

Reasonable Adjustment and Special Consideration Policy



Introduction

Purple Cow Training are committed to providing our clients with the very best training experience.

We are aware that there may be valid reasons why some of those attending courses with us experience difficulties. Our training team are very experienced and work hard to ensure that individuals reach the required standards of their course.

We are also aware that some individuals who attend our courses have pre-existing conditions that can impact on their ability to demonstrate competence. We are committed to ensuring that every learner has the opportunity to perform to the highest standards.

One or more of your learners may be eligible for reasonable adjustments and or special consideration when attending a course with Purple Cow Training.

We recognise that reasonable adjustments or special considerations may be required at the time of assessment where learners:

- have a permanent disability or specific learning needs
- have a temporary disability, medical condition or learning need
- are indisposed at the time of the assessment

The provision for reasonable adjustments and special consideration arrangements is made to ensure that learners receive recognition of their achievements so long as equity, validity and reliability of the assessment can be assured. Such arrangements are not concessions to make the assessment easier for learners, nor advantages to give learners a head start.

Definition of Reasonable Adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a **substantial disadvantage** in the assessment situation. They are made to an assessment for a qualification to enable a disabled learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification of that qualification.

Below are some examples of learner needs that may be eligible for adjustments to assessments. This list is not exhaustive and it should be noted that some learner needs will fall within more than one of the categories set out below:

- communication and interaction needs
- cognitive and learning needs
- sensory and physical needs
- behavioural, emotional and social needs
- learners for whom English is an additional language

In order for Purple Cow Training to make Reasonable Adjustments for a learner, any application for an adjustment to an assessment must be supported by evidence which is valid, sufficient and reliable.

Where Purple Cow Training can verify evidence of the disability or difficulty and where the implications are clear, such as for a learner with physical difficulties, profound hearing impairment or who are registered as blind or partially sighted, you do not need to provide further evidence of these physical difficulties.

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Where the implications of the difficulty are not obvious, such as for learning difficulties, or mental health difficulties, you will have to provide additional evidence of the effect of the impairment on the learner's performance in the assessment. Any of the following types of evidence would be acceptable. We decide which of these will best assist understanding of the learner's situation. This list is not exhaustive:

- evidence of assessment of the learner's needs in relation to the particular assessment - Purple Cow Training will assist fully with this assessment
- history of provision of support received by the learner during any learning or training programme and during formative assessments - evidence of the way in which the learner's needs have been previously met during learning programmes
- written evidence produced by independent, authoritative, specialists

Please be aware however that a learner with a Statement of Special Educational Need does not automatically qualify for reasonable adjustments and the demands of the qualification should be taken into account.

Applications for adjustment must be made at the time of booking or within a timescale agreed with Purple Cow Training.

Any information received by us in connection with an application will be treated in the strictest confidence and shared only with those authorised to view such information.

Purple Cow Training undertake to make a decision on the application within three full working days of its receipt.

Definition of Special Considerations

Special consideration can be applied **after** an assessment if there was a reason the learner may have been disadvantaged during the assessment.

For example, special consideration could apply to a learner who had temporarily experienced:

- an illness, injury or some other event outside of their control
- and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her level of attainment in an assessment

Special consideration should not give the learner an unfair advantage; neither should its use cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect their achievement in the assessment and not necessarily their potential ability.

Applications for special consideration **must** be received by Purple Cow Training within two full working days of the assessment. Any applications received after this time will not be considered unless there are significant reasons for the delay in application. Purple Cow Training will always act fairly but reserve the right to refuse any application received after the two working day limit has expired.

We will review the circumstances and evidence surrounding each request for special consideration to ensure that the decision made maintains the equity, validity and reliability of the assessment for the learner and does not give the learner an unfair advantage.

A learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration if:

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- performance in an assessment is affected by circumstances beyond the control of the learner e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment
- alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate
- part of an assessment has been missed due to circumstances beyond the control of the learner
- there is a sufficient difference between the part of the assessment to which special consideration is applied and other parts of the qualification that have been achieved to infer that the learner could have performed more successfully in the assessment

A learner will not be eligible for special consideration if:

- no evidence is supplied by the client that the learner has been affected at the time of the assessment by a particular condition
- any part of the assessment is missed due to personal arrangements including holidays or unauthorised absence
- preparation for a component is affected by difficulties during the course, e.g. disturbances through building work, lack of proper facilities, changes in or shortages of staff, or industrial disputes. (this applies to courses held on client sites)

If you require any additional information concerning this policy please contact us and we will be happy to assist you.