

# EPA Reasonable Adjustments and Special Considerations Policy

## Introduction

The Equality Act 2010 requires us to make reasonable adjustments to ensure an apprentice who is disabled as defined in the Act are not placed at a substantial disadvantage in comparison to apprentices who are not disabled.

Some apprentices may require reasonable adjustments to allow them to access assessments fairly. Assessments should be a fair test of apprentice's knowledge and what they are able to do. For some apprentices the usual format of assessment may not be suitable.

Reasonable adjustments are agreed before the assessment takes place

Special considerations are applied post assessment

## Purpose of the policy

The intention of this policy is to:

- Support partners with applying reasonable adjustments or special considerations for their apprentices
- Provide partners with details on EPA processes and timescales for applying reasonable adjustments or special considerations

## Reviewing the policy

We will review this policy regularly and where otherwise necessary we will revise it as required in response to the findings of a review

## Reasonable Adjustments

Reasonable adjustments are planned alterations to the regular assessment practice for EPA in order to ensure fair access to assessment for learners.

In order to ensure that access to assessment is fair, Prepare to Achieve will also have a named officer with specific responsibility (including linked CPD requirements) for reasonable adjustments and special consideration.

This section provides information on when reasonable adjustment will be appropriate and the processes to go through if reasonable adjustment is requested.

Examples of individuals who may require reasonable adjustment include, but is not limited to:

- Learners with Special Educational Needs
- Learners with disabilities
- Learners who have incurred an injury which inhibits their ability to undertake assessment

In order to identify the need for reasonable adjustments in a timely manner, employers, learners and training providers will be asked as part of the Gateway enrolment whether any reasonable adjustments are required.

- If **YES**, more information will be sought in dialogue with all three parties in terms of what reasonable adjustments have been made in the past to ensure fair access for this learner. Evidence must be sought in order to justify the request for reasonable adjustment.
- If **NO**, no plans for reasonable adjustments will be made at that time. A request for reasonable adjustment can be made after entry to the Gateway. If this is the case, the guidance documented in this section should still be adhered to.

Examples of reasonable adjustment may include, but are not limited to:

- Extra time, for example one third above the time indicated within the Standard, for an apprentice with dyslexia to undertake the Situational Judgement Test
- A large-font Situational Judgement Test for learners with sight issues
- A hearing loop for learners with limited hearing to use during the Professional Discussion
- A reader to read questions for the Situational Judgement Test
- A sign language interpreter

It is the policy of Prepare to Achieve to assess the need for reasonable adjustments in order to ensure fair access to assessment. All reasonable adjustments must be tailored to the individual needs of the learner. However, adjustments will not be made which:

- Ease the requirements of assessment
- Provide an unfair advantage to the learner
- Compromise health and safety requirement

Adjustments **must not** affect the integrity of what is being assessed. Such arrangements are not to make assessments easier for apprentices.

Where it has been indicated that a reasonable adjustment is required, the EPA will agree with the learner, employer, learning provider and in consultation with the Prepare to Achieve End-Point Assessor with designated responsibility for reasonable adjustments and special consideration, what reasonable adjustment should be made.

All decisions concerning reasonable adjustment must be clearly evidenced, documented and auditable for internal and external quality assurance purposes.

Reasonable adjustment decisions will always be subject to standardisation to ensure fair and reasonable practice across Prepare to Achieve.

## **Special Considerations**

It may, on occasion, be appropriate for post-assessment considerations to be made in order to ensure an apprentice has had a fair opportunity to undertake End-Point Assessment.

Both of the methods used in undertaking End-Point Assessment for the Adult Care Worker standard and the Lead Adult Care Worker Standard – namely the Situational Judgement Test and Professional Discussion – are on-demand methods of assessment. Consequently, where a circumstance which would require special consideration arises, it should always be the preference of the End-Point Assessor to reschedule the assessment. However, if this is not possible for any reason, the following guidance and processes must be adhered to.

Examples of situations which may require special consideration include, but are not limited to:

- Temporary illness
- An accident or injury which inhibits access to assessment
- Bereavement
- Domestic disturbances
- A disturbance during the examination
- An accident or error during the assessment process
- A failure to adhere to Prepare to Achieve policies concerning fair and proper assessment

Notification to the IQA with special responsibility for reasonable adjustment and special consideration should be made within 7 days if special consideration is being sought, either by the learner, the employer, the training provider or the End-Point Assessor.

As much appropriate evidence as is available should be included within the request for special consideration.

In conference with other involved parties and in consideration of the submitted evidence, the IQA with special responsibility will make a judgement on whether to award special consideration. All concerned parties will be informed of this decision within 14 days of the request for special consideration being made.

All decisions concerning special consideration must be clearly documented and auditable for internal and external quality assurance purposes.

Special consideration decisions will always be subject to standardisation to ensure fair, reasonable and consistent practice across Prepare to Achieve.

## **Dissatisfied with the outcome of your request**

If you remain dissatisfied following the outcome of the request that has been submitted, then you may submit an appeal in line with our EPA Appeals policy and procedure. Please contact Prepare to Achieve quality assurance team for further information