

Reasonable Adjustments and
Special Considerations Policy
Version 6.0

1 INTRODUCTION

As part of its commitment to quality, SIAS has established this policy to deal with reasonable adjustments and special considerations. The aim is to ensure that the policy is properly and effectively implemented, and that service users feel confident that their request is listened to and acted upon promptly and fairly.

2 WHAT'S COVERED BY THIS POLICY AND DEFINITIONS

This policy is provided for the use of apprentices who are taking their End-Point Assessment with SIAS and wish to submit a Reasonable Adjustment or Special Consideration request. SIAS will deal with all requests promptly, politely and confidentially (where appropriate). SIAS will inform of timescales and respond accordingly and will treat all reasonable adjustment or special consideration requests seriously and respond in an appropriate manner.

Reasonable Adjustments – Definition

A reasonable adjustment relates to an adjustment that helps to reduce the effect of a disability or a physical or mental health condition, which may place the apprentice at a disadvantage compared to others.

EPAOs, such as SIAS **must** make reasonable adjustments to ensure apprentices with disabilities or physical or mental health conditions aren't substantially disadvantaged during training, assessment or when doing their jobs. This is a required duty as part of the Equality Act 2010.

These are agreed before the End-Point Assessment has commenced and are always evidenced. Reasonable Adjustments must not affect the integrity of the assessment.

It is important that reasonable adjustments **do not** affect the reliability or validity of assessment and they should not give the apprentice an advantage over other apprentices undertaking the same assessment

Examples of Reasonable Adjustments include, but are not limited to:

- Making changes for individuals to the standard assessment arrangements, for example allowing apprentices extra time to complete the assessment
- Adapting assessment materials, such as providing materials in Braille for those with visual impairments
- Providing access facilitators during assessment, such as a BSL (British Sign Language) interpreter or a reader
- Re-organising the assessment room, such as removing visual stimuli for an apprentice with autism

Special Considerations – Definition

Special considerations are different to reasonable adjustments as they apply to a temporary illness or adverse circumstance that could affect the apprentice's performance. These can be taken into account before, during or after the assessment.

Examples of Special Considerations include, but are not limited to:

- significant physical or psychological illness
- severe personal difficulties

- serious illness or the death of a member of immediate family (e.g. mother, father, sister, brother, son, daughter)
- sudden deterioration in a long-standing medical condition or disability
- being the victim of a serious crime
- legal proceedings requiring attendance at court

The following would not normally be accepted as a special consideration:

- failure to read the assessment timetable or deadline properly
- the pressure of work
- failure to save work properly
- minor illnesses or self-induced conditions (colds, hangovers etc.)
- religious festivals
- domestic or personal disruptions which may have been anticipated (e.g. moving to a new house, holidays etc.)
- sporting fixtures

3 HOW SIAS USES ITS REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION POLICY

SIAS will ensure that all apprentices accessing assessments are given the same opportunities to succeed regardless of any difficulties that they may face. SIAS will therefore ensure that the assessments permit reasonable adjustments and special considerations to be made where necessary. This policy defines arrangements for special considerations, how an apprentice qualifies for special consideration, and what consideration will be given.

Please note that SIAS treats all records of reasonable adjustments and special consideration arrangements in confidence and will not make details available to any other parties. This policy is informed by the guidance provided by the Joint Council for Qualifications and the Institute for Apprenticeships and Technical Education.

4 HOW TO APPLY FOR A REASONABLE ADJUSTMENT

Requests for adjustments must be made to SIAS using the appropriate form (Request for Reasonable Adjustments Form) as soon as possible to allow for adequate preparation to be made. The latest reasonable adjusts can be applied for is at gateway and a judgement will be made as to whether the adjustments are indeed reasonable and will not affect the result of the assessment. Failure to submit the adjustment request at gateway may result in a delay in assessments.

SIAS will response to all requests for adjustments within 14 working days. If more time is needed, you will be informed of this within 14 working days.

A copy of the apprentice's EHC (Education Health and Care) Plan/Statement of Additional Needs must be attached to the request.

If the request is approved the assessment will be carried out with the approved adjustments

If the request is rejected the assessment will be carried out with no adjustments

Note - If an End-Point Assessor or employer feels that even with adjustments the apprentice would be at a disadvantage, the assessment should be postponed and re-scheduled for a time when the apprentice is able to carry out the tasks e.g. when recovered from injury or illness. In this case the End-Point Assessor should inform SIAS immediately that the assessment has been postponed.

5 HOW TO APPLY FOR A SPECIAL CONSIDERATION

Special Considerations are applied for via the section within the Reasonable Adjustments Form and are required within 7 days of the assessment date. Documentary evidence will be required in support of any Special Consideration claim. SIAS will then consider the application and respond within 14 working days about the outcome of the application and whether the special consideration is granted. This could lead to assessments results being issued outside of our 15 working day commitment. We will inform the person that requested the special consideration if this is going to occur.

6 APPEALING THE REASONABLE ADJUSTMENT DECISION

If an apprentice wishes to appeal the decision by SIAS to decline a request for reasonable adjustment, please refer to SIAS' Appeals Policy.

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