





THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

TITLE	AUTHOR
PROCEDURE FOR NEEDS ASSESSMENT INTERVENTION FOR CUEA STUDENTS (CUEA/DVC ADM/DOS/07)	DEAN OF STUDENTS
	NO. OF APPENDICES:
	2(TWO) A-B
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
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SIGNATURE	
DATE	23 Feb 2011
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the DVC Administration and the Dean of Students' office. 	

0. CONTENTS AND RECORD OF CHANGES

Revision	00	Date	18 - JAN 2011
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0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization <i>Title</i>
		<i>Page</i>	<i>Clause/subclause</i>	
1	13 th March 2012	6	7.2. Insert a section on date in the Needs Assessment Form (CUEA/DVC ADM/DOS/07/fm 01)	DOS

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant function for authorized users.

2.0 PURPOSE

To ensure that all the hostels and non-resident hostels are visited at the right time and needs assessment is appropriately carried out.


2.0 SCOPE

This procedure shall be used by CUEA CUPCA members on hostels and non-resident hostels where CUEA students live.

3.0 REFERENCES:

- 3.1 CUPCA Constitution
- 3.2 CUEA Quality Management Manual

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4.0 TERMS AND DEFINITIONS

4.1 CUPCA – Catholic University Peers Counselors Association.

4.2 Peer Counselors - Persons who are trained to offer guidance/advice to their colleagues, friends, age mates or people that they share a common interest.

4.3 Needs Assessment - Fact finding mission on social issues/challenges that affect CUEA students living in hostels and non-residential (rental) houses.

4.4 Needs Assessment Intervention – A response to the social issues/challenges that are found pressing after needs assessment. It is done through training and seminars.

5.0 PRINCIPAL RESPONSIBILITIES

The University Counselor has the overall responsibility of ensuring that that this procedure remains adequate for its intended purpose and it is effectively applied.

6.0 METHOD

6.1 The CUPCA Chairperson and members shall draft the needs assessment tool CUEA/DVC ADM/DOS/07/fm 01 and present it to the University Counselor.

6.2 The University Counselor shall review the assessments tool and give it to the Chairperson for correction if any.

6.3 The chairperson shall lead the members in taking the assessment tools to the hostel.

6.4 The students in the hostels and rental houses shall within one day fill the assessment tool.

6.5 The chairperson and the executives shall collect the tools, analyze them and present the report to the University Counselor.


6.6 The University Counselor together with the CUPCA executives shall identify the pressing issues.

6.7 The chairperson shall call a general meeting to discuss the intervention seminar/workshop dates.

6.8 The Clubs Chairperson shall liaise with the University Counselor in identifying and inviting the professional in the area of intervention.

6.9 The students shall attend the seminar/workshop.

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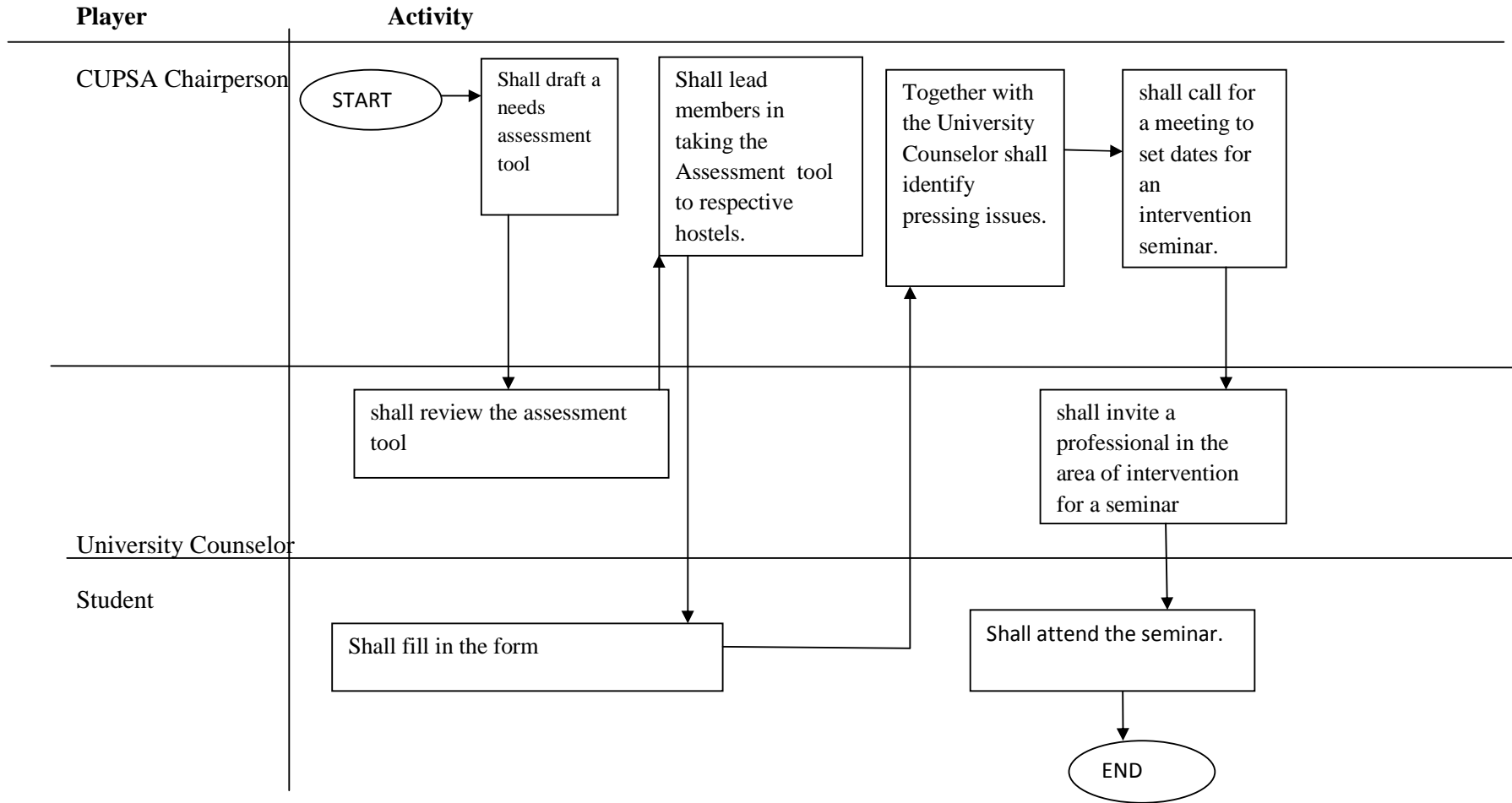
6.10 The Clubs Chairperson shall write a report on the seminar.

7.0 APPENDICES

- 7.1. **Appendix A: Process Map**
- 7.2. Appendix B: Needs assessment Form.

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7.1 Appendix A: FLOW CHART



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7.2 Appendix B:Needs Assessment Form

NEEDS ASSESMENT FORM

The catholic University Peer Counsellors' Association under the Counselling Office is an association formed to ensure Confidentiality for Holistic Growth to the entire CUEA students and its neighbouring hostels where our students reside. In lieu of this, we are carrying out a needs assessment on the following social issues affecting our students. Kindly rank them in order of the most pressing ones. This will help us to organize for seminars and workshops to address the most pressing issues. Your contribution and participation is highly appreciated as it will help us develop interventions to address your **most pressing issues/needs**. List these in **order of priority** for you. Your, no. (1) Will be the most pressing issue for you to be addressed and **no. (15)** Will be the least. Your, no. (1) Will be addressed first.

Date-----

NO.	SOCIAL ISSUE/CHALLENGES	ORDER OF PRIORITY
1	Relationship	
2	Financial constraints	
3	Family problems	
4	Sexuality/Self knowledge	
5	Academic/Study skills	
6	Anxiety	
7	Drugs Substance abuse/ alcohol.	
8	Depression	
9	Diseases/physical	
10	Rejection	
11	Low self esteem	
12	Stress management	
13	Others	
14		
15		

Please write here the need you want addressed first.....

Thank you.

CUEA/DVC ADM/DOS/07/fm 01

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