

## **Reasonable Adjustment and Special Consideration Policy**

Prior to course attendance all delegates will receive an emailing outlining exactly what is required of them during the course. This could include physical activities and exam requirements. They will be encouraged to provide us with relevant information to ascertain what their needs are and what can be put in place to support the delegate.

The aim of this is to reduce the negative impact of a disability (as defined by the Equalities Act 2010) on a Learners ability to achieve a qualification. The objective is that a Learner with a disability experiences no substantial disadvantage to a Learner that does not.

### **Access to Assessment**

Examples of reasonable adjustments that can be made for a learner to complete a theory assessment are:

Supporting Learners with dyslexia or other reading or writing disadvantages by:

- Using coloured overlay on written questions
- Giving additional time (an additional 25% time allocation is the standard)
- Reading the questions to the Learner and/or writing down the Learner's answers. Note: this must be carried out after all other Learners have completed their assessments and these have been collected.
- Allowing Learners to use a bilingual dictionary if English is not their first language

When a reasonable adjustment is made the trainer must complete the Reasonable Adjustment Form for the relevant Awarding Organisation and send it with any relevant supporting evidence. The Quality Assurer should also be notified of this.

In some cases, reasonable adjustments may not be permitted. For example, if a Learner is unable to meet the requirements of a qualification that are outlined in Health & Safety legislation (which takes precedence over Equality legislation). In this instance GEM Compliance Training Ltd. may issue Learners with a certificate that details the Learners attendance and specific achievements on the course.

Adjustments that are not "reasonable" may not be approved. For example, the adjustment:

- Incurs an unreasonable cost to GEM Compliance Training Ltd.
- Has an unreasonable timeframe in which to be achieved
- Negatively impacts the integrity or security of the assessment

### **Special Consideration**

A special consideration is a change to an assessment outcome, mark or grade made when the Learner experiences temporary injury, illness, health or well- being problem at the time of the assessment.

Learners will be eligible for special consideration if they have completed the training and covered the whole course but performance in the assessment/coursework is materially affected by adverse circumstances beyond their control.

Examples of when a Learner may be eligible for special consideration:

- Temporary illness or accident/injury at the time of assessment
- Bereavement at the time of assessment
- Domestic crisis at the time of assessment
- Disadvantage due to the Centre failing to provide adequate provisions

**This policy has been approved & authorised by:**

**Name:** Gavin Milligan  
**Position:** Managing Director  
**Date:** 01/02/2023  
**Signature:**



Revisions

Version	Date Created	By	Reason for change
1	1 <sup>st</sup> December 2018	Gavin Milligan	New document
2		Gavin Milligan	
3			