

# Reasonable Adjustments and Special Consideration Policy



# **Reasonable Adjustments and Special Consideration Policy**

## **Introduction – What is a Reasonable Adjustment?**

Reasonable Adjustments are adjustments made to an assessment to reduce the effect of a disability that places the learner at a substantial disadvantage when demonstrating their knowledge, skills and understanding to the levels required by the specification for that qualification. All persons involved in the development, delivery and award of SafeCert Awards (SafeCert) qualifications must be aware of this policy and ensure that all learners have access and understanding.

## **Requirement under law for Reasonable Adjustments**

The Equality Act 2010 requires SafeCert to make reasonable adjustments for disabled learners. The purpose of a reasonable adjustment is to reduce the effect of a permanent or temporary disability, specific learning needs, or medical condition allowing learners to demonstrate their knowledge, skills, and understanding.

The integrity of the assessment must be maintained whilst providing access to assessment for these learners if possible. Both the 2005 Disability Discrimination Act and the Equality Act 2010 have recognised the principle that reasonable adjustments may not always be appropriate to qualifications. Some assessments may only be adjusted up to a certain point before the meaning and value of the qualification could be undermined.

## **Approved Centres**

We will request information regarding any reasonable adjustments required from a learner during course booking procedures. Detailed within this policy are reasonable adjustments that we are permitted to put in place. We will consider each application on the basis of all relevant information.

Any additional reasonable adjustments would require approval from SafeCert by submitting these on the registration form for each award as listed in the assessment guidance document.

We will document all reasonable adjustments and special considerations allocated on the course registration, against each of the candidate names and retain records with any supporting evidence for a period of 3 years.

Evidence retained must be auditable and capable of being internally and externally quality assured to assist the Awarding body with the required data collection. a learner's result.

## **Qualifying for a Reasonable Adjustment**

Identifying the need for a Reasonable Adjustment The Trainer/Assessor must make all learners aware of the assessment criteria and requirements of the qualification including:

- Spoken delivery

- Audio/visual aids
- Written and oral tests
- Physical demands
- Physical contacts
- Overall assessment process

Learners should discuss with the Trainer/Assessor any difficulties they foresee. This should also be documented when the learner registers at the start of a course by highlighting anything that may affect their ability to demonstrate their knowledge, skills competence, and participation in the course.

A learner can apply for a reasonable adjustment where they have:

- A permanent disability or specific learning need
- A temporary disability, medical condition, or learning need

Such disabilities could include visual impairment, hearing impairment, learning difficulties, physical impairments, speech, language, and communication impairments. Assistance should be given to a learner such as positioning them in the room to accommodate sight or hearing impairment, if this benefits their participation, success, and enjoyment of the course.

All learners must demonstrate the required level of knowledge and competence for the qualification. An award cannot be made simply because a learner is disabled. Whilst reasonable adjustments may be made, the assessments must be based on the learner's own answers and their unaided demonstration of practical competence.

### **Deferred Assessments**

In situations where it is identified that a learner has a temporary physical impairment, it may be considered advantageous to defer training/assessment until they are fit. If a learner is, for example during a first aid course, unable to demonstrate CPR at floor level they could be allowed during training to practice at waist level. However, it is essential that for the final assessment the practical assessment would be on the floor level as it would be in a real-life situation, to maintain the integrity of the qualification.

### **Applying reasonable adjustments**

The Centre can make reasonable adjustments taking into consideration the needs of the individual, the integrity of the qualification, and ensuring the learner does not receive an unfair advantage. **The following reasonable adjustments can be given to a learner without prior approval from SafeCert:**

#### **• Visual Impairment.**

For learners with a visual impairment whose reading skills have been tested and defined as below average or where English is a learner's second language. The reader is a responsible adult who reads the questions to the learner but must not be the course tutor, assessor, relative, friend or peer to the learner. The reader must only read the question paper instructions and the questions, they must not explain or clarify. They

may if requested repeat instructions, read back what has been written, or give the spelling of a word on the paper. Extra 25%-time allowance.

Please note where English is not the first language of the learner it is acceptable to assist with reading the assessment paper but it should be noted, that to achieve any first aid qualification a learner will need to demonstrate effective communication with a casualty.

- **Learning Disabilities/differences (e.g. dyslexia or Autism)**

For learners who have learning difficulties and are unable to write legibly. The scribe is a responsible adult who writes down the learner's dictated answers to the questions, they must not be the course tutor, assessor, relative, friend or peer to the learner. The use of computer software that produces a hard copy of the learner's dictated speech is permissible. Extra 25%-time allowance

- **Visual Impairment**

For learners who communicate by using sign language. The interpreter is a responsible adult who is proficient in the use of sign language, they must not be the course tutor, assessor, relative, friend or peer to the learner. The interpreter must only sign the question paper instructions and the questions, they must not explain or clarify. They may if requested repeat instructions, learners are only permitted to sign their answers in coursework and exams where the answers required involve single words. Extra 25%-time allowance

- **Allowing a reasonable amount of extra time**

In most cases extra time is not permitted in practical skills performance, however, please refer to individual unit specifications for further information. An allowance of 25% extra time is permissible for assessment papers if the learner has learning difficulties, supported by an assessment report evidencing the need for the adjustment.

- **Assessment material printed on coloured paper or in enlarged format**

For learners with a visual impairment enlarged text would allow them access to fair delivery and assessment (pre-assessment notice is required).

- **Use of coloured overlays**

**For any other reasonable adjustments, the Centre must seek prior approval from the awarding body.**

In cases where a learner is orally questioned, the Trainer/Assessor must ensure that this is conducted away from other learners to prevent any answers from being overheard.

Examples where reasonable adjustments would not be appropriate and could not be given are for example:

- **Candidate is blind** – Reasonable adjustments can be provided for them to successfully achieve the First Aid at Work or Emergency First Aid at Work. The candidate would use a reasonable adult (who is not the course assessor, relative, friend or peer to the learner) The reader would be required during the training and assessment, they must not explain or clarify any questions that would give an unfair advantage
- **Candidate is deaf** – Reasonable adjustments can be provided for them to successfully achieve the First Aid at Work or Emergency First Aid at Work. The candidate would need to use a sign language interpreter for the duration of the course and assessment. The interpreter would be required during the training and assessment, they must not explain or clarify any questions that would give an unfair advantage
- **Candidate is unable to kneel beside the casualty** – In this case, they would be unable to perform a top to toe survey or perform CPR at floor level. Therefore, again they would not be able to pass the performance criteria for the award.
- **Candidate was an amputee with the loss of both arms.** – In this case, the candidate would not be able to perform CPR or demonstrate a bandage etc. so could not pass the performance criteria of the award

These are of course just some examples, but please remember under the Equalities Act we would not discourage or disallow a candidate from participation in the course, as they would of course still be able to attain many skills. It would however be extremely unfair to the candidate if you were not to explain the performance criteria for the award, that it would not allow them to pass the award and receive the certification, but they would of course still benefit if they so wish from the participation on the course.

## **Introduction - What is a Special Consideration?**

Special consideration is a pre or post-examination adjustment that compensates candidates who were suffering from a temporary illness or condition, or who were otherwise disadvantaged at the time of the examination.

### **Procedure to Request a Special Consideration**

Due to the nature of SafeCert qualifications, all requests for special consideration must be made to the Office Manager who will review the unit specification for guidance and support in making a decision. Centres may apply for special consideration on a candidate's behalf. Special Consideration can be applied for by completed the SC1 Form in Appendix 1 to SafeCert no later than 5 working days before the course commencement.

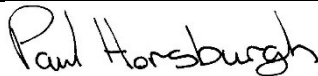
**PLEASE NOTE:** Where an assessment requires a practical, criterion or standard to be met fully, or in the case of qualifications that confer a License to Practice, it is not possible to apply special consideration. In some circumstances it may be more appropriate to offer the learner an opportunity to retake the assessment at a later date or to extend the registration period so that the learner has more time to complete the assessment activity.

## Complaints and Appeals Procedure

Should a learner wish to appeal against the decision regarding a reasonable adjustment they should, in the first instance, appeal using our Enquires and Appeals Policy.

### Policy Review

This policy will be reviewed on a three-yearly cycle or before with any legislation or regulatory changes.

|                              |  |                 |                                    |
|------------------------------|--|-----------------|------------------------------------|
| Company Name                 | SafeCert Awards Ltd  | Company Address | 38 Main Street,<br>Gortin BT79 8PH |
| Responsible Person Name      | Paul Horsburgh   | Position        | General Manager                    |
| Responsible Person Signature |  | Date            | 24 Oct 2024                        |

## Appendix 1 - Special Considerations Form – SC1 Form

**Please note:** Centres must apply for any special consideration by completing this form. You would complete this form for approval, before any special considerations can be applied. Please email completed SC1 form to [fiona@safecertawards.com](mailto:fiona@safecertawards.com)

### Section 1 - Centre Contact Details

|  |  |                       |  |
|--|--|-----------------------|--|
| <b>Centre Name</b>                     |  | <b>Centre Address</b> |  |
| <b>Assessor or Centre Manager Name</b> |  | <b>Postcode</b>       |  |
| <b>Telephone</b>                       |  | <b>Email</b>          |  |

### Section 2 – Candidate Details

|                            |  |                          |  |
|----------------------------|--|--------------------------|--|
| <b>Candidate Name</b>      |  | <b>Venue</b>             |  |
| <b>Qualification Title</b> |  | <b>Course start date</b> |  |
| <b>Telephone</b>           |  | <b>Email</b>             |  |

|   |  |
|---|--|
| <b>Special Considerations proposed to be made and reason why</b><br><br>(Please retain evidence at Centre if applicable)    |  |
| <b>Please detail the amount of the assessment completed already. What part of the assessments is still to be completed?</b> |  |

Details of any special considerations including all evidence must be kept for any EQA visits.

### Section 3 – Declaration

I am satisfied that all the information is correct and verifiable. I fully support the above application and confirm that the above candidate is entered for the training/assessment above.

| <b>Signature (Assessor / Centre Manager)</b> | <b>Print Name</b> | <b>Date</b> |
|--|-------------------|-------------|
|  |                   |             |



|              |                 |     |  |    |  |           |  |
|--------------|-----------------|-----|--|----|--|-----------|--|
| SafeCert Use | Request Granted | YES |  | NO |  | Signature |  |
|--------------|-----------------|-----|--|----|--|-----------|--|

## Appendix 2 – Reasonable Adjustments Form – RA1 Form

**Please note:** Centres can apply reasonable adjustments for the reasonable adjustments listed in this policy without Applying. This form is for a centre to apply for any reasonable adjustments not listed in this policy. Request for all other non-listed Reasonable adjustments must be submitted to SafeCert as soon as they are identified but no later than 28 days prior to the proposed date of assessment. You would complete this form for approval before any non-listed reasonable Adjustments can be applied.

Please email the completed RA1 form to [fiona@safecertawards.com](mailto:fiona@safecertawards.com)

### Section 1 - Centre Contact Details

|                                 |  |                |  |
|---------------------------------|--|----------------|--|
| Centre Name                     |  | Centre Address |  |
| Assessor or Centre Manager Name |  | Postcode       |  |
| Telephone                       |  | Email          |  |

### Section 2 – Candidate Details

|                     |  |                   |  |
|---------------------|--|-------------------|--|
| Candidate Name      |  | Venue             |  |
| Qualification Title |  | Course start date |  |
| Telephone           |  | Email             |  |

|  |  |
|--|--|
| Reasonable Adjustment proposed to be made and the reason why<br><br>(Please retain evidence at Centre if applicable) |  |
| Please detail any other information relevant to this application.  |  |

Details of any reasonable adjustments including all evidence must be kept for any EQA visits.

### Section 3 – Declaration

I am satisfied that all the information is correct and verifiable. I fully support the above application and confirm that the above candidate is entered for the training/assessment above.

|                                       |            |      |
|---------------------------------------|------------|------|
| Signature (Assessor / Centre Manager) | Print Name | Date |
|---------------------------------------|------------|------|



|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|              |                        |            |  |           |  |                  |  |
|--------------|------------------------|------------|--|-----------|--|------------------|--|
| SafeCert Use | <b>Request Granted</b> | <b>YES</b> |  | <b>NO</b> |  | <b>Signature</b> |  |
|--------------|------------------------|------------|--|-----------|--|------------------|--|