

Disability and Dyslexia Service policy on accommodating third party Non-Medical Helpers' Allowance suppliers

Background

[The Disabled Students' Allowances \(DSA\) scheme](#) now requires Needs Assessors to generate two quotes for the provision of Non-Medical Helpers' Allowance (NMH) support. While Queen Mary University of London (QMUL) have in-house provision for specialist one-to-one study skills support for students with specific learning difficulties (SpLDs), we do not have any other in-house provision for the other strands of NMH support provided through the DSA.

In addition, some QMUL students may have support agreed for specialist study skills support from an organisation external to the university.

We acknowledge that it is in the best interests of QMUL students if they can access their support on-site at the campus on which they are based. As such, we will endeavour to find suitable space for the delivery of said NMH support, wherever reasonable and practicable.

Policy on providing physical accommodation for NMH suppliers

NMH providers can contact the Disability and Dyslexia Service to enquire if we have any space for the work that they have been commissioned to provide, subject to them being registered by [DSA-QAG](#) and the Disability and Dyslexia Service having written consent from the student in question to access this support in our premises.

What we need to book a room

- ✓ A request from the NMH provider which contains details of their DSA-QAG registration, along with details of when they need the room and for how long, (including dates and specific times)
- ✓ An email from the student, ideally from their university email address but definitely from an email address recognised by the university (i.e. one registered on MySIS), which confirms that they would like this support on site from the supplier in question

All requests should be sent to the following email address: dds@qmul.ac.uk. [Our full contact details are available on our website.](#)

We will consider all requests from NMH suppliers reasonably, but given how little space the university has for one-to-one work – we often struggle to successfully accommodate all of the staff within the Disability and Dyslexia Service during term-time – it is sadly inevitable that there will be occasions when we will be unable to find a suitable location at the time requested.

What happens if we cannot find a suitable space?

In the eventuality that the Disability and Dyslexia Service cannot find suitable space for an NMH provider, we would advise that the organisations contact QMUL's Sales Team in order to request a room booking, as this will ultimately be for their own commercial activity. NB: NMH providers will need to pay room hire charges in this instance.

The Sales Team (who are based in the [Events and Hospitality team](#)) can be contacted as follows:

Tel: 020 7882 8174/5

Email: enquiries@qmhospitality.co.uk