

Information for students in receipt of DSA support provided by an external agency.

If your DSA2 letter identifies an external agency to provide your specialist support you must follow these guidelines;

- Contact the agency to identify who your support worker will be.
- Ensure that the agency has a copy of '**Information for Agencies providing DSA support at University Centre Sparsholt**'. This is available on the website: <https://www.sparsholt.ac.uk/university-centre/support-resources-higher-education/>. The agency will **not** be allowed to meet with you until they have confirmed receipt and acceptance of this information.
- Identify a time slot in the week that is suitable for both you and the agency support worker.
- Contact the library to book the room that is designated for support sessions.
  - The support room in the library is available Monday to Thursday 9am – 7pm.
- The designated room in the library is the only place on campus that you can meet your agency support worker. Under no circumstances are agency support workers allowed into any other area of the campus.
- You may choose to meet your agency support worker at a mutually convenient place off campus, but please ensure that it is an appropriate and safe place to meet.
- Inform your agency that there will be a charge for the use of the room (£20/hr). **This is not a charge for you, this has to be paid by the agency.**
- Currently there is no room charge for agencies providing Mental Health mentoring or Assistive Technology training.
- The agency support worker will be required to sign in as a visitor at library reception before the start of each support session
- If you have any further queries relating to agency support workers coming onto the campus please contact [annie.thompson@sparsholt.ac.uk](mailto:annie.thompson@sparsholt.ac.uk)
- If you have any queries relating to your DSA2 letter, please contact [HELearningsupport@sparsholt.ac.uk](mailto:HELearningsupport@sparsholt.ac.uk)