

# Reasonable Adjustment



**We and our Awarding Partners** believe that a learner's individual characteristics and work situation must be taken into account in order to provide the appropriate access to training and assessment.

We will endeavor to review individual needs with learners upon registration/attendance. Where a learner has been identified as requiring additional support, **we** will agree an Individual Learning Plan and will provide appropriate advice, guidance and support to those Learners identified as having special assessment needs.

Where required we will make reasonable adjustments to assessment which may include (but not be limited to);

- Allowing additional time to complete written tests/tasks
- Offering the use of a scribe for written tests
- Accepting verbal responses to written questions (these must be recorded)
- Allowing the use of transcribed materials to prepare/support a learner for assessment
- Use of visual aids (e.g. videos) to support formal questions (e.g. to identify different medical conditions)
- Allowing the use of a translator (including sign language) to prepare/support a learner through assessment.
- Changing the layout or venue of the assessment area to allow access

Any adjustments made will ensure that the assessment criteria are still met and of our awarding partners.

Where the Centre is unable to agree reasonable adjustments, we will contact our awarding partners for further advice and guidance.

Peter J Cook Managing Director July 2020

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Policy review date July 2021