



## Fusion Advanced Training Limited

### Reasonable Adjustments Policy

#### *For SIA Licence-Linked Training*

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#### 1. Policy Statement

Fusion Advanced Training Limited is committed to promoting equality and inclusion in line with the Equality Act 2010. We ensure all learners, including those with disabilities or learning difficulties, can access and complete SIA licence-linked qualifications fairly, without compromising the integrity or validity of the assessment.

#### 2. Purpose

This policy outlines how we support learners who require reasonable adjustments during training or assessment, as permitted by our Awarding Organisations and within the framework set by the Security Industry Authority (SIA).

#### 3. What Are Reasonable Adjustments?

Reasonable adjustments are adaptations to the learning or assessment environment made before a course or exam begins. They help remove disadvantage without altering the qualification standards.

#### 4. Examples of Reasonable Adjustments

The following are examples of how we may support learners with specific needs:

- Visual Impairment:
  - Printed materials in large font or Braille
  - Additional lighting or use of screen magnifiers
  - Extra time in assessments
  - Use of a reader. (subject to Awarding Organisation approval)
- Hearing Impairment:
  - Use of a BSL interpreter (subject to Awarding Organisation approval)
  - Written versions of spoken instructions
  - Front-row seating to allow lip reading
- Physical Disabilities (e.g., limited mobility, use of wheelchair):
  - Wheelchair-accessible training venues and exam rooms
  - Adjusted seating or desk arrangements
  - Extended rest breaks
  - Adapted equipment or materials (e.g., a mouse instead of a keyboard)



- **Dyslexia and Specific Learning Difficulties:**

- Extra time in exams (typically 25% but subject to AO confirmation)
- Coloured overlays or tinted exam papers
- Use of a reader
- Permission to use a word processor
- Instructions read aloud (where appropriate and permitted)

Note: All adjustments are subject to the rules of the specific Awarding Organisation and the SIA. Some types of assistance may not be permitted for assessment elements such as conflict management role plays and physical intervention training.

### **5. Applying for Reasonable Adjustments**

Learners must:

1. Inform us early – preferably during enrolment.
2. Provide evidence – such as:
  - A doctor's letter or medical report
  - A dyslexia assessment report (from a qualified specialist)
  - An EHCP or statement of SEN
3. Request deadline – no later than 10 working days before the course start date.

Fusion Advanced Training Limited will assess requests case-by-case and liaise with the Awarding Organisation where necessary.

### **6. Assessment Limitations**

Some assessments must reflect genuine job-related competence. Adjustments cannot:

- Change what is being assessed
- Provide an unfair advantage
- Reduce the validity or reliability of the assessment

We will clearly explain to learners if any requested adjustment is not possible and offer alternative support where feasible.

### **7. Confidentiality**

All personal information and evidence submitted will be handled sensitively and in accordance with GDPR. Only authorised staff will access the information needed to implement the adjustment.

### **8. Appeals**

If a learner is unhappy with the outcome of their adjustment request, they may appeal via our Complaints and Appeals Policy. If still unresolved, an appeal can be made directly to the relevant Awarding Organisation.

### **9. Review of This Policy**

This policy will be reviewed annually, or sooner if there are changes to legislation, SIA standards, or Awarding Organisation guidance.



#### **10. Documentation and Retention**

All cases where reasonable adjustments are granted will be fully documented and retained for a minimum of three years. These records will be made available to the relevant Awarding Organisation, External Quality Assurers, or the SIA upon request, as part of quality assurance procedures.

Signed: Natalie Wildblood.

Position: Centre Manager.

Date: 29/04/2025