider when choosing accommodation.

What are the options?
Most first year students opt to live in University residences, which are large, self-catering residences. This is a good way to meet other people and makes budgeting easy as bills are usually included, but large residences don’t suit everyone. Students might alternatively think about renting a room privately in a shared house, or even renting a flat on their own – although this can be quite expensive.

Making a decision
Some useful things to consider when deciding whether to stay in university accommodation or private rented accommodation are:

- Does the student like to be around lots of people or do they prefer smaller groups?
  
  NTU’s University accommodation sizes range from 12 rooms to 720! A typical private-rented shared house may have anything from 2 to 6 rooms.

- Do they find it easy to budget and pay their bills?
  
  University accommodation may seem fairly pricey, but this includes most bills (apart from food) so makes budgeting a lot easier.

- Where do they want to spend the summer?
  
  University accommodation mostly offers a 42 week contract (including the Christmas and Easter vacations), whereas private-rented accommodation may give more flexibility if they want to stay in Nottingham over the summer. Equally, they may be able to negotiate a shorter private-rented contract if they want to leave Nottingham as soon as the summer term ends!

- How close to campus is the accommodation?
  
  If a student finds it difficult to use public transport, they may wish to find accommodation which is within walking distance of the campus on which they will be studying.

More about University accommodation
You can request a copy of the NTU Guide to Accommodation by calling the Student Accommodation Office on 0115 848 2894 or emailing accommodation@ntu.ac.uk. There is also lots of useful information on the NTU website at www.ntu.ac.uk/accommodation, including a list of Frequently Asked Questions.

When a student accepts a place on a course at NTU as their first choice they are guaranteed an offer of high-quality University-allocated accommodation as long as they book before 31 July. Booking is very straightforward: NTU has an online system that allows students to select the exact block, floor and even room that they will be living in.

If the student would like to visit some accommodation before they make their choice, you can contact the Well aHead Project Officer to arrange this.
More about Private Sector accommodation
Student Accommodation Services can help students to find suitable and safe accommodation in the private sector. We only advertise properties on our web site which are fully accredited under the Unipol Dash Code (Decent and Safe Homes).

Types of residences available
Privately owned large residences are usually similar in style to University residences. Groups of students live together in cluster flats, sharing the kitchen or living area and having their own bedroom and either an en-suite bathroom or shared bathroom.

Shared houses and flats: Students usually share the kitchen or living area and bathroom and will have their own bedroom. Rent is usually paid separately and bills are shared. Private shared houses or flats usually cost between £45 and £80 a week. This amount is exclusive of utility bills.

On the NTU website there is a recommended search checklist of things to look for before moving in and information about contracts and deposits. You can use the online search facility to look for vacancies in properties that are part of the Unipol Dash Code.

Lodgings usually mean shared houses, possibly with other students, where the owner is present. Sometimes lodgings include meals and sometimes they are offered on a self catered basis. Landlords may offer lodgings Monday to Friday or term-time only. Average prices in lodgings are £75-£95 for full board and £38-£55 for self-catering per week.

What should students look for in a private sector property?
There are many things that students need to look for when viewing accommodation in the private sector. We have made things easier by producing a search checklist on our website of what to look for before moving in. Here you will also find information about contracts, deposits and retainers.

How can students find the right accommodation?
There is a private sector vacancy search facility on our website. For the academic year 2009/10 this came online from 24 January 2009. This search facility provides details about properties with vacancies that are part of the Unipol Dash Code. We would recommend that students only view properties that are part of this code.
Assessments: the purpose, methods and alternatives

The purpose of assessments
The purpose of assessments is for students to demonstrate that they have understood and are able to apply what they have learned to the required standard. It should also encourage students to gain new skills, such as time management, problem-solving, research, groupwork and writing skills.

How courses are assessed
It is important not to make assumptions about how an NTU course might be assessed, as this can vary greatly from course to course. You can find out more about the specific assessment methods of a particular course by looking at the course information in our prospectus or on our website, or by calling the relevant School office. Alternatively the Well aHead Project Officer can look into this for you.

Depending on the course, assessment methods may include some of the following:

- Essays
- Exams
- Presentations
- Reports
- Group work
- Class tests
- Design portfolio
- Research projects
- Laboratory experiments (and writing these up)

Overcoming difficulties with assessment methods
Students would be advised to choose a course on the basis of a subject they are interested in, not because of any concerns about or preferences for assessment methods. If, due to a student’s difficulties, they would find a particular assessment method problematic, it may be possible to make alternative arrangements for the student.

In what circumstances can an adjustment be made?
The Code of Practice for the Disability Discrimination Act refers to ‘Genuine Competency Standards’. If, as part of a course, a student were learning to do open heart surgery, it might be a Genuine Competency Standard that they were able to do this within a certain time frame. Under such circumstances, an adjustment such as an extra time allowance may not be possible. If a student were studying a purely academic course such as History, it would not be a Genuine Competency Standard that they could demonstrate their ability in a limited time-frame, and therefore it would be likely that adjustments could be made to an examination.

What sort of adjustments could be made?
Typical adjustments for students may include:

- delivering a presentation to one or two tutors instead of a whole class
- submitting a written assignment instead of giving a presentation
- taking exams in a room on their own instead of in a big exam hall
- ‘Stop the clock’ – an arrangement where they can take breaks during their exam without any time penalty

Special Situations
If a student’s difficulties have affected their ability to get work in on time, they would need to make use of the NTU Special Situations procedure. Whilst students do have to complete all assignments, they will not be penalised if they have followed this procedure for ensuring that these issues are considered.
Registering with a GP in Nottingham

Students who are moving to the Nottingham area, but may be maintaining links with their home area are often unsure about whether it would be preferable to register with a GP in Nottingham or remain with their home GP, who they may have known for several years.

Accessing local healthcare services
It is important to understand that the student’s primary residence when they are a student at NTU is likely to be in Nottingham, so from that point of view it will be beneficial to register with a GP in Nottingham. If they become unwell during their studies and are not registered with a GP, this can lead to significant difficulties in accessing appropriate health care. It is important to remember that the student could experience any form of health difficulty during their studies, which may need an urgent response.

The student will generally find it difficult to access local NHS facilities unless they are registered with a GP in Nottingham. For example they would not be able to make use of either the Primary Care Mental Health Service (called the Health in Mind Service in Nottingham) or Secondary or Tertiary Mental Health Services.

Supporting the university experience
The student may be receiving support from a mental health service in their home area and wish to continue with this, and this may be a reason that they do not wish to register in Nottingham. However, as a new student they are likely to be exposed to new challenges and stresses, and may therefore benefit from accessing services which are close at hand rather than only been able to access them out of term time.

There are a significant number of situations every year where concerns are raised about a student’s mental health, requiring urgent intervention. In such situations it is extremely helpful if the student is registered with one of the 2 university GP practices, as they are able to work closely with the university to try to ensure that the student has access to appropriate support. This is far more challenging to facilitate if the student is registered with a different GP practice, and can be very difficult indeed if the student is not registered with a GP in Nottingham at all.

Easy to register
It is straightforward to register with one of the university GPs, as this can be done as part of the enrolment process at NTU.
Well aHead Referral Form

Why the paperwork?

- This form is simply to enable us to provide a personalised approaching to welcoming visitors to NTU and supporting them to find out more about university life and how to get here.
- Visitors to NTU are welcome to bring someone else with them, such as a friend, relative or worker.
- Once we have received this form, the Well aHead Officer will get in touch with the prospective student (referred to below as the Student) directly to arrange a suitable date and time for a visit and send them a confirmation letter.
- We are happy to receive self-referrals.

What happens after you’ve completed the form

- Please send this form by email or post to the address below.
- Once we have received this form, the Well aHead Development Officer will get in touch with the student to arrange a suitable date and time for a visit and send them a confirmation letter.
- Students can normally expect to hear from us within a week of us receiving this form.
- If you have any questions about this form or the visit itself, please contact the Well aHead Development Officer on: transition.support@ntu.ac.uk or 0115 848 6346

PURNIMA VADERA – WELL AHEAD
STUDENT SUPPORT SERVICES
NOTTINGHAM TRENT UNIVERSITY
BURTON STREET
NOTTINGHAM
NG1 4BU
Well aHead Referral Form

Referring worker details (if applicable)

Referring worker name: ..........................................................................................................................
Team: .................................................................................................................................................
Organisation: .....................................................................................................................................
Email: ................................................................................................................................................
Contact telephone: ..............................................................................................................................

Student Details

Name: ..............................................................................................................................................
Date of Birth: ....................................................................................................................................
Application made: Yes / No (delete as appropriate)
Address: ...............................................................................................................................................
Postcode: ...........................................................................................................................................

Email: ................................................................................................................................................
Contact telephone: ..............................................................................................................................

Are you happy for us to contact by any of these methods (please circle as appropriate):
Email / telephone / post

If by telephone, are you happy for us to leave a message if you are unavailable? Yes / No

Additional Information

Roughly how long has it been since you last formally studied something?

What is the highest level of qualification you have? E.g. NVQ level 2; A-level; GCSE; Diploma
Do you already have an idea of which subjects you are considering studying at university? If so please write your preferred subjects here. (We can arrange for you to visit us on the campus where you would be most likely to study).

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If you are not sure yet, please let us know which campus you would prefer to meet at:
City [ ] Clifton [ ] Brackenhurst [ ]

Do you think you might consider applying to live in University accommodation?
Yes [ ] No [ ] Don’t Know [ ]

Do you have any specific requirements of which we need to be aware to enable you to get the most out of a visit (e.g. materials in alternative formats, mobility assistance or any other specific provision/support)?

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Is there any other specific information/advice you would like?

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Please return this form by email to transition.support@ntu.ac.uk or by post to:
PURNIMA VADERA – WELL AHEAD
STUDENT SUPPORT SERVICES
NOTTINGHAM TRENT UNIVERSITY
BURTON STREET
NOTTINGHAM
NG1 4BU
Contact details

**Purnima Vadera**  
Project Officer  
Student Support Services  
0115 848 6346  
transition.support@ntu.ac.uk

**Phil Scarffe**  
NTU Mental Health Co-ordinator  
0115 848 2536  
phil.scarffe@ntu.ac.uk