



Reasonable Adjustments Policy

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1. Introduction

1.1 Staff Power Training (SPT) is committed to providing a learning environment that is accessible, inclusive, and equitable for all learners. This policy outlines our commitment to making reasonable adjustments to ensure that learners with disabilities are not substantially disadvantaged compared to those without disabilities. We are dedicated to fulfilling our obligations under the Equality Act 2010.

2. Policy Statement

2.1 SPT believe that every individual has the right to access high-quality training and achieve their full potential. SPT are committed to taking proactive steps to identify and remove barriers to learning for learners with disabilities. SPT will make reasonable adjustments to our services, facilities, and practices to ensure that learners with disabilities can participate fully in our training programs and achieve their learning goals.

3. Scope

3.1 This policy applies to all aspects of our training provision, including:

- *Application and enrolment processes*
- *Course content and delivery methods*
- *Assessment procedures*
- *Learning environments and facilities*
- *Information, communication and support services*

3.2 This policy applies to all learners, prospective learners, and staff involved in the delivery of training.

4. Definition of Disability

4.1 Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.

- *Substantial: More than trivial or minor.*
- *Long-term: Lasts or is likely to last for 12 months or more.*

4.2 This includes, but is not limited to, a range of conditions such as: specific learning difficulties (e.g., dyslexia, dyspraxia, ADHD), mental health conditions, chronic illnesses, sensory impairments, physical impairments, and neurodevelopmental conditions (e.g., autism spectrum disorder).

5. What are Reasonable Adjustments?

5.1 Reasonable adjustments are changes that SPT make to remove or reduce the disadvantage experienced by a disabled learner. The duty to make reasonable adjustments is an anticipatory one, meaning SPT must consider what adjustments a disabled learner might need in advance, even if no specific request has been made.

5.2 Examples of reasonable adjustments may include, but are not limited to:

- *Changes to premises: e.g., providing ramps, accessible toilets, quiet spaces.*
- *Changes to policies or procedures: e.g., allowing extra time for assignments, flexible attendance.*
- *Providing auxiliary aids and services: e.g., assistive technology, sign language interpreters, note-takers, accessible learning materials (e.g., large print, audio format).*
- *Changes to delivery methods: e.g., providing breaks, chunking information, using various teaching methods.*
- *Changes to assessment methods: e.g., oral assessments, alternative formats for exams, allowing the use of assistive technology.*
- *Relocating training: e.g., moving a session to an accessible room.*

6. Requesting Reasonable Adjustments

6.1 Learners are encouraged to disclose any disability or specific learning needs during the application process or at any point during their training. This information will be treated confidentially.

6.2 To request a reasonable adjustment, learners should:

- *Inform the learner engagement team and/or their tutor.*
- *Provide relevant information about their disability and the barriers they face. Medical evidence or a diagnostic assessment may be requested to help us understand the learner's needs, but this will be handled sensitively and confidentially.*

7. Process for Making Reasonable Adjustments

7.1 Receipt of Request/Disclosure: Upon receiving a request or disclosure, the relevant staff member will acknowledge it promptly.

7.2 Assessment of Needs: SPT will engage in a collaborative discussion with the learner to understand their specific needs and the impact of their disability on their learning. We may seek expert advice where necessary (e.g., from educational psychologists, disability specialists).

7.3 Identification of Adjustments: SPT will identify potential reasonable adjustments that could alleviate the disadvantage. SPT will consider the effectiveness of the adjustment, its practicality, and the cost.

7.4 Approval and Implementation: SPT will need to gather sufficient information about that need, any supporting evidence available and what adjustments are required. This should be recorded on the Reasonable Adjustments Request form.

Once approval has been agreed (this may require approval from the relevant awarding organisation), the reasonable adjustments will be implemented in a timely manner. This may involve notifying relevant staff (e.g., tutors, assessors) of the agreed adjustments, while respecting learner confidentiality.

7.5 Monitoring and Review: The effectiveness of the adjustments will be regularly monitored and reviewed with the learner. Adjustments can be modified or updated if circumstances change or if they are not proving effective.

7.6 Confidentiality: All information regarding a learner's disability and reasonable adjustments will be treated with the utmost confidentiality and shared only on a "need-to-know" basis with relevant staff.

8. Factors Considered When Determining Reasonableness

8.1 When deciding whether an adjustment is reasonable, SPT will consider:

- *The effectiveness of the adjustment in preventing the disadvantage.*
- *The practicality of making the adjustment.*
- *The cost of the adjustment and our resources.*
- *The impact of the adjustment on other learners or staff.*
- *The need to maintain academic standards.*
- *The learner's wishes.*

8.2 SPT will always strive to find a solution that works for the individual while maintaining the integrity of the training program.

9. Appeals and Complaints

9.1 If a learner is dissatisfied with a decision regarding a reasonable adjustment or believes that a reasonable adjustment has not been adequately provided, they should follow our standard complaints procedure, available at www.staffpowergroup.com.

10. Staff Responsibilities

10.1 All staff members are responsible for:

- *Understanding and adhering to this policy.*
- *Treating all learners with respect and dignity.*
- *Being aware of the duty to make reasonable adjustments.*
- *Referring learners who disclose a disability or request an adjustment to the appropriate person.*
- *Implementing agreed reasonable adjustments.*
- *Participating in disability awareness training.*

11. Training and Awareness

11.1 SPT is committed to providing ongoing training and awareness sessions for all staff on disability equality, the duty to make reasonable adjustments, and inclusive teaching practices.

12. Record Keeping

12.1 All records related to reasonable adjustments and special considerations will be securely stored in the learner's file for a period of 3 years.

12.2 This will be done in accordance with the SPT Data Protection Policy and the requirements of the Data Protection Act 2018. Records will be made available to the awarding organisation and regulatory bodies upon request.

13. Policy Review

13.1 This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any related incidents.