

# Reasonable Adjustment Policy



Winterbury Training Ltd and QNUK believe that a learner's individual characteristics and work situation must be taken into account in order to provide the appropriate access to training and assessment.

Winterbury Training Ltd will endeavour to review individual needs with learners upon registration/attendance. Where a learner has been identified as requiring additional support Winterbury Training Ltd will agree an Individual Learning Plan and will provide appropriate advice, guidance and support to those learners identified as having special assessment needs.

Where required Winterbury Training Ltd will make reasonable adjustments to assessment which may include (but not be limited to);

- Allowing additional time to complete written tests/tasks
- Offering the use of a reader and/or scribe for written tests
- Enlarging assessment papers
- Accepting verbal responses to written questions (these must be recorded)
- Allowing the use of transcribed materials to prepare/support a learner for assessment
- Use of visual aids (e.g. videos) to support formal questions (e.g. to identify different medical conditions)
- Allowing the use of a translator (including sign language) to prepare/support a learner through assessment
- Changing the layout or venue of the assessment area to allow access

Any adjustments made will ensure that the assessment criteria are still met and that QNUK standards are upheld.

In all joining instructions the method(s) of assessment and any pass marks are specifically outlined with the offer of reasonable adjustments where required. The joining instructions specify that the delegates should make known their requirement prior to the start of the course in order that any necessary arrangements can be made, and an email address and telephone number are provided to enable this. Where adjustments are outside the simple amendments as shown above, or where there are any questions as to the validity of adjustments then the Centre Manager will

ensure the advice, guidance and approval of the appropriate AO is obtained.

Special consideration may be granted where there are extenuating circumstances at the time of the assessment which may result in the Awarding Organisation being willing to consider a final assessment outcome. Where a delegate has such a situation, maybe through illness or a stressful experience such as an accident immediately prior to the course, Winterbury Training Ltd will contact the AO for guidance. Where possible, delegates may be able to undertake the assessment on an alternative date whilst in keeping within the timescales allowed for completion of the particular qualification.

Where the Centre is unable to agree reasonable adjustments we will contact QNUK for further advice and guidance.



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Signed on behalf of Winterbury Training Ltd

31/08/2024

Review due: Aug 2025