



Arundel & Downland Community Leisure Trust

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Arundel Lido - RLSS Approved Training Centre

Special Considerations and Reasonable Adjustments Policy

(Version – January 2019)

Introduction

This Policy is designed for candidates who have enrolled on any course or renewal at Arundel Lido within the Approved Training Centre (ATC). It is also for use by our staff to ensure they deal with all Special Consideration and Reasonable Adjustment requests in a consistent manner. This Policy may be applicable before or during a course delivery.

Definition of 'Special Considerations'

Special Consideration may be given to a learner who has experienced:

- A serious illness or injury.
- An event outside of the candidate's control, which has had, or is reasonably likely to have had, a material effect on that candidate's ability to take an assessment or demonstrate his or her level of attainment in an assessment.

Special Consideration will not give the candidate an unfair advantage, nor should its use cause the user of the certificate to be misled regarding a candidate's achievements. The candidate's result must reflect his/her achievement in the assessment and not necessarily his/her potential ability.

Special Consideration, if successful, may result in a small post-assessment adjustment to the mark of the candidate. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the candidate.

Procedures for Special Considerations

- Candidates wishing to apply for Special Consideration must apply in writing to the Lido Manager (Nikki Richardson) detailing their name, society number (if applicable), the nature of the request and supporting evidence (e.g. medical evidence).
- The Lido Manager (Nikki Richardson) will review the request and ensure the candidate receives confirmation of her decision.
- Should a candidate disagree with any decision made by the Lido Manager, relating to Special Considerations, they should follow the procedure set out in the Arundel Lido ATC Appeals Policy.
- All Special Consideration decisions will be recorded, filed and reported to IQL UK where deemed necessary.

Please note: Special Consideration may not be applied to qualifications which lead to a 'licence to practice' such as the NPLQ as the assessment requires the demonstration of practical competence. In some instances, it may be that we offer the candidate an opportunity to take the assessment later.

Definition of 'Reasonable Adjustments'

A Reasonable Adjustment is an alteration which can be made in order to enable a candidate with a disability or difficulty to participate in a course without being at a disadvantage compared to other candidates in the same assessment situation.

It is important that Reasonable Adjustments do not give the candidate an unfair advantage over others undertaking the same assessment. Where a Reasonable Adjustment is made, the candidate will be marked to the same standard as all other candidates.

Reasonable Adjustments must not affect the integrity of what needs to be assessed, but may involve:

- changing usual assessment arrangements, for example by allowing a candidate extra time to complete the assessment activity (unless the assessment is required as a standard, such as timed swims for the National Pool Lifeguard Qualification).
- adapting assessment materials, such as providing materials in Braille.
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- changing the assessment method, for example from a written assessment to a spoken assessment
- using assistive technology, such as screen reading, or voice activated software
- providing the mechanism to have different colour backgrounds to screens for onscreen assessments or asking for permission for copying to different coloured paper for paper-based assessments
- providing and allowing different coloured transparencies with which to view assessment papers

Procedures for Reasonable Adjustments

- Reasonable Adjustments will be identified at the earliest opportunity via a candidate enrolment form
- The Lido Manager (Nikki Richardson) will review the candidate enrolment form and, if necessary, involve the prospective candidate in any decision-making regarding Reasonable Adjustments.
- Once a Reasonable Adjustment has been agreed by the Lido Manager (Nikki Richardson), the course trainer will then be contacted and will be requested to implement any necessary changes to the course/assessment structure.
- The Lido Manager (Nikki Richardson) will contact IQL UK via mail@iql.org.uk for assistance in any circumstances of uncertainty of the integrity of the qualification.
- Should a prospective candidate disagree with any decision made by the Lido Manager (Nikki Richardson) relating to Reasonable Adjustments, they should follow the procedures set out in the Arundel Lido ACT Appeals Policy.
- All Reasonable Adjustment decisions will be recorded and filed and, where necessary, reported to IQL UK.

Review arrangements

Arundel Lido will review this Policy annually and revise it as and when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies or changes in legislation.

Footnote

If you would like to feedback any views on this Policy, please use one of the contact addresses in the heading above.