

Reasonable Adjustments and Special Considerations Policy

1. Introduction Under the Equality Act 2010, LB Training has a legal duty to make reasonable adjustments for disabled learners or those with specific learning needs. Our goal is to address and help reduce the effect of any disability or difficulty that places a learner at a substantial disadvantage during a training or assessment situation. This must be done without compromising the integrity, validity, or competence standards of the Highfield qualifications.

2. Reasonable Adjustments A reasonable adjustment is an arrangement agreed upon and approved before the assessment activity takes place.

- **Examples of Adjustments:** These can include extra time (up to 25% or in excess of 25%), supervised rest breaks, the use of coloured overlays, assessment materials in enlarged formats, or the provision of a reader.
- **SIA Specific Rules:** For our SIA qualifications, permitted readers must only read the assessment questions and answers in English, must not provide definitions of words, and cannot act as the invigilator. Furthermore, adjustments must not pose an increased risk to the safety and wellbeing of the learner or assessor, which is strictly monitored during physical intervention modules.
- **How to Apply:** Learners are advised to make any adjustment needs known to our Centre staff at the earliest opportunity, ideally during enrolment. Applications for reasonable adjustments must be supported by valid, sufficient, and reliable information or evidence, such as a medical certificate or a professional assessment report.

3. Special Considerations A special consideration is a post-assessment adjustment given to a learner who has temporarily experienced an illness, injury, or some other event outside of their control that materially affected their ability to take an assessment.

- **Eligible Circumstances:** Acceptable reasons include an accident, temporary illness, or a serious domestic issue, such as the bereavement of an immediate family member within 3 months of the assessment.
- **Non-Eligible Circumstances:** Special considerations will not be granted for minor domestic issues (e.g., moving house) or the consequences of committing unlawful activities, or taking recreational drugs and alcohol.
- **Potential Adjustments:** If accepted, Highfield may apply up to 5% additional marks to a raw exam score, extend the assessment period, or allow the assessment to be undertaken on another date.
- **How to Apply:** Requests for special considerations must be submitted to LB Training immediately, as our centre must submit the completed application to Highfield within five working days following the examination.

4. Appeals If a learner or LB Training disagrees with Highfield's decision regarding an application for a reasonable adjustment or special consideration, the matter can be escalated by following Highfield's official Appeals Procedure.