

Reasonable adjustments policy

Reasonable adjustments refer to changes that may be made to aid accessibility on training courses.

RT Safety Training will seek confirmation of any reasonable adjustments for learners at the time of booking. For workplace training, it is the responsibility of the employer to ensure that their employee(s) have the capability to access the training. We will liaise and work with the employer when they are selecting the most suitable course, to provide advice and all relevant information.

Where adjustments are requested, we will consult the Awarding Organisation's policies and report back to the customer with any actions that we are able to take. When deciding on what is reasonable, we will focus on the following,

- **Adjustments should not invalidate the assessment requirements of the qualification**
- **Adjustments should not give the learners an unfair advantage**
- **Adjustments should reflect the learner's normal way of working**
- **Adjustments should be based on the individual need of the learner**

Examples of adjustments may include help with reading or writing, providing assessment materials in other languages, providing large-print format materials or providing additional time to complete assessments. This is not an exhaustive list and other adjustments will be considered on application.

It is important that reasonable adjustments requests are made at the earliest opportunity, before the course takes place.

On the rare occasions that we are unable to provide adjustments, we will explain clearly why we have been unable to help. You may wish to appeal the decision and we will inform you of the appeals procedure.

If reasonable adjustments are not requested but during the training we identify an adjustment that could have been made to improve the candidate's performance, we may discuss this with you after the training has taken place.

All information will be treated as confidential and in a sensitive manner.

RT Safety Training will review the 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.