

Reasonable Adjustments and Special Considerations Policy

1. Introduction

The Equality Act 2010 requires us to make reasonable adjustments where a disabled learner would be at a substantial disadvantage in undertaking an assessment in comparison to learners who are not disabled.

Later Life Training (LLT) encourages open access for learners who are eligible for reasonable adjustments, and/or special considerations during assessments. Any adjustments made need to ensure that the assessment of skills, knowledge, understanding and competence is not compromised. It is for LLT to determine on a case-by-case basis whether reasonable adjustments are necessary and what reasonable adjustments will be effective.

2. What is a reasonable adjustment?

A reasonable adjustment aims to reduce the effect of a disability or difficulty, which may place the learner at a disadvantage during the assessment process. Where reasonable adjustments have been applied (see table for a list of examples of common adjustments), the work produced by the learner will be assessed to the same standard as the work of other learners. It is important that reasonable adjustments do not affect the reliability or validity of assessment and they should not give the learner an advantage over other learners undertaking the same assessment.

There is a duty to make reasonable adjustments which can apply to all of the protected characteristics within the Equality Act 2010, those being: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy or maternity.

3. Responsibilities of Later Life Training

Notifying LLT for the need for reasonable adjustment should be done as early as possible, at point of application/enquiry. This allows for timely discussion prior to commencement of course/training. This information should include support requirements for pre-course learning tasks (if applicable) and any difficulties foreseen for assessments. Any issues raised will be passed onto the Internal Quality Assurance (IQA) team and tutor prior to the start of the learner's course so they may consult with the learner to ensure appropriate adjustments are put in place. It should be made clear at the outset if the learner is not going to be able to meet all the criteria. They may still wish to proceed with the programme, but enter for only part of the assessment (or receive an attendance certificate). In this case LLT will explain to the learner any restriction on progression to other qualifications as a result of not achieving all the criteria. All these decisions will be made with the involvement of the learner.

4. Reasonable adjustments

When making reasonable adjustments LLT will ensure:

- The reasonable adjustments made provide learners with the opportunity to Demonstrate/evidence achievement of required assessment criteria
- The reasonable adjustments compensate for any disadvantage imposed by the disability but do not otherwise advantage learners
- Any person using the certificate to identify an individual's competence is not misled regarding the learner's achievements
- The assessment is rigorous and fair
- The assessment activity is valid and may be measured against the national occupational standard (if applicable)
- The assessment result is reliable
- The assessment is practically able to operate within available resources, facilities and time
- That the learner is involved in any decisions relating to a reasonable adjustment, and ensure it has the resources to fulfil this adjustment
- The learner is made aware that it is not the responsibility of LLT to source and arrange any assistance for the learner (reader, scribe, additional invigilator, signer etc.) but that any of these can be called upon
- The learner is made informed about LLTs appeals procedure, that they can appeal any decision not to apply a reasonable adjustment, or if they feel it was not appropriate to their needs.

4.1. LLT will only reject enrolments on course in circumstances where:

- The content and delivery of the chosen course of study would prevent the applicant from fulfilling a major part of the requirements of the course and it proves impossible to overcome this difficulty.
- Admission of the learner may constitute a serious safety hazard that cannot be reasonably overcome.

In these instances, LLT will provide an alternative course where possible to meet the needs of the learner or signpost to other training opportunities.

5. Special consideration

Special consideration is consideration given to a learner who has temporarily experienced an illness or injury, or some other event outside of the learner's control, which has had, or is reasonable likely to have had a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment (this may include, but is not limited to, an accident, bereavement or serious disturbance during the assessment) each case will be treated on an individual basis and will not be taken as a precedent for other situations.

The following examples reflect where special consideration may be applied, however this list is not exhaustive:

- incapacitating illness of the learner
- serious injury affecting the learner
- terminal illness of the learner
- recent bereavement of a close family member or friend
- terminal illness of a parent
- serious domestic crisis
- serious car accident
- flare up of congenital illness (for example epilepsy, asthma, diabetes)
- physical assault trauma

Special consideration will not be applied in the following circumstances:

- no evidence was supplied indicating that a learner was affected by illness, injury, bereavement or other indisposition at the time of the assessment.
- difficulties experienced during the course – for example, building work, lack of facilities and staff shortages

End.