

## Individual Requirement Form ( IRF) Process - Information for GSA Students Learning Support and Development Service ( LSDS )

**Student discloses a disability or health condition to LSDS and is invited to make an appointment.**  
(With evidence provided in English - the nature of the required evidence will be discussed with the student).

You can access specialist study skills support before providing evidence of your disability or health condition.

Learning Needs Assessment (LNA)

Individual Requirement Form (IRF) prepared

You will be contacted to arrange an appointment to finalise the IRF and sign and agree to its distribution

IRF sent to Academic Support Manager and FoCI for information and action

### Ongoing Support

You can receive study skills and ongoing disability support from LSDS throughout your time at GSA. To make an appointment you can contact us by:

**Phone:** 0141 353 4787

**Email:** [learningsupport@gsa.ac.uk](mailto:learningsupport@gsa.ac.uk)

**In Person:** 30 Hill Street

Learning support is not mandatory and it is your responsibility to make and to keep appointments.

### What is a Learning Needs Assessment? (LNA)

You will meet with either a LSDS tutor or the Disability Support Adviser to discuss your learning needs in the context of your course and identify strategies to support your learning. This may include specialist study skills support, or use of assistive technology.

Recommendations from this assessment will be used to prepare your IRF.

### What is an Individual Requirement Form? (IRF)

An IRF lets your tutors know that you have particular disability related requirements, and outlines reasonable adjustments that tutors can make to the learning and teaching environment to support your learning.

The IRF is a process of ongoing mutual discussion throughout your studies and you are responsible for engaging in this process.

### Timescale

The timescale is dependent on your circumstances, engagement and availability. Where evidence has been provided and LNA has taken place, your IRF will be ready to email to relevant departments within an expected period of not more than 20 working days.