**Disabled Students’ Allowance (DSA) – Request to be added to the Register of Non-Medical Help providers**

This document, together with the accompanying Conflicts of Interest return, must be completed for all requests from providers of non-medical help (NMH) to be added to the register of providers who can be allocated DSA-funded work.

The register is owned by the Department for Education (DfE) and is hosted on the Student Loans Company (SLC) website[[1]](#footnote-1). The register is used by needs assessors to view and obtain supplier contact details in order to provide quotations to SLC for any NMH support recommended in a student’s needs assessment report.

Please complete the statement at Annex 1, and the details at Annex 2 where you should state whether or not you are a sole trader. You should note that we may require proof of qualifications or professional body membership for any DSA funded roles you wish to deliver before your registration is completed. You should NOT send any proof with your application as we will contact you separately about this. The qualifications or professional body membership requirements for all roles are available at <https://www.practitioners.slc.co.uk/media/1844/nmh_mandatory_qualifications_and_professional_body_membership_requirements.pdf>

The document must be signed by a senior person within the organisation. When completed and signed it should be emailed to DfE at [Disabled.STUDENTALLOWANCES@education.gov.uk](mailto:Disabled.STUDENTALLOWANCES@education.gov.uk). Do not send copies by post.

**Annex 1 - Statement**

* I request that this organisation be added to the Register of Non-Medical Help (NMH) providers who can be allocated DSA-funded work.
* I understand that any person registered with this organisation to deliver the DSA-funded NMH roles stated below must be qualified in line with DfE’s qualification and professional body membership requirements[[2]](#footnote-2), and that I must be able to evidence this to DfE if requested.
* I understand that complying with DfE’s quality assurance and auditing requirements for DSA-funded support, including co-operating with audit and providing conflict of interest returns, is a condition of being added to the register[[3]](#footnote-3).
* I understand that I am expected to hold, employer's insurance (£5m – except in the case of a sole trader who is not required to hold employer's insurance), public liability insurance (£5m) and professional indemnity insurance (£1m) and to provide evidence of this to DfE if requested.
* I understand that failure to meet these requirements may result in this organisation being suspended from the register.
* I understand that failure to meet these requirements may also result in this organisation being required to repay DSA funds.

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Date |  |

**Annex 2 - Details**

Name and contact details

|  |  |
| --- | --- |
| Name of Organisation / Provider | |
|  | |
| Address | |
|  | |
| Are you content for your address to be published on the register? | Choose an item. |
| Are you a sole trader? | Choose an item. |
| Main Contact Name | |
|  | |
| Main Contact Telephone Number | |
|  | |
| Main Contact Email Address | |
|  | |
| Website (optional) | |
|  | |

Support Roles offered– select all that apply using the drop down boxes

|  |  |
| --- | --- |
| Assistive Technology Trainer (AST) | Choose an item. |
| British Sign Language interpreter (BSL) – includes Interpreter for deaf or deafblind students. | Choose an item. |
| Communication Support Worker (CSW) | Choose an item. |
| Communication Support Worker working with British Sign Language user (CSW-BSL) | Choose an item. |
| Lip speaker | Choose an item. |
| Mobility Trainer | Choose an item. |
| Sighted Guide | Choose an item. |
| Specialist Mentor - Autism Spectrum Conditions (ASC) | Choose an item. |
| Specialist Mentor - Mental Health Difficulties (MH) | Choose an item. |
| Specialist Notetaker for Visually Impaired (VI) students - including Braille | Choose an item. |
| Specialist Notetaker for Deaf/Hard of Hearing students - Includes Electronic Note Taking | Choose an item. |
| Specialist Notetaker for Deaf/Hard of Hearing students – Respeaking | Choose an item. |
| Specialist Notetaker for Deaf/Hard of Hearing students - Speech to Text Reporter (STTR) | Choose an item. |
| Specialist one-to-one Study Skills and Strategy Support - Autism Spectrum Conditions (ASC) | Choose an item. |
| Specialist one-to-one Study Skills and Strategy Support - Specific Learning Difficulties (SpLD) | Choose an item. |
| Specialist Support Professional for Students with Sensory Impairment - Deaf students (HI) | Choose an item. |
| Specialist Support Professional for Students with Sensory Impairment - Multisensory Impairment (MSI) | Choose an item. |
| Specialist Support Professional for Students with Sensory Impairment - Vision impairment (VI) | Choose an item. |

Regions in which you offer support – select all that apply using the drop down boxes

|  |  |
| --- | --- |
| **England** | |
| East Anglia | Choose an item. |
| East Midlands | Choose an item. |
| Greater London | Choose an item. |
| North East | Choose an item. |
| North West | Choose an item. |
| South East | Choose an item. |
| South West | Choose an item. |
| West Midlands | Choose an item. |
| Yorkshire & Humberside | Choose an item. |
| **Scotland** | Choose an item. |
| **Wales** | Choose an item. |

**Note:** It is a student’s choice whether NMH support is delivered face to face (i.e. in person) or remotely (e.g. Zoom, Skype, Facetime, etc.). NMH providers must therefore be prepared to provide support either face-to-face or remotely, or a combination of face to face and remote should the student choose blended support at any point in their studies, in any of the Regions they have indicated above.

1. <https://www.practitioners.slc.co.uk/exchange-blog/2019/november/guidance-for-assessment-centres/> [↑](#footnote-ref-1)
2. The most recent qualifications and professional body membership requirements are set out in SSIN 09/19 at <https://www.practitioners.slc.co.uk/media/1844/nmh_mandatory_qualifications_and_professional_body_membership_requirements.pdf>. [↑](#footnote-ref-2)
3. These are set out in detail in SSIN 05/20, available at [nmh-auditing-and-quality-assurance-arrangements\_april-2021\_updated.pdf (slc.co.uk)](https://www.practitioners.slc.co.uk/media/1878/nmh-auditing-and-quality-assurance-arrangements_april-2021_updated.pdf). [↑](#footnote-ref-3)