TUTOR

Teachers' upskilling aiming at a holistic inclusivity in learning

Specialism Three: Socio-economic Disadvantage and Inclusive Education

Strand Two:

Student Needs Analysis Map Template

Student Needs Analysis Map

The following Student Needs Analysis Map is a template (or an example of a template) that can be used to work highlight what resources or tools are needed to meet an individual student's needs. For second level students, it is considered best practice to get the involvement of their family for better results and inclusion.

The Needs Analysis Map allows the institutional team to evaluate their resources, tools, skills, and expertise against the needs of a student (considering their full background to trace the systemic and structural barriers they face, to include trauma, intergenerational trauma, language acquisition, socio-economic status, and any specific learning needs or disability needs). These datasets are evaluated side by side to see what gaps exist, i.e., what areas the school or institution do not meet the student's needs. This then allows the educators and leadership to put a plan in place to meet the student's needs with the resources they do have and allow for planning to gather the extra resources they may need (identified in the gap). This whole process (the Needs Analysis Map) should be written in as positive language as possible (while still acknowledging the gaps and needs) because the student and the parents / families (in the case of second level students) will read it and have a copy / sign a copy.

IMPORTANT: Remember to consider GDPR provisions and any data protection legislation that regulates the creation and retention of sensitive personal data in your location.

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Some of the criteria to identify a practice or tool as a best practice can be:

- The practice/ tool has measurable outcomes, results. E.g. 30 of 40 students completed the course/session, dropout rates lower, students' motivation is higher.
- The practice/tool has a positive impact on the student(s), school, community. E.g. an annual charity event is established with the cooperation of the school and local businesses or NGOs.
- The practice/tool has helped in improving students' social or/and economic status. E.g. a job seeker initiative, or a mentorship pairing students and local organisations.

This template can be customised based on the specific needs and resources of your school/institution. It helps to identify the key challenges, available resources, gaps, and a clear action plan to address the needs of socially and economically disadvantaged students. This template is an example; your students may have only some of these needs and your school may have only some of the resources listed.

Needs Analysis Map Template:

The template is divided into 6 sections, as follows:

1. Basic Information

School Name: _____

Student Name: _____

Date/ Period: _____

Prepared by: _____

2. Key Areas of Need

Area of Need	Description	Indicators
Academic Support		
Emotional & Mental Health		
Nutritional Support		
Financial Support		
Career Guidance		
Parental/Guardia/Family/ Spousal Support		
Transportation		
Safety and Security		

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3. Resource Inventory

Resource/Program	Description	Current Availability	Utilisation	Gaps/Needs
Tutoring Programs				.
Counselling Services				
Meal Programs				
Financial Aid				
Career Centres				
Parental Workshops				
Transportation Aid				
Safety Programs				

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4. Gap Analysis

Area	Current Status	Desired Status	Gap Description
Academic Achievement			
Mental Health Support			
Nutritional Support			
Career Preparation			
Parental/Spousal/Family Involvement			
Safety and Security			5

5. Action Plan

Priority Area	Action Steps	Responsible Parties	Timeline	Resources Needed	Expected Outcome
Improve Academic Support					
Enhance Mental Health Services					
Expand Nutritional Programs					
Increase Career Readiness					
Boost Parental Involvement					

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6. Evaluation and Feedback

Evaluation Metric	Baseline Data	Target Goal	Current Status	Notes
Student GPA				Continuing to monitor progress.
Mental Health Incidents				Implementing new programs.
Meal Program Participation				Need to increase outreach.
Parental Meeting Attendance				Exploring additional meeting times and formats.

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