

Reasonable Adjustments Policy

This policy outlines how Focal Point Training and Consultancy will support learners who have a permanent or temporary disability, specific learning needs or medical condition and might need extra support to help them complete a programme with us.

It specifically outlines how we will support learners who may need reasonable adjustments, when undertaking an ILM (City and guilds) qualification with us, where assessment is an integral part of the programme.

We cannot change the assessment standards or criteria for an ILM or other programme, but we can take action to give our learners a fair and equal chance of demonstrating their knowledge, skills and understanding to achieve the assessment standards.

What is 'reasonable' will depend on the individual circumstances, the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment.

Any adjustments we make to assessment activities will:

- Not make the assessment easier
- Not give the learner an unfair advantage
- Be based on the individual need of the learner
- Be auditable and capable of being internally and externally quality assured
- Preferably reflect the learner's normal way of working
- Give a realistic indication to a potential employer of what the holder of the certificate can do

The flexible nature of Focal Point's programmes and the ILM's qualifications means that reasonable adjustments can normally be made. We will consider each request on a case by case basis.

Reasonable adjustments may involve:

- Changing standard assessment arrangements, eg allowing learners extra time to complete the assessment where there is a deadline
- Adapting assessment materials, eg providing materials in large print, using coloured paper
- Providing facilitators during assessment, eg a sign language interpreter or a reader

We will look at the cost involved in making the reasonable adjustment and discuss and agree the funding of the adjustment with the Learner's employer.

Process

Learners or their organisation should disclose any special requirements, as outlined above, to Focal Point at the start of undertaking a development programme with us. Organisations will be asked to disclose an indication of any special needs and support required.

For ILM qualification programmes we specifically need to know at least 14 days prior to any assessment activity what adjustments may need to be made. We then contact ILM to request approval, which needs to be granted before the assessment activity takes place.

We will liaise with the learner and their employer to agree the funding of the adjustment which would normally be provided by the employer.

Where the learner is undertaking an assessment as part of an ILM qualification, we may seek guidance from our External Verifier at the ILM to ensure the adjustment is reasonable in their eyes and in accordance with their policy.

We will liaise directly with the learner to set up and confirm the support needed.

When a reasonable adjustment is made we will not take this into consideration during the assessment of a learner's work. The same assessment standard will still be applied.

Communicating the Policy

We ensure that all learners and specifically those enrolling on an ILM programme with us have access to a copy of this policy and the associated Promoting Equality and Valuing Diversity Policy (usually as part of their induction) We also ensure that all our associate trainers and support staff have a copy of this policy when they first join our team.

Reviewing the Policy

This policy will be monitored and reviewed annually.