

Information for Learners – Prerequisites for Accredited Training

Thank you for choosing RT Safety Training for your next accredited training course. This information sheet is to advise you that there will be an assessment to successfully achieve the qualification, which may include one or more of the following options.

Practical assessment

This is common for training courses such as First Aid and may require some physical exertion, manual handling, or the need to carry out procedures at floor level.

Theory Assessment

This may be a written assessment or a multiple-choice examination, with a level of difficulty in line with the level of the course. For example, a Level 2 course may require longer written responses or an examination time of up to an hour.

Help and support

If you have any concerns about assessments or would like to discuss any special considerations or requests for reasonable adjustments, **it is important that we are made aware at the earliest opportunity**. Please contact us before the day of the training course, to ensure we can review the request and, if possible, arrange appropriate support.

Our telephone number is 01443 841000, or email training@rtsafety.co.uk

Our Reasonable Adjustments policy follows on the next page.

Reasonable adjustments policy

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.

RT Safety Training will seek confirmation of any reasonable adjustments for learners at the time of booking. Where adjustments are requested, we will consult the Awarding Body'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**

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.