The Learning Support Centre
Dyslexia & Disability Specialists

In line with the DSA QAG Audit it is essential that you follow this process to ensure we can continue to deliver our recognised high standard of services.

New Student Referral

- Coordinator to email student referral and text password to access.
- Tutor to contact student and arrange first session within 24hrs via phone & email.
- 1st Session go through Study skills support initial session guidance

Completed Students

- Ask for student testimonial/blog
- Discuss Access to work with Student.
- Inform office of students' final grade

Study Skills Support process

1ST SESSION: ILP
Front Page to be completed & MUST BE submitted to the office immediately.

PROGRESS LOGS
Emailed to the office 20th of each month.

DEFERRALS & CONTINUING STUDENTS
Review with office students' progress and continuing support before commencing

TIMESHEETS
LSC to receive original signed, dated & fully completed. MUST BE submitted to the office Friday prior to the 20th of each month.

STUDY SKILLS RESOURCES
Strategy resources and/or blog to be submitted

REVIEW & SUBMIT ILP
Back page to be submitted at the end of Semester one & two

MISSED SESSIONS
All sessions missed/cancelled with less than 24hrs notice to be reported to the office immediately