

Reasonable Adjustments, Special Considerations and Fair Access Policy 2022- 2023

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Ratified By:	David Hampton
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Other applicable and relevant policies	This policy should also be read in conjunction with the following policies: <ul style="list-style-type: none"> • Malpractice and Maladministration Policy • Conflict of Interest Policy • Whistleblowing Policy • Appeals Procedure • Complaints Policy

Introduction

The purpose of this policy is to outline our policy and intentions in relation to reasonable adjustments and special consideration. We aim to make assessment fair for all apprentices.

We understand how important it is to deliver excellent customer service. This philosophy is shared throughout the team, with an emphasis on putting apprentices' needs at the heart of everything we do, this includes dealing with special considerations and reasonable adjustments in an efficient, fair, and robust manner, allowing fair access.

Our team are experienced in the subjects we assess and committed to ensuring quality, independent assessment along with robust compliance and high quality.

The Equality Act 2010 requires EPAO's to make reasonable adjustments to ensure an apprentice who is disabled as defined in the Act is not placed as a substantial disadvantage in comparison to apprentices who are not disabled. We aim to comply with this via this policy and will be supportive to all applicants in regard to reasonable adjustment, giving fair consideration.

Examples of Reasonable Adjustments

The apprentice requiring a sign language interpreter or a reader
Allowing an apprentice extra time to complete the assessment activity
Adaption of assessment materials, such as providing materials in Braille or high contrast alternatives
The removal of too much visual stimuli in the assessment room

Definition of Disability and Duties

A person has a disability 'if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'

'Substantial' is defined by the Act as 'more than minor or trivial'. An impairment is considered to have a long-term effect if:

- it has lasted for at least 12 months
- it is likely to last for at least 12 months, or
- it is likely to last for the rest of the life of the person

The Equality Act 2010 continues the existing duty upon education institutions to make reasonable adjustments for staff, students, and service users in relation to:

- provisions, criteria, or practices
- physical features
- auxiliary aids

These adjustments apply where a disabled person is placed at a substantial disadvantage in comparison to non-disabled people. It is important to note that with regard to direct discrimination, an institution can treat a disabled person favourably compared to a non-disabled person, and this would not amount to unlawful discrimination against a non-disabled person.

Reasonable Adjustments Process

Reasonable adjustments

- Must be approved in advance of the EPA date
- Must be supported by evidence
- Any applications made 'on the day' of the EPA will be denied and the EPA may need to be re-scheduled at the cost of the Training Provider
- Must be approved by our director or Head of Quality Assurance
- It is the responsibility of the training provider to request any reasonable adjustment prior to the EPA and seek approval.

- This must be sent at least **20 working days prior to the EPA** for approval and sent to:

info@advancedanalyticsolutions.co.uk

Every application will be individually reviewed by Director or Head of Quality Assurance on its own merits. The consideration of whether an adjustment is 'reasonable' is judged against:

- The effectiveness of the adjustment in preventing the disadvantage
- The extent to which it is practicable to make the adjustment
- The cost and availability of resources including external assistance and finance
- The extent to which making the adjustment would disrupt delivery of assessment for other candidates

We refer to the Reasonable Adjustment Matrix as provided by the Institute for Apprenticeships & Technical Education to confirm the type of adjustment that is appropriate for the disability in question. This is published here:

<https://www.instituteforapprenticeships.org/media/3403/reasonable-adjustment-matrix.pdf> and it is based on the Higher Education Statistical Authority's (HESA) disability grouping framework

We will keep a central log of all such adjustments as well as making notes to this effect on Ace 360 where applicable and useful to the IEPA

Any referrals must consider the requirements of GDPR and confidentiality

Evidence requirements for reasonable adjustment to be considered

We will consider the following types of evidence when approving reasonable adjustments, the list is not exhaustive, but an indicator of useful evidence

- SEN report
- A letter from a speech and language therapist
- Doctors Letter
- Psychiatrist or Psychologists report
- Care plan
- Educational Health Care Plan
- Evidence that another examination board have approved similar reasonable adjustments (such as GCSE examining boards)

All evidence must be dated, from when the apprentice was at least 12 years of age and contain relevant information for the evidence to be authenticated if required

We encourage training providers/employers or apprentices to give a supporting statement which may help us in consideration of requests

Outcome of reasonable adjustment considerations

The result of a request for reasonable adjustment will be **sent within 10 working days** of the request, in writing and usually to the training provider.

Where a request is declined, the decision is final, unless additional evidence can be provided, and in time for the request to be processed prior to the EPA.

If the apprentice or Training Provider does not agree with our decision, they may appeal. Appeals and complaints will be processed using our existing appeals and complaints processes.

Special Consideration

Applications for special consideration can be sent to us before or after an assessment depending on the situation.

Examples of Special Consideration

A one-off event that may have impacted the assessment
Technical problems that affected the apprentice's performance
A temporary illness or injury
A technical problem that caused some time to be lost

Special consideration application process

- All applications will be reviewed by our director or Head of Quality Assurance
- Applicants must detail the reason, the name of the apprentice, IEPA name if known, the date of the EPA and attach any suitable evidence if applicable
- Some complex requests may take some time to evaluate, and we will try to respond as soon as possible, **but within 20 working days**

Applications must be made in writing within 5 working days of the EPA event (or element of the EPA) to info@advancedanalyticsolutions.co.uk

Separately to this process, the IEPA may use his or her judgement to apply an immediate Special Consideration, where something unexpected has happened during the assessment, for example a technical issue causing time to be lost. In these circumstances the normal practice is to provide additional time to make up for the interruption.

Special consideration outcomes

- All applications will be reviewed by our director or Head of Quality Assurance
- Our view is a consideration, in the case of marks, to maximise any additional marks awarded to a maximum of 5% increase if special consideration is approved
- Or we may suggest a re-assessment of part or all the EPA in line with the requirements of the assessment plan
- All applications must be considered on an individual basis

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