

Student Wellbeing CSE Sample Week beginning 1 March 2021

Disability Needs Assessment appointment	A student will wait no longer than 6 weeks from provision of self-assessment questionnaire and evidence of disability
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Date	Sample	Comments
4 March 2021	Spot check carried out on ten needs assessments appointments scheduled in diaries this week. Disability CRM checked to establish when self-assessment questionnaire and evidence provided.	7 students waited 2 weeks 3 students waited 1 week

Email enquiry to the Student Wellbeing, Mental Health Advisers inbox	We will supply an initial response to emails within 3 working days
Email enquiry to the Disability, Faith and Belief and Student Carer inbox	We will supply an initial response to emails within 5 working days

Date	Sample Inbox	Comments
1-5 March 2021	Student Wellbeing	All emails responded to within timescales
1-5 March 2021	Disability	All emails responded to within timescales
1-5 March 2021	Mental Health Advisers	All emails responded to within timescales
1-5 March 2021	Student Wellbeing	All emails responded to within timescales
1-5 March 2021	Student Carers	No emails received in this week
1-5 March 2021	Faith and Belief	No emails received in this week