



**REACH
YOUR
PEAK**

Reasonable Adjustments and Special Considerations Policy and Procedure

Introduction

As part of our Equal Opportunities Policy, we are committed to providing access and individual learning support to learners by making reasonable adjustments whenever possible. We endeavour to uphold human rights relating to race relations, disability discrimination and any special educational needs of our learners, and to provide equitable reasonable adjustments and special considerations for all learners on our programmes. We expect you to have fair access to training and assessment.

This policy is primarily for our learners who are undertaking or have completed a Reach Your Peak (RYP) course or qualification. It is also for use by our staff to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

This policy outlines

- our arrangements for making reasonable adjustments and special considerations in relation to our courses and qualifications
- how learners qualify for reasonable adjustments and special considerations
- the reasonable adjustments we will permit and those where permission is required in advance before they are applied
- what special considerations will be given to learners

Our responsibility

It is important that all RYP staff involved in the management, assessment, and quality assurance of RYP qualifications, including our learners, are fully aware of the contents of this policy.

Review arrangements

We will review the policy annually as part of our self-evaluation arrangements and revise it as necessary in response to learner feedback, changes in our practices, actions from the regulatory authorities or in line with any changes in legislation.

Arrangements not covered by this policy

Circumstances for both internal and external assessment not covered in this policy should be discussed with RYP *before* assessment takes place. Please contact us via the details provided at the end of this policy.

Appeals

If you wish to appeal against our decision to decline requests for reasonable adjustments or special consideration arrangements, please refer to our Appeals Policy.

Definition of reasonable adjustments

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 the learning and/or assessment situation. They are made to a learning environment or assessment to enable a learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required.

Reasonable adjustments must not affect the integrity of what needs to be assessed. Reasonable adjustments are approved or set in place before the learning or assessment activity takes place; they constitute an arrangement to give the learner access to the course.

RYP is only required by law to do what is 'reasonable' in terms of giving access. What is reasonable will depend on the individual 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.

Definition of special considerations

Special consideration can be applied after a course or assessment if there was a reason the learner may have been disadvantaged.

For example, special consideration could apply to a learner who had temporarily experienced:

- an illness or injury
- some other event outside of their control and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment

Special consideration should not give the learner an unfair advantage; neither should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

Learners' Needs Support Procedure

We recognise that learners who apply and attend our training programmes will have differing and variable needs. In support of our Equal Opportunities Policy, we intend to accommodate learner's individual needs, wherever possible.

To enable us to identify any specific learning needs, agree appropriate adjustments and support and evaluate the effectiveness of our provision, we will include the following procedures:

Learner Application Form

Ask learners if they have any individual learning needs or physical needs that may necessitate adjustments or additions to the training programme or assessment process.

During the Training Programme

Observe and discuss with learners any changes or adjustments that may be necessary to enable them to have equal access to the training programme.

Learner Evaluation Form

Provide learners with the opportunity to share written feedback on the course and their experience.

Assessments

We recognise that reasonable adjustments or special considerations may be required at the time of assessment where:

- learners have a permanent disability or specific learning needs
- learners have a temporary disability, medical condition or learning needs
- learners are indisposed at the time of the assessment

We aim to make suitable provision for reasonable adjustments and special consideration arrangements to ensure that learners receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured.

Reasonable adjustments are to be communicated, approved, and set in place *before* the course and/or assessment takes place. The use of a reasonable adjustment will not be taken into consideration during the assessment of a learner's work.

For questions or comments regarding reasonable adjustment requests or this policy please contact us by email at reachyourpeakonline@mail.com

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