

Reasonable Adjustments and Special Considerations Policy

Introduction

Survive and Save Training aims to ensure that assessment is fair for all learners.

The aim of this policy is to facilitate open access for all learners who are eligible for reasonable adjustments or special considerations in assessments, whilst ensuring the assessment of understanding, knowledge, skills and competence is not compromised in any way for all of the protected characteristics within the Equality Act 2010.

Reasonable Adjustments and Special Considerations can be applied to all the qualifications we offer; the form that these can take will depend on the qualification requirements and assessment strategy. Survive and Save Training will follow the guidelines laid out by current regulatory requirements and be in line with relevant awarding organisation guidelines.

What are Reasonable Adjustments?

Reasonable adjustments are implemented prior to the start of a qualification where a learner is deemed to be at a substantial disadvantage to another learner due to disability or other individual circumstance. An adjustment is not intended to give the learner an unfair advantage, but to provide all learners with access to a level playing field in which they can demonstrate their skills, knowledge and understanding to the levels required by the qualification, without compromising the qualification assessment criteria or outcomes.

What are Special Considerations?

A special consideration is the consideration given to a learner who has experienced a situation that has had, or is reasonably likely to have had, a material effect on that learner's ability to take an assessment or demonstrate their level of attainment in an assessment that may not be covered under the Equality Act 2020. We recognise the following special considerations categories, whereby the learner has:

- An illness
- An injury
- A temporary disability, learning need or medical condition
- Experienced some other event outside of their control

It should be noted that where learners are required to demonstrate practical competence, or fully meet criteria or wish to gain a qualification that confers a License to Practice (eg Pool Lifeguard) it may not be possible to apply special considerations.

Access Arrangements

Access arrangements are agreed before an assessment. They allow learners with special educational needs, disabilities, temporary injuries, temporary illness and / or situations beyond their control to access the assessment and show what they know and can do without changing the demands of the assessment. The intention of an access arrangement is to meet the particular needs of an individual learner without affecting the integrity of the assessment. Access arrangements are the principal way in which we make reasonable adjustments.

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General Principles for Reasonable Adjustments:

- Reasonable adjustments are arrangements that are approved before the assessment to enable learners who might not otherwise be able to do so, to demonstrate their level of understanding and/or competence.
- A reasonable adjustment may be unique to the individual learner and may not be included in the list of access arrangements within this policy. Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:
 - The needs of the Learner
 - The effectiveness of the adjustment in reducing disadvantage
 - The cost and practicality of the adjustment
 - The likely impact of the adjustment upon the learner and other learners
 - The need to maintain academic or assessment standards
- Reasonable adjustments must not give the learner an unfair advantage over other learners.
- Reasonable adjustments must not compromise the quality, integrity and validity of the qualification.
- A reasonable adjustment will not be approved if it:
 - Involves unreasonable costs to Survive and Save Training
 - Involves unreasonable timeframes
 - Effects the integrity of the assessment
 This is because the adjustment is not “reasonable”.
- In certain circumstances requests for reasonable adjustments need to be referred to the Awarding Organisation for consideration and approval.

General Principles for Special Considerations

- A special consideration is the consideration given to a learner who has experienced a situation that has had or is reasonably likely to have had a material effect on their ability to take and assessment or demonstrate their level of attainment that may not be covered under the Equality Act 2020. The following special considerations categories are recognised.
 - An illness
 - An injury
 - A temporary disability, learning need or medical condition
- Access arrangements contained in this policy can be applied to learners for the following special consideration categories
 - An illness
 - An injury
 - A temporary disability, learning need or medical condition
- Whilst the timing of some assessment methods give flexibility eg internally assessed elements of the SEQ Level 2 in Teaching Swimming, to amend timeframes for completion if a learner for example is taken ill. There are some elements that are set and controlled by the awarding organisation and any special considerations must be applied for and approved by the relevant awarding organisation

Considerations in applying Reasonable Adjustments and Special Considerations:

- Reasonable adjustments and special consideration arrangements are available to ensure all learners receive recognition of their achievement providing there is evidence that the equity, validity and reliability of the assessments can be assured. These arrangements are

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not used to make assessments easier for learners or give learners a head start and should not disadvantage other learners.

- In granting a reasonable adjustment or special consideration Survive and Save Training needs to ensure that:
 - Access arrangements have provided the learner with the opportunity to demonstrate their attainment
 - The access arrangement compensates for any disadvantage imposed by the disability or difficulty but does not disadvantage other learners
 - The assessments were rigorous and fair
 - The assessment activity is valid and is measurable against the assessment criteria
 - Assessment results are reliable
- Survive and Save Training may reject requests in situations as follows:
 - The access arrangement would invalidate the assessment requirements set out in the qualification specification
 - The content and delivery of the chosen course of study would prevent the learner from fulfilling a major section of the course affecting the assessment requirements
 - The learner would be given an unfair advantage compared to other learners for whom an access arrangement has not been granted
- In certain circumstances requests for reasonable adjustments and special considerations need to be referred to the Awarding Organisation for approval.

Applying Reasonable Adjustments to Internal Assessments

- Internal assessment refers to any assessment tasks or activities including practical teaching required to show that the stated outcomes for the qualification have been met. An example of a qualification where internal assessment takes place is practical elements of the SEQ Level 2 in Teaching Swimming.
- The learner has a responsibility to raise issues related to reasonable adjustments before a course commences or by the end of the course induction where the need for an adjustment maybe identified Survive and Save Training's application form asks for details of any reasonable adjustments/additional needs and encourages learners to identify any known difficulties that may fall within the scope of this policy.
- The learner should provide Survive and Save Training any relevant documents to support their application for reasonable adjustments.
- Any request made for reasonable adjustments will be discussed with the learner to ensure that they are suitable and does not affect the integrity of the qualification.
- Where the reasonable adjustment requested is in line with those contained in the access table at the end of this policy it will usually be approved. This will also take in to account the flexible nature of the course and the assessment timeframe. Assessment on these courses can be carried out at any reasonable time within the validity of period of the learner's qualification registration period.
- Where a reasonable adjustment request is outside of those listed in the access tables it will be referred to the relevant Awarding Organisation for guidance and potentially approval.

Applying Special Consideration to Internal Assessments

- Access arrangements for special considerations can be applied to learners for the following categories:
 - An illness

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- An injury
- A temporary disability, learning need or medical condition
- The timing of these assessments are flexible allowing learners to progress at a rate that is appropriate to their ability as long as they achieve within the registration period. If a learner is too ill to complete an assessment, alternative timings can be offered by arrangement with Survive and Save Training as long as completion is within the learner's registration period.
- If assessment completion will be outside the learner's registration period an application for special considerations will be made to the relevant Awarding Organisation.
- Where a special consideration request is outside of those listed in the access table it will be referred to the relevant Awarding Organisation for guidance and potentially approval.

Applying Reasonable Adjustments and Special Consideration to Other Assessments Methods

- These are assessments for qualifications that are either:
 - Set and assessed by the Awarding organisation eg SEQ Level 2 in Teaching Swimming (theory knowledge sections)
 - Assessed externally by assessors independent of course trainer/tutor for example RLSS NPLQ.
- **SEQ qualifications**
 - Applications for reasonable adjustments and special considerations must made via Survive and Save Training to the Awarding Organisation.
 - Applications must be received at least 15 working days prior to the commencement of the course.
 - Applications must include details of the reasonable adjustments or special considerations being requested and any relevant evidence to support the application.
 - Survive and Save Training will apply to SEQ for the Reasonable Adjustment or special consideration on your behalf.
 - Note that any request for Reasonable Adjustments received after this cannot be guaranteed to be granted and certainly anything that is notified once the course has started will not be granted due to unreasonable timeframes to processed.
- **RLSS qualifications**
 - Applications for reasonable adjustments must be made prior to the course starting, with evidence to support the application (eg documents from school supporting additional time in exams).
 - Any request made for reasonable adjustments will be discussed with the learner to ensure that they are suitable and do not affect the integrity of the qualification.
 - Where the reasonable adjustment requested is in line with those contained in the access table at the end of this policy it will usually be approved.
 - Where a reasonable adjustment request is outside of those listed in the access table it will be referred to the Awarding Organisation for guidance and potentially approval.
 - Assessments for RLSS qualifications usually take place at a the end of a course. Where a learner needs to apply for a special consideration this must be made to Survive and Save Training within 3 days of the assessment completion detailing:
 - Learner name and contact details
 - Course attended and dates
 - Nature/details of request



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- Any supporting documents
- The application will be forwarded to the relevant awarding organisation for consideration.
- The results of the application will usually be available within 10 working days of receipt by the Awarding Organisation, but for complex applications this may take longer.
- It is important to note that a successful application for special considerations will not necessarily alter the result of the assessment.

Appeals

If you wish to appeal against a decision to decline a request for an access arrangement for a reasonable adjustment or special consideration, you should refer to the company's Appeals Policy.

Contact Details:

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Approved Access Arrangements

Table 1 SEQ Approved Access Arrangements

Access Type	Practical Skills	Projects	Knowledge Tasks	Professional Discussions	Online Assessment
Physical Environment	All	All	All	All	All
Personal support worker	1,4,5,6,7,10,11				1,4,5,6,7,10,11
Coloured overlays / low vision aids		1,7,11	1,7,11		7,11
Assessment material in an enlarged format or Braille		1,7,11	1,7,11		7,11
British Sign Language (BSL) Interpreter*/**	6	6	6	6	6
Reader*/**		1,6,7,8,11	1,6,7,8,11	1,6,7,8,11	1,6,7,8,11
Assistive software / assistive technology ***		1,5,6,7,10,11	1,5,6,7,10,11	1,5,6,7,10,11	1,5,6,7,10,11
Electronic submissions		All	All	All	All
Dictation software that produces a hard copy		1,5,6,7,10,11	1,5,6,7,10,11	1,5,6,7,10,11	1,5,6,7,10,11
Practical Assistant*	3,5,9,10,11				5,10,11
Prompter*	1,11				1,11
Scribe*		1,5,7,8,10,11	1,5,7,8,10,11	1,5,7,8,10,11	1,5,7,8,10,11
Translator*/**	8	8	8	8	8
Transcriber*/**		1,5,7,8,10,11	1,5,7,8,10,11	1,5,7,8,10,11	1,5,7,8,10,11
Extra time	All	All	All	All	All

*They must not be the course tutor, assessor, relative, friend or peer to the learner.

** They must not explain or clarify, they may if requested repeat instructions.

*** Assistive software/technology does not include the use of Artificial Intelligence (AI) software eg ChatGPT

Table 2 – SEQ Access Arrangement Codes

1	Cognitive processing such as dyslexia, dyspraxia, visual processing speed, visual perception, literacy, numeracy, verbal reasoning
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2	Social communication need such as autistic spectrum condition
3	Long standing illness such as epilepsy, IBS, chronic fatigue, cancer
4	A mental health condition
5	A physical need, such as arthritis, cerebral palsy, wheelchair users
6	Hearing need
7	Visual need
8	English is Second Language
9	A temporary illness
10	A temporary injury
11	A temporary disability, learning need or medical condition

Table 3 – RLSS Approved Access Arrangements

Reasonable adjustment	Assessments taken under examination conditions
Extra time up to 25%	Permitted
Extra time more than 25%	Apply
Supervised rest breaks	Permitted
Change in the layout of the assessment room	Permitted
Candidates to take the examination solely under moderation of an Assessor	Permitted
Taking the assessment at an alternative venue	Permitted
Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners	Permitted
Use of paper based bilingual dictionaries	Permitted
Assessment material in enlarged format	Apply
Assessment material on coloured paper	Permitted
Reader	Permitted
Scribe	Apply
Prompter	Apply
Other	Apply

Permitted – Reasonable adjustment permitted at the discretion of Survive and Save Training
 Apply – Apply to RLSS Qualifications for permission