

# Reasonable Adjustments Policy

## Policy Statement

The purpose of this policy is to ensure Training 1st Ltd meets its moral responsibilities to learners and complies with regulatory and awarding body requirements. We will consider in advance any difficulties learners may have in accessing a Training 1st Ltd authorised venue and participating in the learning process and summative assessment.

## Definitions

A reasonable adjustment is any action that mitigates the effect of a physical or mental disability or any other difficulty that may put the learner at a disadvantage during the delivery and assessment of a qualification. The same standards of marking an assessment apply when a reasonable adjustment has been made. A special consideration is a post-assessment adjustment applied to the mark of a learner's assessment paper. It may be granted if there is sufficient evidence to suggest the learner may have been at a disadvantage during assessment.

## Scope

The scope of this policy aligns with the Equality Act 2010 and a reasonable adjustment is unique to the learner and may not necessarily be included in a predetermined list. Conditions that may require a reasonable adjustment include visual or hearing impairment, limited mobility, psychological factors, learning disabilities (dyslexia, autism, etc.) and limited functional skills in English.

## Granting a Reasonable Adjustment or Special Consideration

An application for a reasonable adjustment must be made 5 days prior to the course start date as an awarding may have to consider your application. There are several that will be considered in your application for a reasonable adjustment. These may include: the needs of the candidate, documentary evidence, the cost of the adjustment, and likely impact of the adjustment upon the learner and others attending the course.

You may be required to provide documentary evidence which outlines the characteristics (nature and severity) of your condition. This information should be from an appropriate independent professional. Evidence may include a witness statement,

medical or professional assessment report. If this information is not available, the centre manager will contact the awarding for further advice.

You can appeal in writing to centre manager if you are unsuccessful in attaining a reasonable adjustment. The centre manager will send you a copy of appeals policy.

## **Range of Reasonable Adjustments**

The following range of reasonable adjustments available is not exhaustive:

- ✓ Additional time for the summative assessment (25%)
  - ✓ Request different colour background or large font for the examination paper or training materials
  - ✓ Request a \*reader to read the examination paper. The reader must not be the course tutor, assessor, relative, friend or peer to the learner. The examination paper must be read in English.
  - ✓ Request a \*BSL signer.
  - ✓ Use your own laptop with assistive software.
  - ✓ Use a paper-based translation dictionary
  - ✓ Request a \*scribe to write answers for a written examination.
  - ✓ Request training materials are sent to you prior to the course
- \*This is not reasonable cost for the centre and must be supplied by the employer.

### **Applying For A Reasonable Adjustment Or Special Consideration.**

You can make an application in writing for a reasonable to the centre manager by sending an email to [hello@healthandsafetytraining1st.co.uk](mailto:hello@healthandsafetytraining1st.co.uk) or calling the Office Manager Stacey Wreford on 03301226126 . This application must be submitted at least five days before the course start date. An application for a special consideration is five days after the assessment.

Completed By  
Date

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