

Optimal Risk Training

Reasonable Adjustments Policy

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Change history

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1. Scope

This policy applies to Optimal Risk Training and in particular, learners receiving training provided by Optimal Risk Training.

2. Introduction

Individual learner's characteristics and work situation must be taken into account in order to provide the appropriate access to training and assessment.

We may review the individual needs of learners upon registration/attendance. Where a learner has been identified as requiring or qualifying for additional support, we will agree an Individual Learning Plan with that learner. We will endeavor to provide appropriate advice, guidance and support to relevant individual learners.

3. Reasonable Adjustments

We can only make reasonable adjustments if we are aware of an individual's requirement, expectation or entitlement to reasonable adjustment(s).

Will make reasonable adjustments to assessment which may include (but not be limited to);

- Allowing additional time to complete written tests/tasks
- Allowing the use of a scribe for written tests
- Accepting audio only or audio visually recorded verbal responses to written questions
- Allowing the use of transcribed materials to prepare/support a learner for assessment
- Use of visual aids (e.g. videos) to support formal questions (e.g. to identify different medical conditions)
- Allowing the use of a translator (including sign language) to prepare/support a learner through assessment.
- Changing the layout or venue of the assessment area to allow access

Some qualifications and or some reasonable adjustments may not be appropriate.

Should we be unable to agree if a requested adjustment is reasonable and acceptable in the circumstances, we may consult the relevant awarding organisation / body.

4. Requesting Reasonable Adjustments

Learner should notify the Assessor and or the Center Manager as soon as possible, stating the reason any adjustments may be required and an indication of what reasonable adjustments may be requested.

Preferably, this should occur prior to enrolling on a course with us, to reduce impacting the smooth delivery of the course to fellow learners.

The assessor(s) and Center Manager will follow our internal processes to ensure a consistency approach is maintained.