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| Queens_Red_Logo_Landscape_352W_126H | Open Learning  School of Social Sciences, Education and Social Work  Queen’s University  20 College Green  Belfast BT7 1LN |

**Questionnaire to Determine Support Requirements**

**for Open Learning Courses**

**Please complete Personal details, Part A (including comments on page 3) and Part B**

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| **Personal Details** | |
| **Name** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Open Learning**  **Course Name and**  **Course Code** |  |

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| **A** | **Nature of Disability (please place an X as appropriate)** |
| **i)** | You have a physical impairment or other mobility impairment, such as difficulty using your arms.  Do you use a wheelchair? **□**  Do you use a walking aid e.g. crutches? **□**  Can you use stairs? **□**  Do you have difficulty handwriting or typing on a computer? **□**  Please describe:  *Please give details and how you feel it impacts on your studies which you feel may be relevant on* ***page 3*** |
| **ii)** | You are blind or have a serious visual impairment uncorrected by glasses.  Do you use a guide dog? **□**  Do you use a walking aid? **□**  Do you require any personal assistance to help you navigate new and unfamiliar environments e.g. sighted guide assistance? **□**  Do you read Braille? **□**  If you can read printed text, what is the preferred font size you can read?  If any, what assistive technology aids do you use e.g. screen reading software, magnification aids?  *Please give details and how you feel it impacts on your studies which you feel may be relevant on* ***page 3*** |
| **iii)** | You are deaf or have a serious hearing impairment.  Do you use sign language? Please specify e.g. BSL, ISL, ASL **□**  Do you lip read? **□**  Do you use hearing aids/ implants? **□**  Do you have difficulty understanding conversational speech? **□**  *Please give details and how you feel it impacts on your studies which you feel may be relevant on* ***page 3*** |
| **iv)** | You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy. **□**  *Please give details and how you feel it impacts on your studies which you feel may be relevant on* ***page 3*** |
| **v)** | You have a mental health condition, such as depression, schizophrenia or anxiety disorder. **□**  *Please give details and how you feel it impacts on your studies which you feel may be relevant on* ***page 3*** |
| **vi)** | You have a specific learning difficulty such as dyslexia, dyspraxia or Attention Deficit (Hyperactivity) Disorder. **□**  *Please give details and how you feel it impacts on your studies which you feel may be relevant on* ***page 3*** |
| **vii)** | You have a social/communication impairment such as Asperger’s Syndrome or other Autistic Spectrum Disorder. **□**  *Please give details and how you feel it impacts on your studies which you feel may be relevant on* ***page 3*** |

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| **Field Trips**  Some courses will involve walking tours. Please indicate if you require any assistance, as a result of your disability/medical condition, to enable you to participate in activities of this nature by completing the box below. |

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| **Please give details about your disability and how you feel it impacts on your studies which you feel may be relevant** |

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| **PLEASE NOTE**:  If you require assistance with travel to and from the course or you need a medical helper, you will need these supports in advance with your local Health and Social Care Trust or voluntary sector support group. |

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| **B** | **Personal Emergency Evacuation Procedure (PEEP)**  In order to comply with the University’s Health and Safety regulations, all students requiring assistance to evacuate a premise during a fire or other emergency will require a PEEP. If a PEEP is deemed necessary, this will be carried out in liaison with your ‘School or Faculty Representative and the Fire Safety Officer. Please answer YES or NO:  Can you evacuate a building unaided, using stairs if necessary, and in a prompt manner, during a fire evacuation or other emergency situation?  YES/NO  Are you able to fully understand the rules and follow the procedures for evacuation? YES/NO  Are you able to hear a fire alarm? YES/NO |

**DECLARATION OF UNDERSTANDING FOR DISCLOSURE**

In providing us with information relating to your disability and support needs students agree to its use as set out below:

* To facilitate the effective implementation of agreed support and recommended reasonable adjustments.
* To ensure matching with one-to-one Support Providers via an Information Management System, hosted by a third party organisation.
* To compile statistics that will be published or passed to government bodies or the Higher Education Statistics Agency (HESA) in line with the University’s legal obligations.

Please be assured that all information is treated sensitively and that we only disclose appropriate levels of information to relevant University Staff and associated Personnel such as; One-to-One Support Providers, where necessary.

Students’ personal data will be retained by the School of Social Sciences, Education and Social Work (Open Learning) for the duration of their time studying at Queen’s University, in line with University record management guidelines.

**Please note:** You have the right to withdraw your consent to disclose information at any time. You can do this by informing us in writing to [openlearning.education@qub.ac.uk](mailto:openlearning.education@qub.ac.uk).

Upon receipt of this notification a Disability Advisor from the Faculty will make contact with you to discuss the implications for your agreed support.

*Please sign below to indicate that you consent with the disclosure of this information on these conditions.*

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| *Signed:* | *Date:* |

**Please return this form by email to** [**openlearning.education@qub.ac.uk**](mailto:openlearning.education@qub.ac.uk) **or post to Open Learning, Queen’s University Belfast, 20 College Green, Belfast BT7 1LN**