

Reasonable Adjustments and Special Considerations Policy

Introduction

The Equality Act 2010 requires awarding bodies to make reasonable adjustments where a disabled learner would be at a substantial disadvantage in undertaking an assessment in comparison to learners who are not disabled.

Reasonable Adjustments

Definition of reasonable adjustment

The following definition is given by Ofqual's General Conditions of Recognition:

“Reasonable Adjustments are adjustments made to an assessment for a qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that qualification.”

A learner does not necessarily have to be disabled (as defined by the Equality Act) to be entitled to reasonable adjustments to assessment. Every learner who is disabled will also not necessarily be entitled to or need an adjustment to assessment. The learner may have developed coping mechanisms which minimise or remove the need for reasonable adjustments.

Principles for reasonable adjustments

VTCT and Sports Therapy UK are only required by law to do what is 'reasonable' in terms of giving access, and what is reasonable will depend on the individual circumstances. An adjustment to assessment should only be considered where the disability or difficulty experienced places the learner at a disadvantage, in comparison with persons who are not disabled. Where the difficulty is minor, the centre shall assist the learner by offering help with study and assessment skills, however

- learners may not need, nor be allowed, the same adjustment for all qualifications;
- learners may need a single adjustment or a combination of adjustments;
- adjustments to assessments will mostly be needed for assessments which are taken under constrained/examination conditions.

Reasonable adjustments are approved or set in place before the assessment activity takes place; they constitute an arrangement to give the learner access to the qualification. Where reasonable adjustments have been applied the work produced by the learner will be marked to the same standard as the work of other assessed learners.

When considering whether an adjustment to assessment is appropriate, VTCT and the centre need to bear in mind that any adjustments to assessment:

- must not invalidate the assessment requirements of the qualification or the requirements of the assessment strategy;
- must not give the learner an unfair advantage or disadvantage;
- must reflect the learner's normal way of working;
- must be based on the individual needs of the learner;
- must not compensate the learner for lack of knowledge and skills;
- must not alter competency standards;
- must not comprise health and safety.

Any application for an adjustment to assessment must be supported by evidence which is valid, sufficient and reliable. Where the centre can verify evidence of the disability or difficulty and where the implications

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are clear, such as for a learner with physical difficulties, profound hearing impairment or who are registered as blind or partially sighted, the centre does not need to provide further evidence of the physical difficulties to the VTCT.

Types of reasonable adjustments

Determining whether reasonable adjustments are required and the type of reasonable adjustment which may be put in place, will depend on:

- the specific assessment requirements of the qualification;
- the type of assessment;
- the particular needs and circumstances of the individual learner.

Applying for reasonable adjustments

If you require any reasonable adjustments to our course delivery and assessments, in accordance with the Sports Therapy UK and VTCT Reasonable Adjustment/Special Considerations policy please:

- complete the **Reasonable Adjustments Application Form** provided and send this to fid@sportstherapyuk.com by return. It is important for us to receive early notification to allow time for suitable preparations to be agreed and implemented to assist you throughout the course.
- complete **ALL** sections and return to us with the appropriate evidence.
- note that we are required to register this information with VTCT and require us to allow **8 weeks** for them to process our application.

Upon receipt of your application we will:

- Register your application with VTCT and amend our own records
- Give full consideration to your request and reply with our decision within 10 working days

If there is insufficient time between your enrolment date and the start of your practical training to process your application, we will respond in a reasonable period but please note this may not be until after you have commenced your practical training.

Special Considerations

Definition of special considerations

The following definition is given by Ofqual's General Conditions of Recognition:

“Special Consideration is consideration to be given to a Learner who has temporarily experienced –

- a) an illness or injury, or
- b) some other event outside of the Learner's control, which has had, or is reasonably likely to have had, a material effect on that Learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment.”

Principles of special considerations

Each request for special consideration will be unique to that learner or assessment. These guidelines offer some broad principles. Further information will be sought from the VTCT in each individual case.

Special consideration may be given following a scheduled assessment to a learner:

- who is present for the assessment but who may have been disadvantaged by temporary illness, injury or adverse circumstances which arose at or near the time of assessment
- who misses part of the assessment due to circumstances beyond their control.

Where an assessment requires the learner to demonstrate practical competence or where criteria have to be met fully, or in the case of qualifications that confer a Licence to Practise, it may not be 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.

Special consideration should not give the learner an unfair advantage, neither should it cause anyone to be misled regarding a learner's achievements. The learner's result must reflect their achievement in assessment and not necessarily their potential ability.

If the application for special consideration is successful, the learner's performance will be reviewed in the light of available evidence. It should be noted that a successful application of special consideration will not necessarily change a learner's result.

Eligibility criteria

A learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration if:

- performance in an assessment is affected by circumstances beyond the control of the learner 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 an assessment has been missed due to circumstances beyond the control of the learner;
- there is a sufficient difference between the part of the assessment to which special consideration is applied and other parts of the qualification that have been achieved to infer that the learner could have performed more successfully in the assessment.

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A learner will not be eligible for special consideration if:

- no evidence is supplied by the centre that the learner 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.

Applying for Special Considerations

If you wish to apply for Special Considerations following any assessments carried out during training provided by Sports Therapy UK, in accordance with the Sports Therapy UK and VTCT Reasonable Adjustment/Special Considerations policy please:

- complete the **Special Considerations Application Form** provided and send this to fid@sportstherapyuk.com by return. It is important for us to receive early notification to allow time for suitable preparations to be agreed and implemented to assist you throughout the course.
- complete **ALL** sections and return to us with the appropriate evidence.
- note that we are required to register this information with VTCT and require us to allow **8 weeks** for them to process our application.

Upon receipt of your application we will:

- Register your application with VTCT and amend our own records
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Information contained within the above policy is drawn from VTCT (July 2019) *Reasonable Adjustments and Special Considerations Policy* 5POAD1 (Version 7)