

Reasonable Adjustments & Special Considerations Policy

Last version	First Version
Approved by Directors	Version 1 - 22/03/2022
Next Major review	22/03/2024

Debbie Richards

NURTURE TRAINING AND DEVELOPMENT

Reasonable Adjustments & Special Considerations Policy

Rationale

The decision to join staff and learner policy has been done so to ensure that any person accessing the service has the same right to reasonable adjustments and special considerations as each other, furthermore staff training is as ongoing and regular as a learner training as such the right to follow a procedural guidance is paramount to ensure the correct support is available for all.

Policy

At Nurture we value equality, diversity and inclusion. We create equal opportunities and develop good working relationships between different people. We make every effort to eliminate discrimination.

Discrimination means treating someone unfairly because of who they are. The Equality Act 2010 protects individuals from discrimination in a professional capacity by imposing:

The Public Sector Equality Duty, which came into force on 5 April 2011. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

With legislative, regulatory guidance and the ethos of Nurture Training and Development the following information has been collected informing this document, providing guidance.

Highfield (2020) defines reasonable adjustments circumstance as:

“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”.

Highfield (2019) defines special considerations circumstance in two parts:

1. may have been disadvantaged by temporary illness, injury or other adverse circumstances arising at or near the time of assessment; and/or
2. who misses part of the assessment owing to circumstances beyond the learner’s control.

Nurture Training and Development (2019) ethos “Our priority is to provide the best possible education for our learners, ensuring that everyone is given the support and encouragement they need to achieve their goals”.

Procedure

All employees starting at Nurture Training and Development must declare reasonable adjustments and/or special considerations at the earliest convenience. This is to ensure that we can adapt practices and processes to meet the needs of our teams, furthermore to this, any adaptations can be accounted for.

Please note that it is illegal to ask an individual if they have a disability, the opportunity should however be created for a declaration.

Managers must ensure that special considerations and/or reasonable adjustments are identified or responded to when inducting staff who may have historical or immediate categories of 'Reasonable Adjustments' or 'Special Considerations' as soon as possible and that resources are implemented in a timely manner if the cost is fair and valid to Nurture Training and Development.

Employees must ensure that the policy, procedure and technological resources are utilised within practices and processes to identify 'Reasonable Adjustments' or 'Special Considerations' from the point of enrolment where this is possible.

'Reasonable Adjustments' or 'Special Considerations' maybe noticed or identified as progress happens, in this case, reasonable adjustments and or special consideration must be responded to at the earliest convenience.

This is vital to enhancing the experience of learning and development activities for learners and their mentors; it is also important to ensuring that regulators understand why adaptations are in place and any impact maybe visible in assessment or examinations.

Note: it is illegal not to make a reasonable adjustment, if it is at a reasonable cost to Nurture Training & Development.

Asking for reasonable adjustments and or special considerations

If you need us to make certain changes (known as 'reasonable adjustments' or Special Considerations) to make sure you're not disadvantaged during the recruitment, enrolment, workplace activities or learning activities, contact should be made about this as soon as possible by emailing. drichards@nurturetraining.org providing the information to the circumstances so that an effective solution can be placed, and regulatory guidance can be adhered to.

We understand that a reasonable adjustment and or special consideration can happen at any time.

Reasonable Adjustment categories can be and is not limited to:

- ✓ Braille
- ✓ Bilingual
- ✓ Coloured overlay
- ✓ Enlarged material format
- ✓ Extra time

Any adjustments must be recorded and available upon request.

All assessment documents must be checked to ensure reasonable adjustment is permitted.

Functional skills can be adjusted to support a learner achievement, by a technological aid or human also additional time can be allocated, where this is not possible complete exception from this component can be made.

Highfield (2019) states that “For Centres approved to deliver Highfield assessments via remote invigilation methods, Centres must complete the form below and send to Highfield prior to the assessment being taken. This should preferably be at enrolment but, in any event, no later than 1 working day before the assessment is due to take place. (refer to figure 1)

[Special Considerations categories can be and is not limited to:](#)

1. may have been disadvantaged by temporary illness, injury or other adverse circumstances arising at or near the time of assessment; and/or
2. who misses part of the assessment owing to circumstances beyond the learner’s control.

There must be an appropriate reason for assessment to be missed. Learner eligibility criteria is available in Highfield Highfield Special Considerations Policy. There is also criteria that highlights in what instance a learner will not be eligible. All eligible criteria must be submitted to Highfield using the Special Considerations for as seen in Figure 2, this must be downloaded from Highfield Centre for use or ask Debbie Richards.

[Note: There is timelines for all actions as highlighted by Highfield, reference must be made to related policies.](#)

Any reasonable adjustment/special consideration decision must be informed by other related polices:

- ✓ Highfield Reasonable Adjustment Policy
- ✓ Highfield Special Considerations Policy
- ✓ Equality and Diversity Policy

Highfield Reasonable Adjustments Form as seen in Figure 1 (can be located in Highfield Centre or ask Debbie Richards)

Special Considerations Form as seen in figure 2 (can be located in Highfield Centre or ask Debbie Richards)

Figure 1

REASONABLE ADJUSTMENTS FORM

Please complete a separate form for each individual learner and send a completed copy to Highfield at least five working days before the start of the course.

Centre Name _____
Learner Number _____
Learner name _____
Examination/Assessment date _____
Qualification/Apprenticeship Standard title _____

Reason and details of Reasonable Adjustment.

Evidence in Support of the Application

Centres are required to hold evidence/information to support the application and make this available to Highfield upon request. This may include (but is not limited to):

- The Centre's assessments of learner's needs;
- History of provision within the Centre;
- Medical certificate; and
- Psychological or other professional assessment report

Declaration:

I confirm that the information provided above is accurate. The Centre will be able to provide the arrangements requested and the Reasonable Adjustments will be implemented in accordance with the guidance given by Highfield;

I will hold evidence to support the above application and will make this available to Highfield upon request

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:

Figure 2

Please complete a separate form for each individual candidate and send a completed copy to Highfield within five working days following the examination/assessment.

1. Centre number
2. Learner number
3. Centre name
4. Learner name
5. Examination

Qualification number

Qualification title and level

Date of assessment session

Did not attend (✓)

Attended but disadvantaged (✓)

Summary of Adverse Circumstances Affecting Performance in Assessment

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3.

4.

Evidence in Support of the Application

This may include:

1. medical or psychological evidence;
2. statement from the invigilator.

Please Give Details of Supporting Evidence Provided

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5. Declaration:

I confirm that the information provided is accurate.

Name:
Signature:
Position in Centre:
Date:

Please return to:

Highfield Special Consideration Department Highfield House
Heavens Walk
Lakeside

Doncaster DN4 5HZ