

Support Worker Service ~ Useful Information

email: supportworkerservice@nottingham.ac.uk

We are offering an online training course on MS Teams to potential Disability Support Workers (DSWs) on 18-19 June 2024.

In the long term we are looking for DSWs who can provide the following skills:

- Notetaking in taught classes
- Exam mentoring, reading or scribing
- Study assistance for mentoring
- Practical support assistance in labs
- Sighted guiding

However, in June we will just be focussing on training for notetakers. The course will provide information on disability awareness, the role of the notetaker and notetaking skills. Applicants will be expected to take two sets of notes during the course which will be assessed: one handwritten and one typed. Successful applicants will be told of their results within a week or so of the course.

For those candidates who attend the whole course, show evidence of both excellent verbal and written English, and pass both notetaking tests then they will be added to the pool of DSWs for the next academic year subject to fulfilling the University's Eligibility to Work criteria, see link below. Do make sure you fulfil these criteria before applying, they are especially relevant to overseas students.

Notetaking is currently undertaken in-person on campus (University Park, Jubilee and Sutton Bonington) or by viewing lectures online on Moodle with typed notes to be emailed direct to students and handwritten notes to be scanned and emailed to students. The current rate of pay is £19.11 per hour for all types of support work. In addition this rate attracts a further 12% holiday pay. Lectures generally last 50 minutes so you are expected to allocate the final 10 minutes of the hour to formatting and tidying up your notes whether they are handwritten or typed. Any administrative time spent contacting students or completing timesheets etc cannot be claimed for.

It should be noted that work is offered on a casual basis and cannot be guaranteed. Hours can fluctuate and support work is usually undertaken during term time but generally DSWs are required to work in-person for at least 5 hours per week. DSWs may not necessarily work every week/month so there is an expectation of flexibility. Notes should be delivered to students within 72 hours so something to bear in mind before committing to the role. It is essential that Support Workers are reliable and can commit to a timetable for a whole semester. Work is dependent on the needs of the students and their timetables which we will only know about in October.

[Eligibility to work criteria](#)

[Disability Support Services overview at UoN](#)