



**BLUE LION**  
TRAINING ACADEMY

**REASONABLE ADJUSTMENT  
POLICY AND PROCEDURE**

## DOCUMENT HISTORY

Version	Issued	Reason for Revision	Created by	Approved by
V1	Sept 2019	Initial release	Harj Dhanjal	Harj Dhanjal
V2	May 2020	COVID-19 Update	Harj Dhanjal	Harj Dhanjal
V3	Sept 2021	Updated in line with new QMS	Geeta Dhanjal	Harj Dhanjal

This Policy and Procedure document has been approved by the CEO / Director and is signed on release to the BLQMS on Monday.com as per the version control status in the above table:



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# REASONABLE ADJUSTMENT POLICY AND PROCEDURE

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Blue Lion Training Academy Limited (the 'Organisation') aims to provide defect-free products and services to its customers on time and within budget, we aim to audit our policies and procedures to drive continuous improvement.

## OVERVIEW OF THE POLICY

Equality Act - Under the Equality Act 2010, institutions have a duty to anticipate and make reasonable adjustments for disabled people to ensure they are not placed at a substantial disadvantage compared to non-disabled people

Blue Lion Training Academy have measures in place in which the requirement for a reasonable adjustment and special consideration is identified prior to the learner undertaking the apprenticeship. This will be highlighted during the enrolment of the learner onto the apprenticeship. Any adjustment will be based on the individual learner's need to access the learning on the apprenticeship.

We have effective procedures for the identification of learners' needs which comply with the requirements of relevant Disability and Discrimination Legislation and Education Skills Funding Agency (ESFA) Funding Rules.

Blue Lion Training Academy will

- identify learners having or likely to have difficulties accessing learning throughout the apprenticeship
- advise learners to make any adjustment or special considerations known to us at the earliest opportunity;
- ensure we decide, in conjunction with the learner, what adjustment may be required;
- when identifying the adjustment(s) necessary, take into consideration the learner's normal way of working and how previous learning has been made during teaching, as well as the assessment requirements of the qualification

Once the appropriate adjustment, special consideration has been identified, we will work with the learner to document the request and rationale for audit purposes on the Reasonable Adjustment & Special Consideration form (**Appendix 1**). Any application for Reasonable Adjustment or Special Consideration will be supported, where appropriate, by information/evidence, which is valid, sufficient, reliable and justifies the decision.

Further guidance on learner needs can be found on the Institute for Apprenticeships and Technical Education ("IFATE") [website](#)



## REASONABLE ADJUSTMENT PRINCIPLES

Adjustments to assessments will be based on the following principles:

- Adjustments should not compromise the assessment requirements or validity of the qualifications
- They should not provide the learner with an unfair advantage.
- They should be consistent with the learner's normal way of working;
- They should be based on the individual need of the learner;
- They should allow learners an equal opportunity to show what they can do and what they know without altering competence standards;
- Adjustments should not pose an increased risk to the safety and/or wellbeing of the learner, tutor /assessor or invigilator.

## SPECIAL CONSIDERATION

A Special Consideration may be granted in instances a learner:

- may have been disadvantaged by temporary illness, injury or other adverse circumstances arising at or near the time of assessment;
- and/or who misses part of the assessment owing to circumstances beyond the learner's control.

Eligibility criteria which may qualify a learner for Special Consideration include:

- alternative arrangements that were agreed in advance, but which through no fault of the learner, proved to be unworkable;
- where the learner's performance in other parts of the qualification is considerably better than part of the apprenticeship where it is being asked that Special Consideration should be applied;
- part of an apprenticeship is missed by a learner due to unforeseen circumstances beyond their control. Examples include bereavement or illness; and
- unforeseen circumstances during an examination such as excessive noise in the examination room, or fire alarm, natural disaster, gas leak or power cut.

The above list is not exhaustive.

In some circumstances it may be appropriate to offer a learner who is eligible for Special Consideration an opportunity to take the apprenticeship at a later date (break in learning).

**Situations in which a learner will not be eligible for Special Consideration:**

- An apprenticeship (or part thereof) is missed due to unauthorized absence or annual leave;
- Preparation is affected by problems during the course, for example, industrial action; and
- No evidence (medical or otherwise) is presented by a learner in support of an application for Special Consideration.

The above list is not exhaustive.



## APPENDIX 1 – REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION REQUEST FORM

All applications for reasonable adjustments and special consideration must be submitted before onboarding or within 1 month of starting your apprenticeship.

Once approved you will be provided details on how to proceed on your apprenticeship.

### Learner Details

Training Provider	
Learners Full Name	
Email address	
Contact Phone Number	
Apprenticeship Name	

**Why do you need Reasonable Adjustment(s) /Special Consideration? Please tell us more about the request so we can make sure we understand your needs and provide the appropriate support**

Learning Difficulties		Hearing Impairment	
Visual Impairment		Temporary Illness or injury	
Long-term/permanent disability		Other, please specify	

**Please provide further details here**

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**What Reasonable Adjustment(s) / Special Consideration does the learner need and has access to as part of their usual way of working? *(Tick or complete as appropriate)***

Reader/Scribe		Larger Font	
English Interpreter		Coloured Paper (pink/blue/green/yellow)	
Rest Period/Comfort Break		Lip Speaker	
Extra Time		Other	

**Please provide further details of requirement**

**Extra time required for examinations?**

The standard time extension for examinations is 25% upon submission of suitable evidence

Requested additional time in minutes	
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**Please indicate the form of evidence that supports your request and return a copy of the report with this form: *(Tick or complete as appropriate)***

The original Health Professional report with specified allowance request clearly detailed	
A letter from another Awarding Body approving reasonable adjustments	
A written statement signed by an appropriate religious authority (only applicable on religious grounds)	
Other (please give details below)	
Tick the box to confirm that relevant evidence has been attached	



## GDPR Statement

We collect your personal data to ensure that your request for reasonable adjustments is processed in the appropriate way. We will store your data in our systems for the duration of your apprenticeship.

Your personal data is fully protected in our system against any risk that can affect its confidentiality, integrity and availability. We do not use automated decision-making for processing your personal data. The information on this form is only passed on based on a 'need to know' basis. This would normally include Blue Lion Training Academy staff member who is dealing with your request and the tutor or invigilator who will be required to make adjustments as a result of your request.

The tutor or invigilator will only be provided the minimum amount of information for them to conduct the extra time according to your requirements. The information completed here will not be shown on your certificate. In accordance with GDPR, you have certain rights that you can exercise free of charge.

You have the right to be informed about data processing, right of access to your data, right to rectification, right to erasure of your data ('right to be forgotten'), right to restriction of processing, right to data portability, right not to be subject to a decision based solely on automated processing including profiling, right to lodge a complaint with the supervisory authority, and the right to compensation and liability for damage suffered by improper handling of your personal data,

By signing this form, you express your free consent to the processing of your personal data according to and within the data processing purposes stated in this privacy and consent notice. You agree that you understand your rights to withdraw consent at any time, totally or partially, without affecting the lawfulness of processing based on your consent before its withdrawal. You acknowledge that if you wish to partially withdraw your consent, you can do that by revisiting this privacy and consent notice to state your objections to processing your personal data

I confirm that the information on this form is true and accurate and I agree with Blue Lion Training Academy processing my data.

I confirm that I have read and understand the Blue Lion Training Academy Reasonable Adjustments and Special Considerations Policy and Procedure.

I accept that Blue Lion Training Academy will hold and process the information given and may use it for any purpose deemed relevant to this request.

<b>Full Name</b>	
<b>Signature</b>	
<b>Date</b>	

Please submit this form and supporting evidence to [info@bluelioneta.com](mailto:info@bluelioneta.com)

If you require any assistance with completing this form, please contact the Blue Lion Training Academy Team during our office hours 09:00 – 17:00 GMT, Monday – Friday by email [info@bluelioneta.com](mailto:info@bluelioneta.com) or 07527 179522



**OFFICE USE ONLY:**

**Blue Lion Training Academy Declaration**

On behalf of Blue Lion Training Academy:

The learner, that this application relates to, has provided their consent to the processing of this application.

I confirm appropriate evidence to support this application will be available within Blue Lion Training Academy for inspection.

I confirm that both Blue Lion Training Academy and the learner support this reasonable adjustment request.

<b>Name of Centre</b>	
<b>Full Name</b>	
<b>Job Title</b>	
<b>Signature</b>	
<b>Date</b>	

**Outcome / Agreed decision/ Next steps**

<b>Date:</b>



# Get in touch!

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