

Reasonable Adjustments Policy



1.0 Introduction

1.1 Not Alone Mentoring has a duty under the Equality Act 2010 to make any reasonable adjustments that can be made for our learners to ensure they are not discriminated against.

1.2 We aim to facilitate open and fair access to our training for learners who are eligible for reasonable adjustments and/or special considerations without compromising the course content or quality.

1.3 As an organisation dedicated to improving accessibility in arts education we will endeavour to meet requirements wherever possible.

2.0 Reasonable Adjustments

2.1 A reasonable adjustment helps to reduce the effect of a disability or a difficulty that places the learner at a substantial disadvantage.

2.2 Reasonable adjustments must not affect the quality and reliability of the learning outcomes, but may include:

- Ensuring any online learning is more accessible (such as ability to adjust display settings and providing advice/guidance on speech technology)
- Providing assistance during an assessment of learning
- Adapting materials or providing it on coloured paper
- Re-organising the physical assessment/learning environment
- Use of mechanical and electronic aids
- Use of assistive software
- Use of low vision aids
- British Sign Language

2.3 Reasonable adjustments must be approved and set in place prior to any assessment or learning is carried out.

2.4 Reasonable adjustments must never give a learner an advantage to other learners and must never affect the quality or reliability of the learning.

2.5 It is important to note that not all requests for reasonable adjustments may be granted if they are not deemed reasonable, permissible or practical in certain situations. The learner may not need, nor be allowed, the same adjustments for all learning.

3.0 Special Considerations

3.1 A special consideration is consideration given to a learner who was prepared and present at an assessment but may have been disadvantaged by temporary illness, injury or adverse circumstances outside of their control.

3.2 It is important to note that special consideration may not be possible where an assessment requires the demonstration of practical competence or the training provides a licence to practice.

3.3 Where an assessment of learning is carried out and marked by a computer, the learner will have the ability to take it at a later date however this must be completed prior to any practical assessments or other learning being carried out.

3.4 A special consideration cannot give a learner an unfair advantage to other learners and must not mislead the learners' achievement. The learner's results must reflect their true achievement and not potential ability. Not Alone Mentoring's decision on requests for special considerations will vary from learner to learner and one subject to another. The factors may include the severity of the consideration, date of assessment and the nature of the assessment such as practical or oral presentation.

3.5 The learner may be eligible for special considerations if:

- The performance in an assessment is affected by circumstances out of their control, such as recent personal illness, accident or bereavement
- Alternative arrangements which were agreed in advance proved to be inappropriate or inadequate
- Part of an assessment / event was missed due to circumstances beyond the control of the learner

3.6 The learner will not be eligible for special consideration if:

- The learner has not been affected at the time of an assessment by a particular condition

- Part of an assessment / event is missed due to personal arrangements including holidays or unauthorised absence
- The event / assessment is affected by difficulties such as disturbances through building work, lack of proper facilities, changes in or shortages of staff or industrial disputes

3.7 Examples of circumstances where special consideration may be given are:

- Terminal illness of the learner
- Recent bereavement of a member of the immediate family
- Serious or disruptive domestic crises leading to acute anxiety about the family
- Incapacitating illness or injury of the learner
- Severe car accident
- Outbreak of infection where learners are in isolation
- Lost or damaged work beyond the control of the learner

4.0 Request Procedure

4.1 Any requests for reasonable adjustments must be made to Not Alone Mentoring within 7 days of registration least 10 working days before an assessment / classroom event. If you are unsure if a learner requires a reasonable adjustment please speak with Katie Smith who will provide the relevant guidance.

4.2 Any requests for special considerations must be made to Not Alone Mentoring within 10 working days of the event or assessment (or as soon as possible in unforeseeable circumstances). If you are unsure if a learner requires a special consideration please speak with Katie Smith who will provide the relevant guidance.

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