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| Department for Business Innovation & Skills |  |
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June 2016

Ref: NMH QAF 3/2016

Dear NMH Provider

You have indicated to DSA QAG during the NMH quality assurance framework registration process that you are available to provide non-medical help support to students who are studying as distance learners.

To clarify, for DSAs NMH funding purposes, distance learning support means support provided in person to a student on a designated distance learning course and provided in the student’s home. It does not cover support via skype or email, or support that a distance learner accesses outside their home. Other in-person support, delivered in the home to students who are not registered on a designated distance learning course, will only be considered by exception and where specified on the needs assessment report.

NMH Providers wishing to provide distance learning support in the context outlined above must undertake a risk assessment in order to comply with the NMH Quality Assurance Framework (QAF) standard 1.13. NMH providers should also familiarise themselves with the quality assurance framework points 1.12 and 1.14 in particular and ensure that all the appropriate assessments and checks are in place before offering this type of support.

It is BIS view that NMH support workers providing services in-person, on a one-to-one basis, in the student’s home should have a Disclosure Scotland basic check as a minimum. This is to provide assurance to the student and mirrors the requirement placed on assistive technology service providers that provide support in the same circumstances. Therefore BIS is introducing a requirement for a Disclosure Scotland basic check into the Quality Assurance Framework for this type of support. An update will be made to the NMH QAF to reflect this in due course and this will be checked at audit. Disclosure Scotland checks can be applied for by an employer, or by a self-employed person.

In addition, NMH providers will need to consider whether they require a DBS check for their employee in place of the Disclosure Scotland check set out above, in line with relevant legislation. BIS will issue further information on Disclosure and Barring Service (DBS) checks separately.

If having read this information you do not wish to be registered as providing in-person distance learning services, then please contact DSA QAG at [NMHupdates@dsa-qag.org.uk](mailto:NMHupdates@dsa-qag.org.uk) in order to have your record updated.

If you do wish to continue to be considered for in-person distance learning provision we require some additional information from you. Please provide details of any additional costs that you are likely to incur in order to provide such support, and also whether this will result in a higher rate being charged for that provision. Please send this information on the attached template directly to BIS at [disabledstudentsallowances@bis.gsi.gov.uk](mailto:disabledstudentsallowances@bis.gsi.gov.uk)

Once BIS has this information we will consider whether the maximum rates that are currently in place for each of the NMH support roles should be amended in relation to distance learning support.

We are separately considering how remotely delivered services (e.g. by skype) can be displayed on the DSA QAG register, and what DSAs funding might be available for such support when specifically recommended by the study needs assessor.

Yours sincerely

The DSAs Team

BIS

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| Name of NMH provider (as listed on the DSA QAG website) | | | |
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| NMH support roles you provide | Role | Current hourly rate (standard provision) | Expected hourly rate for distance learning provision |
| Support role 1 |  |  |  |
| Support role 2 |  |  |  |
| Support role 3 |  |  |  |
| Support role 4 |  |  |  |
| Support role 5 |  |  |  |
| Support role 6 |  |  |  |
| Support role 7 |  |  |  |
| Support role 8 |  |  |  |
| Support role 9 |  |  |  |
| Support role 10\* |  |  |  |

\*add additional roles to the table if required.

If you have notified BIS of a regional rate structure, please complete a template for each region in which you provide services and state next to your name which region the rates apply to. Most NMH providers do not have a regional rate structure and can complete just one template with their current (standard) and expected (DL) rates.

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| Additional information. Please provide details of how your Distance Learning rate has been calculated. This information will be kept confidential and will only be used by BIS to determine if a separate rate is necessary for Distance Learning provision. |