

# Checklist

## Colleges and Universities

Alongside the templates for leaflets and posters we have included in this toolkit, we have also created a checklist of things that could be good to implement alongside your Carer Passport offer.

### 1. A carer tick box on the college or university database

A tick box on the university database would easily and quickly let all tutors, whether academic, personal or wellbeing, know of the students caring responsibilities. This would be a summary of the student's caring role and would limit the number of times a student has to explain their situation and speed up any referrals.

- a. UCAS is introducing a question on their new application form which will enable students to identify themselves as carers. This will initially be introduced for postgraduate students only in June 2018<sup>1</sup>.
- b. If any new or returning students have not identified themselves via the UCAS Apply form, it would be good to have a paper or online application form for your Carer Passport scheme, or a list of questions tutors could ask to see if students are carers. Some students will have used their personal statements to tell the university about their caring responsibilities.

The carer tick box could also mean that students are asked if they would like to trigger a referral to a local carers service. Students are likely to be new in the area and may not know the local carer support available.

### 2. Welcome message for new students

Include a message about Carer Passports in welcome packs for new students. For example:

"If you are balancing your studies with your caring responsibilities, you will be eligible for our Carer Passport scheme. A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health condition or an addiction cannot cope without their support.

A Carer Passport is an offer of support from the university, designed to help make your time here easier whilst you care for your family member, partner or friend. The Carer Passport will give you the opportunity to identify as a carer if you'd like to and give you access to services and advice, quickly and easily. The Carers Passport will give you the chance to talk to your tutors about how to manage your work load, and give you access discounts at selected places around the university. Please talk to the student welfare team for more information."

<sup>1</sup> In due course, this functionality will also be available for undergraduate applicants. This will help a system to be put in place which alerts the university welfare team and links students to extra offers of support when registering with the university.

### 3. Signpost to financial aid



If you have any bursaries or financial aid that carers can access, it would be important to highlight this as part of your Carer Passport offer.

OFFA (the Office for Fair Access) have included carers in the suggested list of students from “under-represented and disadvantaged groups”.

This means universities and colleges charging over £6,000 in fees per year are encouraged “to consider the services you provide to support young carers and how these might align with or be strengthened through access agreements”.

A Carer Passport would help to signpost carers to this support efficiently:

[www.offa.org.uk/universities-and-colleges/guidance/target-groups/](http://www.offa.org.uk/universities-and-colleges/guidance/target-groups/)

### 4. Easy identification



A carer symbol could be added to university ID cards or records, which could identify carers for any extra benefits, if you have negotiated any, or access to support.

### 5. Staff training



Training on what a Carer Passport is, and how tutors can support carers could be given through a training session or some information on a staff intranet. For example:

“The Carer Passport is a scheme run by the university as an offer of support to students with caring responsibilities. A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health condition or an addiction cannot cope without their support.

If a student has identified themselves as a carer through their UCAS application, personal statement, or to the welfare team, they will be entered onto our Carer Passport scheme. This will be flagged on their record pages, [with a possible logo on their student cards.] This will enable them to be quickly identified and not have to explain their caring situation multiple times to different departments if, for example, they need an extension due to a caring crisis or financial help. Please make sure you are familiar with the guidelines in place that will help you if one of your students is part of the Carer Passport scheme.”

Tutors could be signposted to the welfare guidelines on carers, and information about how university staff can feel confident in identifying carers by talking through their situation with them, rather than asking for written ‘proof’ as you may do with many other extenuating circumstances.

### 6. Accessing more support



Carers Trust have written a toolkit offering assessment tools, good practice examples and ideas for developing policy for student carers. You can find Supporting Students with Caring Responsibilities toolkit online here:

[professionals.carers.org/sites/default/files/university\\_toolkit\\_master\\_webversion\\_final.pdf](http://professionals.carers.org/sites/default/files/university_toolkit_master_webversion_final.pdf)

