

INFORMATION FOR NON-MEDICAL HELP (NMH) SUPPLIERS

April 2025

University Services/Student Services Overview

- **Additional Support and Disability Advice Centre (ASDAC)** - <https://myport.port.ac.uk/guidance-and-support/health-and-wellbeing/additional-support-and-disability-advice>
- **Student Wellbeing Service** - [Student Wellbeing Service | Student Services - University of Portsmouth](#)
- **University Library** - <https://library.port.ac.uk/>
- **Student Finance Centre** - [Finance & Money Support | University of Portsmouth](#)
- **Learning Development Tutors & Student Engagement Officers** - Information about tutors who are able to provide subject specific support. <https://myport.port.ac.uk/guidance-and-support/supporting-your-studies/support-tutors-and-advisors>
- **University of Portsmouth Student Union** <https://upsu.net/>

Raise A Concern

- The below link can be used to raise a non-urgent wellbeing concern for a student. This will refer the student to Student Life, Res Life or Student Wellbeing Service dependent on the concern.. [Concerned about a student? | MyPort | Student Services - University of Portsmouth](#)

Safeguarding

- The [University's Safeguarding Policy](#) offers guidance on key contacts, processes and documentation in relation to safeguarding.
- The University also publishes guidance on steps to take when Urgent Support is needed. <https://myport.port.ac.uk/guidance-and-support/health-and-wellbeing/urgent-support>

Course information

- Detailed information on all University of Portsmouth courses can be found on our website <https://www.port.ac.uk/study/courses>
- The University also publishes a [Course Module Catalogue](#) with information about module briefs, learning outcomes and key staff.

Rooms

- The University is not able to offer external staff room bookings at present. Students are able to book rooms through the University library.

Expectations

- In accordance with DSA recommendations for these roles, we would expect that the support worker would develop a support programme to facilitate the growth of the student's independence, reducing the need for support in the longer term.
- We would not expect the support worker to act on behalf of the student when making contact with other services.
- We would expect the support worker to signpost to other services if support is required outside of the remit of the role.
- In the case where a student is receiving both Specialist Mentor and Specialist 1:1 Study Skills, we would expect that the role is provided by separate staff members in order to assist with establishing boundaries of role.

Moodle Access

- Contact asdac@port.ac.uk to request Moodle access and supply your name and company email address.
- ASDAC will raise a request through Information Services for a Moodle account.
- Once the Moodle account is live, ASDAC will be contacted by Information Services to confirm which modules will be added to the account.

Invoicing

- Send invoices directly to Sophie.Carmichael@port.ac.uk for processing.

Contact Details:

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