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# WELCOME

Welcome to the short Course, “*Introduction to Disability Needs Assessments*”.

This Course is a joint initiative of the Commonwealth of Learning (Canada), Diversity and Ability (United Kingdom).

# AIM OF THE COURSE

In this 6-week course, you will learn how to conduct meaningful disability needs assessments. It will equip you with the skills to support disabled people to use enabling technologies to aid their learning or working. The course will give an understanding of your country's journey so far to Disability inclusion and equality and help you establish your role in reinforcing this.

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# LEARNING OUTCOMES OF COURSE

By the end of the course, you will be expected to be able to:

1. Conduct a meaningful needs assessment tailored to disabled people

2. Apply knowledge from the Intro to Assistive Technologies course to practical needs

assessments

3. Understanding of how the course aids the work of your Organisation and Country, in support of disabled people.

# COURSE TOPICS

This 6 week course will cover the following topics:

| Topic | Sub-topics |
| --- | --- |
| **Week 1:**  Overview of the course and Introduction to Needs Assessments | 1. Why Needs Assessments 2. Skills and Knowledge |
| **Week 2:**  Introduction to rapport building, dynamics and communicating in Needs Assessment | a. Dynamics within Relationships  b. Communicating in Person   1. Written Communication |
| **Week 3:**  Talking about barriers and disability in the Needs Assessment | 1. Knowledge of Disability 2. Knowledge of the Person Undertaking the Needs Assessment 3. Exploring barriers and impacts in an assessment |
| **Week 4:**  Making recommendations in the Needs Assessment and Incorporating Assistive Technology into Needs Assessments | 1. The Needs Assessment Handbook 2. Writing a Needs Assessment 3. A Needs Assessors Approach to Assistive Technology |
| **Week 5:**  Case Study Needs Assessment Week | a. Putting the learning into practice |
| **Week 6:**  Reflective thinking, legacy building and future aspirations | 1. Revisiting original values 2. Reflective Thinking 3. Embedding our skills and learning in our Organisations and Countries Objectives 4. Agency of disabled people in Legacy Building: Future Steps: Within your organisations and countries 5. Revisiting the SDGs and building a Legacy |

# DURATION

The course is spread over 6 weeks, and you will be expected to devote a minimum of 3 to 4 hours per week to go over the online content, watch the videos, read the notes and readings and participate in chats and forum discussions as scheduled.

# ONLINE DELIVERY OF COURSE

This course will be delivered online: this would mean that you will not have face to face sessions. All content (notes, videos, readings) will be online.

The content has been developed by D&A (Diversity and Ability, UK) and is hosted on

<https://cfltutorial.moodle.school/login/?lang=en>

You will be guided through the process of enrolling in the online course.

# INTERACTING WITH TUTORS AND PEERS

* **Forums on Moodle**

There will be a forum for each week that will be updated each week with different discussion topics. The forum discussions provide opportunities to share your thoughts, ask questions and have a conversation with your peers. These forums are to encourage deeper exploration of the topic which you may want to include in the Reflective Practice Log. (Sharing on the forum is optional)

* **Live Meetings through ZOOM**

Two ZOOM meetings will be held where you will be able to interact with your tutor/s and peers.

We invite you to download the software in the meantime either on your Mobile Phone or both so that you are ready when the course is launched.

1. The dates for the zoom sessions will be confirmed by the course facilitators and country-specific course support team. These will be communicated to you in aadvance.

The session links are also available on the relevant weekly moodle page.

# COURSE MAP

The Course Map is your roadmap through the course. It tells you in detail what you should be doing each week. Make sure you stick to this Course Map as much as possible so that you do not lag behind.

| Week | Topic | Tasks/Assignments |
| --- | --- | --- |
|  | **Week 1:**  Overview of the course and Introduction to Needs Assessments | * **Forum Discussion:** Introduce yourself (Hopes for the course/ Any Concerns/ Why you joined this course, etc) * **Reflective Portfolio:** Work on your weekly Reflective Practice Log and the activities set out in this document using the “Guidelines for Reflective Portfolio” |
|  | **Week 2:**  Introduction to rapport building, dynamics and communicating in Needs Assessment | * **Forum Discussion:** Opportunity to engage in a conversation about how to prepare or approach a needs assessment where you have no background to the individual. * **Reflective Portfolio:** Work on your weekly Reflective Practice Log and the activities set out in this document using the “Guidelines for Reflective Portfolio” |
|  | **Week 3:**  Talking about barriers and disability in the Needs Assessment | * **Reflective Portfolio:** Work on your weekly Reflective Practice Log and the activities set out in this document using the “Guidelines for Reflective Portfolio” |
|  | **Week 4:**  Making recommendations in the Needs Assessment & Incorporating Assistive Technology into Needs Assessments | * **Reflective Portfolio:** Work on your weekly Reflective Practice Log and the activities set out in this document using the “Guidelines for Reflective Portfolio” |
|  | **Week 5:**  Case Study Needs Assessment Week | * **Reflective Portfolio:** Work on your weekly Reflective Practice Log and the activities set out in this document using the “Guidelines for Reflective Portfolio” * **Assignment 1:** Work on your Case Study Needs Assessment contained in your portfolio. |
|  | **Week 6:**  Reflective thinking, legacy building and future aspirations | * **Forum Discussion:** Opportunity to ask any questions for the live forum. * **Reflective Portfolio:** Work on your weekly Reflective Practice Log and the activities set out. |

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**ASSESSMENT PORTFOLIO**

The course will be assessed through your Portfolio. The Portfolio will include the following Assignments:

* **Reflective Portfolio:** documenting learning from the 6 weeks of the course. (Guidelines will be provided)

Possible Reflection Questions:

* How did you find the weekly content?
* Any Concerns?
* How can you implement what you have learned?
* **Assignment 1**: Complete 1 Case Study Needs Assessment (Supported by the Handbook and ideally the Needs Assessment should address and showcase a disabilityand impact)

# SUPPORT

* **Academic Support**

Throughout the 6 weeks, an instructor will assist you each week by:

1. Ensuring that you are keeping pace with the content of the course;
2. Answering queries that you might have while going over the online content, the videos and readings;
3. Guiding you through activities and assignments, if applicable;
4. Participating in chats where you will be interacting with your peers as well.

* **Technical Support/ Guidance**

You will also be provided with technical support should you encounter any difficulty logging in to the course.

# READY TO START?

We hope that this course will be enriching and useful to you! So let’s get started!