

Fair Access Arrangements and Reasonable Adjustments Policy

Introduction

Access arrangements and reasonable adjustments are made prior to an assessment or apprenticeship EPA to enable a candidate with particular requirements to demonstrate attainment. They must not affect the validity of assessment outcomes or give the candidate an unfair advantage over other candidates.

The employer, with input from the training provider and the apprentice, must apply to ISP EPAO for reasonable adjustments to be applied to the end-point assessment. Evidence of the difficulty/disability will be required to support the application, along with evidence of any existing adjustments or additional support provided by the employer or training provider. These should also be kept for any future audit.

Reasonable adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not affect the reliability and validity of the assessment outcomes, but may involve:

- Changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- Adapting assessment materials
- Providing assistance during assessment
- Changing the assessment method
- Using assistive technology

Reasonable adjustments are approved or set in place by the centre for its learners before the assessment activity takes place; they constitute an arrangement to give the learner access to the qualification/apprenticeship. The work produced by the learner will be marked in the same way as the work of other assessed learners. By equalities law 'reasonable' access in terms of giving access must be given. What is considered to be reasonable will depend on the individual circumstances, the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment. Other factors, such as the need to maintain competence standards and health and safety, will be taken into consideration.

Identifying learners who are eligible for reasonable adjustments

Any adjustment to assessment will be based on what the learner needs to access the assessment. Here are some examples of learner needs that may allow the learner to be eligible for adjustments to assessments:

- communication and interaction needs
- cognition and learning needs
- sensory and physical needs

Providers have a responsibility to ensure it has effective internal procedures for identifying learners' needs and that these procedures comply with the requirements of disability and equalities legislation.

Learners who are having difficulties or are likely to have difficulties accessing assessment must be encouraged to make any access-related assessment needs known to the centre at the earliest opportunity, and preferably before they are registered or entered for a qualification. To assist with the early identification of learners with access-related assessment needs, providers must ensure that all staff who recruit, advise or guide potential learners have had training to make them aware of access-related issues. Once the learner's needs has been identified, it must be documented for audit purposes.

Scope

ISP approved Provider should ensure that:

- Standards/EPAs/Qualifications chosen are appropriate for learners with a known long term or permanent disability or learning difficulty. Any reasonable adjustments appropriate to the learner should be considered when they apply for an EPA, qualification or assessment in order to ensure they can meet all ISP assessment criteria or apprenticeship EPA requirement.
- Each learner must be individually assessed/diagnosed making use of specialist advice from internal or external sources as appropriate.
- All applications for reasonable adjustments are supported by the head of the Provider and Employer.
- Any reasonable adjustments will assist the learner to complete the whole of the qualification or assessment without compromising the validity of the assessment, examination or apprenticeship EPA requirement.
- They comply with the ISP guidance relating to reasonable adjustments. Also, failure to comply with ISP guidance is defined as organising arrangements without gaining approval from ISP or agreeing adjustments that have not been appropriately supported with relevant evidence.
- All relevant documents supporting the learner's application for reasonable adjustments must be sent directly to ISP with the appropriate form as laid down in this document.

The reasonable adjustments application form, Appendix 1, must be completed and returned to ISP who will aim to confirm a decision regarding reasonable adjustments within 21 working days of acknowledging the request.

Appendix 1 – ISP Reasonable Adjustments Procedure Form

This must be sent to ISP before centre assessment or Apprenticeship EPA, for approval

| | | | |
|--|--|-------------------------------|---|
| Provider Name: | | Head of centre: | |
| Employer: | | Employer contact name: | |
| Learner Name: | | Learner No: | |
| Apprenticeship Standard/ Qualification title: | | Assessment component | Work-based project <input type="checkbox"/> Presentation/PD <input type="checkbox"/> Knowledge Test <input type="checkbox"/> |

We request the reasonable adjustments below for the above-named learner:

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| Reason for reasonable adjustment: |
| Reasonable adjustment requested e.g. additional time, breaks, assistive technology: |
| Additional evidence provided to support this request e.g. SENCo report, Doctors letter: |
| (Please attach supporting evidence of the learner’s reasonable adjustments when emailing this form to ISP) |

| | |
|-------------------------------|--------------|
| Provider Contact Name: | |
| Position: | |
| Signed: | Date: |

For ISP use only:

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| ISP Response: | |
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|-----------|-------|
| Position: | |
| Signed: | Date: |

Please return to: Appeals and Enquiries Team, ISP Ltd: eqa@the-ISP.org