

As a business, we act to encourage open access for learners who are eligible for reasonable adjustments, and/or special considerations during assessments. Any adjustments made need to ensure that the assessment of skills, knowledge, understanding and competence is not compromised.

### **What is a reasonable adjustment?**

A reasonable adjustment relates to an adjustment that helps to reduce the effect of a disability or difficulty which may place the learner at a disadvantage during the assessment process.

It is important that reasonable adjustments do not affect the reliability or validity of assessment and they should not give the learner an advantage over other learners undertaking the same assessment.

Where reasonable adjustments have been applied, the work produced by the learner will be assessed to the same standard as the work of other learners.

### **Our responsibilities**

Identification of any need for reasonable adjustment should be done as early as possible. Learners have the opportunity at enrolment to indicate if they need any additional support and if they foresee any difficulties they may have in accessing assessments. Any issues raised will be fairly taken into account to ensure appropriate adjustments are put in place.

It should be made clear at the outset if the learner is not going to be able to meet all of the criteria and not attend/partake our final assessments. They may still wish to proceed with the programme and they can publically state that they have studied with DRG but are NOT certified with DRG.

The Appeals Policy is available on our policies menu at [www.danrobertsgroup.com](http://www.danrobertsgroup.com), so a learner can appeal any decision not to apply a reasonable adjustment, or if they feel it was not appropriate to their needs.

When making reasonable adjustments we will ensure:

- The reasonable adjustments made provide learners with the opportunity to demonstrate attainment

- The reasonable adjustments compensate for any disadvantage imposed by the disability but do not otherwise advantage learners
- Any person using the certificate to identify an individual's competence is not misled regarding the learner's attainments
- The assessment is both rigorous and fair
- The assessment activity is valid and may be measured against the national standard
- The assessment result is reliable
- The assessment is able to operate practically within available resources, facilities and time

We will only reject enrolments on course in circumstances where:

- The content and delivery of the chosen course of study would prevent the applicant from fulfilling a major part of the requirements of the course and it proves impossible to overcome this difficulty.
- Admission of the learner may constitute a serious safety hazard that cannot be reasonably overcome

In these instances we will facilitate an alternative choice of course or training opportunity and give relevant feedback to the applicant. We will not refuse to enrol learners on the grounds that better facilities or support could be provided elsewhere.

We will seek clarification from EMD UK or CIMPSA , if applicable, in any case where we consider that we do not have the necessary expertise to judge whether a reasonable adjustment is needed and/or how it should be applied.