

**Information for Agencies providing DSA support
at University Centre Sparsholt.**

If you are the nominated agency supplier of DSA support, as identified on the DSA2 letter for students studying at University Centre Sparsholt, you are required to adhere to the following guidelines when working with students on the college/university campus. Once an agency has been contacted by a student the agency must familiarise themselves with our procedures contained within this document. It is the responsibility of the agency to ensure that all NMH support workers employed to provide support on their behalf are familiar with these guidelines. A signed copy of this agreement must be in place before the first appointment between the support worker and student.

- Agency support workers are **not** allowed to meet students on campus until receipt and acceptance of this information has been confirmed by the agency nominated on the DSA2 letter.
- The student and the agency support worker must identify a time slot in the week that is suitable for both parties, and that there is room availability.
- The student must contact the library reception staff to book the room that is designated for support sessions. This room is available Monday to Thursday between 9am and 7pm.
- The designated room in the library is the only place on campus that agency support workers are permitted to meet with students for support purposes. Under no circumstances are agency support workers allowed into any other area of the campus unless they are wearing their visitor lanyard.
- Currently there is no room charge for agencies providing Mental Health mentoring or Assistive Technology training. However, agencies providing these services will still need to book in and register before requesting a room booking.
- Agencies supplying specialist study skills support and ASD mentoring support will be charged for the use of the room at £20/hr. Invoices will be raised monthly and sent directly to the agency named on the DSA2 letter, we will not raise invoices to individual support workers. **This is a charge that must be paid by the agency, not the student.**
- ALL external agency support workers will be required to sign in as a visitor at the Library reception before the start of each support session. On leaving the college premises they are required to sign out.
- If you have any further queries relating to agency support workers coming onto the campus please contact annie.thompson@sparsholt.ac.uk

Name (print + signature)	Organisation/Agency:	Date: