

Reasonable Adjustments Policy



May 2018

Review Date: May 2021

Reasonable Adjustments Policy

Introduction

Reasonable Adjustments may be granted in circumstances which address and help to reduce the effect of a disability or difficulty which would substantially disadvantage a learner during an examination or assessment situation.

in at the deep end Ltd as a company includes the Training Wave brand. Therefore, throughout all of our policies where we refer to in at the deep end it also applies to any bookings or courses undertaken within the Training Wave brand.

Identification of Learner's Need

Any adjustment should be based on the individual learner's need to access the assessment. in at the deep end has a responsibility to provide effective procedures for the identification of learners' needs which comply with the requirements of Disability and Discrimination Legislation.

in at the deep end aim to:

- identify more learners having or likely to have difficulties accessing assessment
- advise learners to make any adjustment needs known to their trainer or other staff member at the earliest opportunity
- ensure staff decide in conjunction with the learner what adjustment may be required
- when identifying the adjustment(s) necessary, take into consideration the learner's normal way of working and how previous assessment has been made during teaching, as well as the assessment requirements of the qualification.

Once the appropriate adjustment has been identified, it should be documented for audit purposes.

Any application for Reasonable Adjustment must be supported by evidence which is valid, sufficient and reliable. Learners must ensure that additional needs are brought to In at the deep end's attention in a timely fashion so all reasonable attempts to accommodate them can be made. Learners must be aware that it may not be possible to make adjustments on the day of assessment.

Procedures for Reasonable Adjustments

Reasonable Adjustments are usually identified via Candidate Enrolment Forms. Once a need has been identified the following will occur:

- The course trainer will contact the candidate to discuss their needs and, if

- necessary, involve the candidate in any decision regarding reasonable adjustments
- Once reasonable adjustments have been agreed these will be documented and recorded on the course paperwork and a Company Director informed. This adjustment will then be reported to the Awarding Organisation
- Should a Trainer feel unable to make a decision regarding reasonable adjustments, or the candidate requires more complex adjustments they should pass this on to a Company Director will speak to the Awarding Organisation for assistance
- Any candidate who disagrees with any reasonable adjustments offered may follow the company appeals procedures.

Copies of all Awarding Organisations contact details are available via our website.

It is important to note that care needs to be taken to ensure that the appropriate adjustments are permissible and it is advisable to contact the Awarding Organisation prior to the awarding of any adjustments to ensure compliance and remove the risk of malpractice.

A learner with a Statement of Special Educational Needs (or Education Health and Care Plan) is not automatically eligible for Reasonable Adjustment. The candidate's needs would be identified to ensure that the demands of the qualifications are taken into account.

Possible Reasonable Adjustments

All reasonable adjustments must not alter the integrity of the assessment but may involve:

- Changing the usual assessment arrangements, for example allowing the learner extra time to complete assessment activities (unless the assessment is required as a standard e.g. timed swims in Pool Lifeguard)
- Adapting assessment materials, such as providing materials in Braille
- Providing assistance during assessment such as a sign language interpreter or reader
- Reorganising the assessment room, such as removing visual stimuli for an ASD learner
- Changing the assessment method from written to spoken
- Using assistive technology, such as screen readers or voice activated software providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different colour paper for paper-based assessments
- Providing and allowing different coloured transparencies with which to view assessment papers.

Reasonable adjustments are approved and set in place before assessment activity takes

place, the constitute an arrangement to give the learner access to the programme. The use of a reasonable adjustment will not be taken in to consideration during the assessment of the learners work.

Monitoring and Review

We will monitor all of the feedback that we receive in relation to the issues affected by the Policy and will amend the policy as necessary.

The Policy will be updated with any amendments to existing legislation or new legislation.

In any event, all policies are reviewed annually although updates to versions etc. will only take place every three years should there be no other changes to the policy.

Document Owner and Approval

The Data Protection Officer (DPO) is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members of staff on BaseCamp.

This policy was approved by the Company Directors on 2nd March 2018 and is issued on a version controlled basis under the signature of Managing Director.

Date	Version	Author/Contributor	Amendment Details
December 2016	1.00	Mark Mc Nichol	Implementation
December 2017	1.10	Mark Mc Nichol	Monitoring and Review section updated
May 2018	1.20	Mark Mc Nichol	Addition of Training Wave branding Further information on Adjustments and accessing them added