

Xact Consultancy and Training Limited

Reasonable Adjustment Policy

1. Introduction

A reasonable adjustment is any action that helps to reduce the effect of an impairment that places the learner at a substantial disadvantage in the learning and assessment environment.

The purpose of this policy is to provide support to individuals who have an impairment.

2. Examples

Examples of learning impairments are:

- a) Dyslexia
- b) Impaired hearing
- c) Impaired vision
- d) Physical impairments

3. Action

The process of providing support includes:

- a) Notification to Xact of impairment to learning
- b) Provision of evidence supporting impairment
- c) Assessment of evidence
- d) Discuss and agree with individual concerned how they can be supported during learning
- e) Agree an individual support programme
- f) Notify those relevant to the process e.g. individual concerned, individual's co-ordinator (see 4. Confidentiality), tutor, assessor, internal verifier
- g) Record on database support programme

4. Confidentiality

In most cases, the individual's co-ordinator will be informed although Xact will comply with requests received from the individual not to inform certain parties e.g. their co-ordinator/employer.

Xact has a duty of care towards all learners. If we consider that a learner's health, safety or wellbeing is being affected, we will discuss the matter with appropriate persons e.g. employer

5. Examples of support

These include:

- a) Providing course work prior to course commencement
- b) Additional time for completion of work
- c) Adapting assessment materials e.g. different coloured paper for paper-based assessments
- d) Using assistive technology, such as screen reading or voice activated software
- e) Providing different coloured transparencies to view assessments
- f) Changing assessment method e.g. from written to spoken assessment
- g) Impaired hearing – reserving a space at front of classroom
- h) Impaired vision - reserving a space at front of classroom, printing course work in larger type
- i) Physical impairments – wheel chair access, chair with back support