



Reasonable Adjustment Policy

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1. POLICY STATEMENT

A1 Education & Training mission is to provide vocational education and training programmes to a wide range of learners and employers. We aim to engage actively with learners and employers to identify their training needs and then to provide cost-effective, flexible, and high-quality training programmes that enables learners to achieve and progress. Our vision is to transform lives through Education, Growing the learner and ensuring our employers and learners gain vital knowledge, skills, and behaviours. Our mission and vision are underpinned by our core values which are doing the right thing, innovation through technology, excellence and being the best. It is through our people that we will achieve our vision. They are the most important asset in our business, as they bring to life what we do. All employees act as representatives of the Business and our employer brand. A1 Education & Training values the diversity of its learners and aims to create a welcoming, inclusive and enriching learning environment where all learners can develop a sense of belonging and achieve success.

Under the Equality Act (2010), we are required to make reasonable adjustments in anticipation of, and in response to, the needs of disabled learners to ensure that a disabled learner is not treated less favourably than other learners for reasons relating to their disability.

This applies to all services including all aspects of learning and teaching. If necessary, the Act allows disabled learners to be treated more favourably than other learners.

The term 'disabled' throughout this policy is as defined under the Equality Act (2010) in that you are disabled if you have a physical or mental impairment that has a "substantial" and "long-term" negative effect on your ability to do normal daily activities. All disabled learners will be required to provide evidence from a medical professional or specialist assessor or be in the process of obtaining this evidence.

The term 'reasonable adjustment' throughout this policy describes provision deemed reasonable under the Equality Act (2010) to meet the needs of disabled learners.

2. PURPOSE AND SCOPE

This policy sets out how A1 Education & Training meets its responsibilities to learners under the Equality Act (2010), specifically the approach to supporting learners through the provision of reasonable adjustments.

This policy applies to all disabled learners who have, or may develop, a condition covered by the Act during their studies. This policy does not apply to learners who have short term conditions such as broken limbs or coughs and colds. Learners should use the Break in Learning process if they cannot meet their assignment/ course deadlines and contact their tutor if they need support.

3. APPROACH

A1 Training is committed to providing an inclusive and equitable learning experience to enable all learners, ensuring they access the same opportunities and achieve success in their studies. A1 Education and Training will ensure the implementation of awarding organisations reasonable adjustments and special consideration policies.

We aim to develop inclusive curriculum and anticipate the requirements of all learners, identifying anticipatory reasonable adjustments to meet their needs through a range of activities. Examples include:

- Undertaking initial assessment with learners
- Raising awareness of the support and provision through delivery and our legal obligations under the Equality Act (2010);
- Providing a supportive environment and multiple opportunities to encourage learners to disclose their disability to us;
- Ensuring the design and delivery of our courses are as inclusive as possible and that this is tested through approval and review processes;
- Providing appropriate training to staff;

A1 Education & Training can make reasonable adjustments to provision or practices, but it cannot alter or adjust the competence standards that the learner has to meet in order to pass their course and meet its learning outcomes.

4. DISCLOSING A DISABILITY

Learners are encouraged to disclose any disability, specific learning difficulty, long-term physical or mental health condition as early as possible including at the point of application/ Registration/ Induction.

All information provided by applicants and learners will be treated in accordance with the Data Protection Act (2018) and UK General Data Protection Regulation.

Learners should be aware that Reasonable Adjustments can be arranged from the point at which information about their disability is shared with us. It is not possible to reconsider marks or other awards which have been completed before the learner shared information about their disability.

5. IDENTIFYING AND IMPLEMENTING REASONABLE ADJUSTMENTS

Although A1 Education & Training has processes in place to encourage the development of inclusive programmes with anticipatory adjustments in place, there will be instances where these are not sufficient to meet the needs of individual learners and reasonable adjustments will be required.

A1 Education & Training considers reasonable adjustments on a case-by-case basis by meeting with the learner and taking into account whether a learner is disadvantaged by existing modes of teaching and assessment and how effective proposed adjustments will be in overcoming that disadvantage.

Examples of Reasonable adjustments:

- Allowing additional time to complete an assignment;
- An oral assessment in place of a written assessment;
- Providing additional 1:1 support via teams;
- Providing alternative formats for teaching and learning materials

For the avoidance of doubt, in cases where there is a variance of opinion on how best to meet the needs of an individual learner, A1 Education & Training will take a compassionate approach in the best interests of the learner in question, and the final decision will be with the Directors.

6. RELATED POLICIES

- Anti bullying
- Appeals
- Assessment and verification
- Complaints
- Confidentiality
- Data Protection and GDPR
- Equality and diversity
- Grievance
- Initial assessment
- Safeguarding