

Reasonable Adjustment & Additional Support Policy

Under the Equality Act 2010, education and training providers and other related services have a duty to make reasonable adjustments or provide additional support for candidates with disabilities, those with learning difficulties, or English as a second language, which leads to persistent and significant reading difficulties.

A reasonable adjustment of additional support may be required so they are not placed at a substantial disadvantage compared to non-disabled students.

Responsibility

The course trainer may be approached for additional support, or they may identify a candidate may benefit from additional support, however any reasonable adjustment or additional support provided must be approved by Management.

Eligibility

Reasonable Adjustments and additional support will only be granted where the integrity and reliability of the course / assessment or examination is maintained, which do not offer an unfair advantage.

Timescales

Ideally, applications for reasonable adjustment or additional support must be received **10 working days** before the start of the course however requests can be made whilst on course, subject to availability.

Application Process

To apply for a reasonable adjustment, in advance of the course, the customer must make a request **in writing** stating:

- The candidates' disability under the Equality Act 2010 and how the disability affects their behaviour or needs.
- 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.

Candidates who require additional support can request this either in advance of the course or on course through the completion of our additional support requirement form.

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 adjustments or additional support may be made depending upon circumstance and requirements.

Outcome

Depending when the request for reasonable adjustments or additional support is made, will determine when the request is assessed and how the outcome is communicated. Ideally, the outcome will be made in writing prior to the the course although in practise this is not always possible. At the very least all requests will be responded to and logged detailing any action taken, if applicable, for reference.

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

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