

Reasonable Adjustment Policy

We believe that a learner's individual characteristics and work situation must be taken into account to provide the appropriate access to training and assessment.

First Aid Safety, shall endeavour to review individual needs with learners upon registration/attendance. Where a learner has been identified as requiring additional support First Aid Safety, agrees on an Individual Learning Plan and shall provide appropriate guidance and support to any learner identified as having special assessment needs.

Where required First Aid Safety, will make reasonable adjustments to the assessment which may include (but not be limited to);

- Allowing additional time to complete written tests/tasks
- Offering the use of a scribe for written tests
- Accepting verbal responses to written questions (these must be recorded)
- 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

Any adjustments made will ensure that the assessment criteria are still met and in line with the requirements of the regulators - Qualifications Network UK.

The centre will contact the regulators for further advice and guidance if it is unable to agree on a reasonable adjustment with the learner.

This policy was approved by the compliance team at First Aid Safety – 10 June 2024

Review Due (24 months from approval)