



Reasonable Adjustments Policy

INTRODUCTION

Skills Assessment is committed to ensuring that its assessments are accessible to all learners and that those who wish to achieve them are able to do so. Reasonable Adjustments may be granted in circumstances which address and help to reduce the effect of a disability or difficulty which would substantially disadvantage a learner during an examination or assessment situation.

In accordance with Equalities Law, Skills Assessment also has a legal duty under Equality legislation to apply Reasonable Adjustments.

<http://www.legislation.gov.uk/ukpga/2010/15/section/20>

This procedure aims to ensure that any reasonable adjustment made by Skills Assessment are done so consistently and provides clear arrangements for making reasonable adjustments.

This policy sets out:-

- How a Learner qualifies for a reasonable adjustment.
- What reasonable adjustment could be made.
- Advice and guidance for apprentices with additional learning needs (ALN) that may need extra support for their End Point Assessment.

DEFINITION OF REASONABLE ADJUSTMENT AND ALN

The term Reasonable Adjustment refers to an adjustment of the assessment in order to alleviate or remove the effects of a substantial disadvantage for a learner. A person is able to apply for a reasonable adjustment if they:

- have a learning difficulty or disability which requires additional assessment provision, or
- have a disability which prevents or hinders them from making use of the facilities for end point assessment.

HOW A LEARNER QUALIFIES FOR REASONABLE ADJUSTMENT

The Apprentices in the first instance must advise the Training Provider or Employer of any reasonable adjustments that they may require to the current end point assessment methods being used.

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The Training Provider or Employer should deem what is reasonable depending on the individual circumstances of the case, including how important the adjustment is, how practical it is, and the implications and effects on other resources of the Training Provider or Employer.

Examples of what is considered as reasonable include:

- difficulty in reading and understanding written material where this is in the person's native language, for example because of a mental impairment, a learning difficulty or a sensory or multisensory impairment;
- persistent distractibility or difficulty concentrating;
- difficulty understanding or following simple verbal instructions;

A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements.

Whether an adjustment will be considered reasonable will depend on a number of factors and these include, but are not limited to:

- The needs of the disabled candidate
- The effectiveness of the adjustment
- the cost of the adjustment and the like impact of the adjustment upon the candidate and other candidates

WHAT REASONABLE ADJUSTMENTS COULD BE MADE

Reasonable adjustments could include:-

- Changing standard assessment procedures
- Providing additional services, such as a sign language interpreter or assessment materials in alternative formats;
- Providing rest breaks or practical support;
- Altering the physical environment to make it more accessible.

(Any adjustment made must not disadvantage other learners, if the adjustment made results in an unfair advantage, change the assessment outcomes or criteria which would undermine the validity of that qualification, affect the quality assurance processes and decisions of internal and external assessors)

The key to reasonable adjustment is that it must never affect the validity or reliability of assessment, influence the outcome of assessment or give the learner(s) in question an unfair assessment advantage. This process may differ for each apprentice identified with a reasonable adjustment need as the support required will vary. Therefore a plan will need to be discussed, involving all parties, prior to the EPA to agree on the best process and ensure that the EPA continues as a smooth process, any barriers are overcome and best practice and standardisation is continued.

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Adjustments should not compromise the assessment requirements of the qualifications.

- They should not provide the learner with an unfair advantage.
- They should be consistent with the learner's normal way of working.
- They should be based on the individual need of the learner.
- The information in the application is accurate
- The Centre will be able to provide the arrangements requested if Skills Assessment gives permission;
- The Centre provides an assurance that it will not exceed the allowed adjustment;
- An application for adjustment is supported by evidence which is valid, sufficient and reliable;
- All adjustments to assessment must be implemented in accordance with the guidance given by Skills Assessment

REPORTING ADJUSTMENT TO SKILLS ASSESSMENT

The reasonable adjustment should be reported to Skills Assessment using the form which can be found at the end of this procedure. The Quality Manager will review the Reasonable Adjustment Form and give feedback on best practice. In rare cases where the Quality Manager suspects Malpractice or Maladministration and when the reasonable adjustment is reported; the procedure that will be followed is outlined in the Skills Assessment Malpractice and Maladministration Policy and Procedure.

Should an Apprentice have any additional learning needs (ALN) that may affect the End Point Assessment process, completed by remote assessment or face to face, then this will need to be advised to Skills Assessment AT LEAST 15 working days, prior to their EPA day using the EPA Notification Checklists which are sent to the Apprentice, the Training Provider, the Employer and the Independent Assessor. It is the responsibility of the Training Provider or Employer to have identified the need for any ALN prior to the start of the individual's apprenticeship. Once an Apprentice has been identified as having an ALN then all parties involved will determine what is the best process to ensure they are given the maximum support required to complete their EPA.

REQUESTING REASONABLE ADJUSTMENT NEEDS SUPPORT

To request Reasonable Adjustment Need support the following will be required:

- Evidence of the reasonable adjustment needs
- Evidence that reasonable adjustment has taken place throughout their Apprenticeship/Qualification. (This must be recorded on their Individual Learning Plan and evidenced on the form below or on the Skills Assessment notification form sent at Gateway)

CONTACTS

Should you have any queries on the above document or procedures - please contact info@skillsepa.co.uk

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REASONABLE ADJUSTMENT FORM

Please complete a separate form for each individual learner

Centre Name	
Centre Number	
Contact Name	
Contact Address, phone number & email	

Learner Name	
Learner Number	
Qualification/ Standard title	
Assessment Date	

Please give details of the reasonable adjustment including whom it was reported to and dates

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If there are any other details you feel are relevant to this reasonable adjustment including any medical certificates/reports, please give further information below:

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Declaration

I am satisfied that the information provided on this form is accurate. I fully support the request and confirm that the learner is/will be appropriately entered for the assessment/examination and is able to demonstrate the skills, knowledge and/or understanding required by the qualification.

Name:Date

Signature:

Position in Centre:

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