

REASONABLE ADJUSTMENTS & SPECIAL CONSIDERATIONS POLICY

1 – Policy Overview

1.1 – Policy Statement

This policy is for use by our staff to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner. It is integral that apprentices and all Projecting Success staff involved in the management, assessment and quality assurance of our qualifications are fully aware of the contents of the policy.

This policy will outline:

- Projecting Success' arrangements for making reasonable adjustments and special considerations in relation to our apprenticeships.
- How apprentices' 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 apprentices.

2 - Reasonable Adjustments

2.1 - Definition of Reasonable Adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the apprentice at a substantial disadvantage in the assessment situation. It is made to an assessment for a qualification to enable a disadvantaged apprentice to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

2.2 – Potential Adjustments

Reasonable adjustments must not affect the integrity of what needs to be assessed, but may involve:

- Changing usual assessment arrangements, for example allowing an apprentice extra time to complete the assessment activity.
- Adapting assessment materials, such as providing materials in Braille.
- Providing assistance during assessment, such as a sign language interpreter or a reader.
- Re-organising the assessment room, such as removing visual stimuli for an autistic apprentice.
- Changing the assessment method, for example from a written assessment to a spoken assessment.
- Using assistive technology, such as screen-reading or voice activated software.
- Providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments.
- Providing and allowing different coloured transparencies with which to view assessment papers.
- Allowing extra time for the assessment depending on the individual needs.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the apprentice access to the programme. The use of a reasonable adjustment will not be taken into consideration during the assessment of an apprentice's work.

Projecting Success and Training Providers are 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.

2.3 - Principles of Making Reasonable Adjustments

These principles should be followed when making decisions about an apprentice's need for adjustments to assessment:

- Should not invalidate the assessment requirements of the qualification.
- Should not give the apprentices an unfair advantage.
- Should reflect the apprentice's normal way of working.
- Should be based on the individual need of the apprentice.
- Changing location and timings of the assessment.

3 - Special Considerations

3.1 - Definition of Special Considerations

Special consideration can be applied after an assessment if there was a reason the apprentice may have been disadvantaged during the assessment. An Apprentice may be eligible for special considerations if:

- Performance in an assessment is affected by circumstances beyond the control of the apprentice e.g., recent personal illness, accident, bereavement, serious disturbance during the assessment.
- Alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate.
- Part of the syllabus has been missed due to circumstances beyond the control of the apprentice.

An apprentice will not be eligible for special consideration if:

- No evidence is supplied to corroborate that the apprentice has been affected at the time of the assessment by a particular condition.
- Any part of the assessment is missed due to personal arrangements including holidays or unauthorised absence.
- Preparation for a component is affected by difficulties during the course, e.g. disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes.

3.2 – Outcomes of Special Considerations

Special consideration should not give the apprentice an unfair advantage, nor should its use cause the user of the certificate to be misled regarding an apprentice's achievements. The apprentice's result must reflect their achievement in the assessment and not necessarily their potential ability.

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

Projecting Success is aware that:

- Where an assessment requires the apprentice to demonstrate practical competence or where criteria must be met fully, or in the case of qualifications that confer a *License to Practice*, it may not be possible to apply special consideration.
- In some circumstances, for example for on-demand assessments, it may be more appropriate to offer the apprentice an opportunity to take the assessment at a later date.

3.3 – Relevant Legislation

Projecting Success is committed to complying with all current and relevant legislation in relation to the development and delivery of our qualifications and, which at the time of writing includes, but is not limited to the Equality Act 2010. We seek to uphold human rights relating to race relations, disability discrimination and special educational needs of our apprentices and to provide equal reasonable adjustments and special considerations for all apprentices registered onto our apprenticeships.

4 - Access to Assessment

4.1 – Access to Assessment Policy

Projecting Success will ensure that assessments will be a fair test of apprentices' knowledge and what they are able to do, however, for some apprentices the usual format of assessment may not be suitable. We ensure that our apprenticeships do not bar apprentices from completing qualifications.

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

- Apprentices have a permanent disability or specific learning needs.

- Apprentices have a temporary disability, medical condition or learning needs.
- Apprentices are indisposed at the time of the assessment.

The provision for reasonable adjustments and special consideration arrangements is made to ensure that apprentices receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessment easier for apprentices, nor advantages to give apprentices a head start.

5 – Requesting Reasonable Adjustments or Special Considerations

5.1 – The Request Process

If a centre is making a request on behalf of its apprentices, it should complete the Reasonable Adjustment and Special Consideration request and in doing so supply relevant supporting information. For example:

- Apprentice name and registration number
- Nature of, and rationale for the request
- Supporting information/evidence (e.g., medical evidence or a statement from the invigilator or any other appropriate information – psychological report, dyslexia, dyscalculia report etc)

5.2 - Functional Skills Assessments: Highfields

Projecting Success will complete a separate form for each individual apprentice and send a completed copy to Highfields at least five working days before the start of the course or exam.

5.3 – EPA Assessments: Academy4PM

Projecting Success will need to complete a separate form for each apprentice and must be submitted the same time as the Apprentices documents for EPA are uploaded.

5.4 - Appeals

If you wish to appeal against our decision to decline requests for reasonable adjustments or special consideration arrangements, please refer to our [Apprentice Appeals Policy](#).

5.5 - Arrangements Not Covered by this Policy

Circumstances for both internal and external assessment not covered in this policy should be discussed with Projecting Success and the relevant awarding body, Academy4PM and Highfields before assessment takes place. Please contact us via the details provided at the end of this policy.

6 - Contact Details

6.1 - Projecting Success

Victoria Emerson (*Director of HR, Learning & Development*): VickyE@projectingsuccess.co.uk

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6.2 – Highfields

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6.3 - Academy4PM

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Version History				
Date	Version	Details of Change	Revision By	QA
23/03/2023	5	<ul style="list-style-type: none"> - Improved layout and section titles - Added Appeals Form Links - Amended FS Tutor - Added Version Control 	Jackie Collins	