



IMS Policy Statements

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY STATEMENT

1. Policy Statement

1.1 Seaton Rail Limited (SRL) ("the Company") is committed to providing all candidates with an equal opportunity to achieve units and qualifications through the provision of alternative arrangements where necessary.

1.2 Candidates may need reasonable adjustment to undertake their assessment if:

- They have a permanent or long-term disability, medical condition or specific learning need.
- They have a temporary disability, medical condition or specific learning need.
- They are indisposed at the time of the examination/assessment.
- English is their second, or additional, language.

3. Highfield Awarding Body for Compliance (HABC)

3.1 HABC has its own Candidate's reasonable adjustment policy, (Reasonable Adjustments Policy, Annex 17 of the HABC Core Manual for more information) the following is an introduction, for a more detailed version please contact SRL or HABC Tel: 0845 2260350.

3.2 Reasonable Adjustments may be granted in circumstances which address and help to reduce the effect of a disability or difficulty which would substantially disadvantage a learner during an examination or assessment situation.

4. Company Responsibilities

4.1 Centres should:-

4.1.1 Decide during the booking process that candidates are ultimately capable of meeting the requirements of the unit or qualification.

4.1.2 Identify any candidate requirements and give due consideration as to how they might affect successful completion of the unit or qualification.

4.1.3 Diagnose the requirements of each candidate individually, making use of specialist advice where necessary, and advise candidates accordingly

4.1.4 Agree with the candidate prior to commencing the course the adjustments that are required

4.1.5 Ensure that the candidate is adept in the use of the special arrangements

4.1.6 Ensure that suitably qualified personnel check that the evidence is current and relevant to the candidate

4.1.7 Ensure that all records and evidence relating to reasonable adjustments are kept for 3 years following certification.

5. Categories of need and accompanying reasonable adjustments

5.1 Physical impairment

5.1.1 The use of:

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- A reader and/or writer and/or interpreter (note – not allowed on functional skills)
- Suitable mechanical/electronic aids
- An alternatively presented question paper (for example enlarged or modified print, paper colour).
(Extra 25% time allowance)

5.2 Visual impairment

5.2.1 The use of:

- A reader and/or writer and/or interpreter
- Suitable mechanical/electronic aids
- An alternatively presented question paper (for example enlarged or modified print, paper colour).
(Extra 25% time allowance)

5.3 Hearing impairment

5.3.1 The use of:

- A communicator and/or interpreter British, Irish or Welsh Sign Language
- Suitable mechanical/electronic aids
- Any additional aids as recommended by a specialist
- Teacher of deaf people.
(Extra 25% time allowance)

5.4 Learning difficulties (e.g. dyslexia)

5.4.1 The use of:

- A reader and/or writer
- Audio/visual aids as appropriate to the needs of the candidate
- An alternatively presented question paper (for example enlarged or modified print, different paper colour).
(Extra 25% time allowance)

5.5 Medical conditions

5.5.1 Individual arrangements as appropriate to the candidate's needs.
(Extra 25% time allowance)

5.6 English as a second, or additional, language

5.6.1 The use of:

- A non-electronic bilingual dictionary
(Extra 25% time allowance)

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6. Guidance to centres on the use of computers

6.1 The use of computers by candidates with disabilities may be necessary as the primary means of communication.

6.2 The use of the term 'computer' refers specifically to word processors, personal computers (PCs) and other microprocessor-controlled devices producing output in text, graphics or diagrams. The following guidelines should be observed.

7. Appeals

7.1 Candidates have a right to appeal against a decision not to grant a reasonable adjustment request. The centre's own appeals procedures should be implemented.

8. Staff Responsibilities

8.1 To ensure that all staff, volunteers and attendees have access to and are aware of this policy.

8.2 To ensure that safeguards are in place to protect the interests of members.

8.3 All staff are to be aware of, read and adhere to this policy and procedure.

9. Review

The Managing Director will monitor adherence of the policy.

10. Scope

10.1 This policy applies to all staff.

10.2 The procedure aims to set out the steps by which records are created, the requirements of staff to complete the records appropriately and the requirements for the management, handling, storage and destruction of records.

This policy will be reviewed annually and updated as necessary.

Reviewed by:

Shane Seaton

Managing Director

Date: 9th January 2023

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