

Reasonable Adjustment Policy

Under the Equality Act 2010, education and training providers and other related services have a duty to make reasonable adjustments for disabled people so they are not placed at a substantial disadvantage compared to non-disabled students.

Responsibility

The Managing Director is responsible for the standards of training courses. Any reasonable adjustment made for a candidate attending a course or examination must be approved by them.

Eligibility

Reasonable Adjustments will only be granted where the integrity and reliability of the course / assessment is maintained, and the adjustment does not offer an unfair advantage to the Learner receiving the Reasonable Adjustment.

Timescales

All applications for Reasonable Adjustment must be received **10 working days** before the start of the course.

Application Process

In order to apply for a Reasonable Adjustment, the customer must make a request **in writing** prior to the course and:

- Explain how the candidate is disabled under the Equality Act 2010 and how the disability affects their behaviour or needs.
- Explain what adjustments the candidate needs and why / how they are disadvantaged without adjustments

The request should be accompanied by any relevant supporting documents and sent by email directly to the team member dealing with your enquiry and copied in to vicky@specialisttraining.co.uk.

Supporting Evidence

Depending on the awarding body / type of adjustment being requested, supporting evidence may be required; this may come in a variety of forms. For example, a doctor's note, medical certificate, medical consultant's report, hospital letters and Educational Psychologist's report or specific learning assessments.

Where possible the supporting evidence submitted should state the nature of the impairment, how this affects the Learner's learning and performance, and should be completed by an appropriate authority and on headed paper.

Types and permissions

Different types of assessment make different demands on the candidate and will influence whether Reasonable Adjustments will be needed and the kind of Reasonable Adjustment which may be put in place.

What we do with the request

Each request will be assessed, and a reply will be made in writing detailing the outcome of any adjustment approved **prior to the course**.

All requests, candidate evidence, records of adjustments and reasons for them, must be retained for 7 years for audit purposes.

Each reasonable adjustment request must be added to the reasonable adjustment requests – log that details info about the request for audit purposes.

All data collected and retained will be kept in line with our Data Protection policies.

Additional Information for centre staff only

Making reasonable adjustments is a legal requirement if it is reasonable to do so without damaging the examination's integrity or causing serious detriment to the business.

Depending on the awarding body, reasonable adjustments could include:

- Allowing 25% additional exam time
- Allowing touch screen tablet/computer
- Arranging a separate examination room
- Providing a read aloud function

Awarding Body Information regarding reasonable adjustments:

- ADR – The centre is responsible for deciding if a reasonable adjustment should be approved. The candidate does not need to have a medical diagnosis for reasonable adjustment to be considered. However, if the adjustment is additional time to complete the examination you must notify SQA at adr@sqa.org.uk no later than the first day of training and SQA will extend the examination time by 25%.
DVSA have confirmed that a training provider is not permitted to allow the questions to be read out to the candidate by another person, as this compromises the integrity of the exams. However, a read aloud function with headphones can be used via the laptop/tablet being used.
- DGSA - [Dangerous Goods Safety Advisor \(DGSA\) Assessment Arrangements for disabled candidates and/ or those with additional support needs](#)
- FLT / RTITB -
- CPC / CILT – See [AO-REG-0047 CILT\(UK\) AO Reasonable Adjustments v7.pdf](#)
- IATA / CAA -