

Reasonable Adjustment and Special Consideration Policy and Procedure

POLICY STATEMENT: This policy is use by SALT TRAINING LIMITED to ensure we deal with all reasonable adjustment and special consideration requests in a consistent manner and in accordance with the relevant awarding organisation requirements

A Reasonable Adjustment is an action taken to ensure equal access to an assessment. Under the Equality Act 2010, education and training providers (including Awarding Organisations) have a duty to make Reasonable Adjustments for learners who have a disability or difficulty so that they are not at a substantial disadvantage in accessing an assessment. Examples of a Reasonable Adjustment are, but are not limited to:

- a) Amending usual assessment arrangements, for example allowing a learner extra time to complete the assessment.
- b) Adapting the format of assessment materials, such as providing materials in Braille.
- c) Providing assistance during assessment, such as a sign language interpreter or a reader.
- d) Re-organising the assessment room, such as providing a learner with a separate room for an assessment away from other learners.
- e) Changing the assessment method, for example from a written to a speaking assessment.

A Special Consideration is an access arrangement taken when a learner's assessment performance is affected by unforeseen circumstances which are out of their control. This includes learners who are suffering from a temporary illness or condition, or who were or would be otherwise disadvantaged at the time of their assessment. A Special Consideration can be requested, approved and applied both before and after an assessment has taken place.

SALT TRAINIG LIMITED'S Responsibility

To ensure the following:

- Every learner is given the opportunity to achieve the qualification/unit without changing the assessment criteria or achievements.
- Identification of learners who require reasonable adjustments prior to the delivery of the course.
- Where identification of a learner who requires, reasonable adjustments, SALT TRAINING LIMITED will apply to the relevant awarding organisation for

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approval if required (see individual guidance provided by different awarding organisations).

- SALT TRAINING LIMITED will ensure that they apply for the relevant adjustments within the stated timescales of the awarding bodies policy and must not perform adjustments until approval has been granted by the awarding organisation.
- SALT TRAINING LIMITED will comply with the awarding organisations Reasonable Adjustment and Special Consideration Policy and Procedure. Where the policy states that a reasonable adjustment must be applied for, SALT TRAINING LIMITED will complete and return the relevant awarding organisations Reasonable Adjustment and Special Considerations Application Form.
- Where a reasonable adjustment is approved, make necessary provision. However, ensuring that assessment is not lowered, inline with the awarding body requirements and direction.
- Inform Internal Quality Assurer of learners on a qualification that are completing the assessment using a particular reasonable adjustment method.
- Maintain accurate records of learners with reasonable adjustments as this will be monitored through the External Quality Assurance system.
- Supply information to the relevant awarding organisation on the use of reasonable adjustments with learners as requested.