



trainwithpremier.com

Train With Premier Reasonable Adjustment Policy

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Operational from	21 st January 2021
Policy prepared by	Andy Heald – Head of Quality & Education
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Reasonable Adjustment Policy

Section 01: Policy Scope

Train With Premier is a reputable education provider offering professional development programmes and regulated qualifications in active leisure, learning and wellbeing. Train With Premier is recognised as a centre for the delivery of vocational qualifications in accordance with a legally established third party agreement with a number of regulated awarding organisations. The awarding organisations that we are affiliated with are regulated in England by the Office of Qualifications and Examinations Regulation (Ofqual).

Train With Premier have established this policy to enable organisation staff to make a special consideration request associated with our programmes of regulated qualifications, on behalf of a learner.

Reasonable adjustment defined

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in a training or assessment situation or environment. Reasonable adjustments are made to an assessment for a qualification to enable a learner with a disability to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the assessment specification for that qualification.

The nominated Integrity Officer maintains oversight for this policy, manages the processes and all associated records and any escalations.

Integrity Officer Name	Mekila Kelly
Integrity Officer email	mkelly@trainwithpremier.com

Section 2: Policy Statement

Reasonable adjustment commitment

Train With Premier ensure high levels of compliance with the Equality Act 2010 and Ofqual expectations. Train With Premier staff are fully aware of the responsibilities and maintain up to date knowledge of relevant legislation. Train With Premier seek to uphold human rights relating to race relations, disability discrimination, the special educational needs of our learners and to provide equal reasonable adjustments for all learners registered onto the qualifications we offer. Train With Premier endeavour to ensure there are no unnecessary barriers to assessment, ensuring requirements and methods deployed are sufficiently flexible to enable the widest range of learners to fairly and reliably demonstrate competence.

Assessment should be a fair test of a learner's knowledge and what they are able to do, however, for some learners the usual format of assessment may not be suitable. We ensure that barriers to access to qualifications and assessments are mitigated or justified. Train With Premier recognise that reasonable adjustments may be required at the time of assessment where learners have a permanent disability or specific learning needs (requiring reasonable adjustment).

The provision for reasonable adjustments arrangements is made to ensure that learners receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessment easier for learners, nor should they give learners with certain characteristics an advantage.

Reasonable adjustment integrity

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual or standard assessment arrangements by, for example, allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- changing the assessment method, for example, from a practical assessment to a spoken assessment
- using assistive technology, such as screen-reading or voice activated software
- providing the mechanism to have different colour backgrounds to screens for onscreen assessment materials or asking for permission for copying to different coloured paper for paper-based assessment materials
- providing and allowing different coloured transparencies with which to view assessment materials.

Reasonable adjustments will only be eligible under certain characteristics where this has been approved in the specification to each qualification. This policy supplements the information within each specification to ensure that the qualification integrity is upheld at all times. Equality experts or specialist reviews are consulted during the development of each qualification to ensure that we mitigate barriers to access wherever practicable.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the training and assessment programme. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work. Organisations are required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual's circumstances, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will also be taken into consideration.

Learner recruitment

Train With Premier act with integrity when recruiting learners onto qualifications, ensuring learners have the correct information and advice on qualifications and that the qualification will meet their needs. The recruitment process includes the assessment of each potential learner and making justifiable and professional judgments about the learner's potential to successfully complete the assessment and achieve the qualification, checking the learning outcomes and assessment criteria of mandatory units as well as selecting the most appropriate route of optional units, where applicable. Where the recruitment process identifies that the learner may not be able to demonstrate attainment and thus gain achievement in all parts of assessment for the selected product, this will be communicated clearly to the learner. A learner may still decide to proceed with the study of a particular product and not be entered for all or part of the assessment. Train With Premier will ensure that learners are aware of:

- the range of options available, including any reasonable adjustments that may be necessary, to enable the demonstration of attainment across all required assessment
- any restrictions on progression routes to the learner as a result of not achieving certain outcomes
- where an assessment requires the learner to demonstrate practical competence or where criteria must be met fully, or in the case of qualifications that confer a License to Practice, it may not be possible to apply special consideration
- in some circumstances, for example for on-demand assessments, it may be more appropriate to offer the learner an opportunity to retake the assessment at a later date.

Section 3: Procedures

<p>Reasonable adjustment requests</p>	<p>Learners are required to request reasonable adjustments when completing their Learner Application & Agreement form or any such enrolment form. The Train With Premier integrity officer will liaise with the learner to make clarifications and to request any evidence to support the request. This may include medical records, medical certificates diagnostic test results, testimony from the invigilator/tutor/assessor or any other professional person who is familiar with the learner) in support of the request.</p> <p>If a learner requires a reasonable adjustment, Train With Premier will make the request on the learner's behalf via the via the relevant awarding organisation process.</p> <p>During the processing of an application, the awarding organisation will only liaise with Train With Premier, making the claim on the learner's behalf and not directly with the learner or their designated third party.</p>
<p>Responses</p>	<p>Train With Premier ensure arrangements are in place prior to the learner's assessment commencing. The work produced following the application of a reasonable adjustment will be assessed in the same way as the work from other learners and be available for external quality assurance, where required. It is crucial that the reasonable adjustment does not affect the validity or reliability of assessment, influence the outcome of assessment or give the learner(s) in question an unfair assessment advantage in extenuating circumstances, to be able to complete the assessment and thus achieve the product. Requests for reasonable adjustment will only be made by Train With Premier and on a case-by-case basis. In cases where the request for reasonable adjustment is rejected, a clear reason will be provided to the learner and where appropriate additional advice or recommendations will be provided. Records of the decisions made are recorded and the data is analysed to monitor the impact of the requests.</p>
<p>Concerns</p>	<p>In the event that learner is not satisfied with the adjustments provided, this should be reported to Train With Premier to take corrective action. Alternatively, the learner can make a complaint, or an appeal direct to the awarding organisation in accordance with established procedure.</p>

Section 4: Policy and procedure review

Systematic review
<p>Train With Premier have in place a standardised and systematic monitoring process to ensure the continued relevance and accuracy of this policy. Any data collected which relates to the implementation of this policy will be used to inform any changes to the policy, approaches to the management of the organisation and to the delivery of products and services where this is required.</p> <p>This policy was approved by the Board on 21 October 2020 and will be reviewed by the Board on 21 October 2022 unless there is a change in legislation changes or supporting data identifies that a review is required before this date.</p>

Section 5: Policy document version control

This document is subject to version control. All changes will be tracked here and confirmed as an updated version.

Version	Publication	Details
Version 01	21/10/2020	First publication.