

## Reasonable adjustments policy for training

### Introduction

As a recognised organisation, Activity Alliance is subject to ensuring compliance with equality laws and providing reasonable adjustments to all staff, tutors and learners. This policy aims to promote equality of opportunity and eliminate discrimination by outlining the steps for implementing reasonable adjustments and ensuring that disabled people or those facing challenging circumstances have equitable access to participate fully in our training, learning activities and digital learning environments.

We recognise the diverse needs of our participants and strive to provide reasonable adjustments to accommodate those needs. We are committed to identifying and reducing barriers to participation wherever reasonably possible.

To ensure access to fair delivery of our training our approach to reasonable adjustments can be utilised.

### Scope

This policy applies to all individuals participating in Activity Alliance learning and assessment activities, including learners, tutors, employees, associates and other relevant stakeholders, including those accessing digital learning platforms and resources. **Definitions:**

#### Reasonable Adjustments

Reasonable adjustments refer to modifications or accommodations made to enable disabled people or those facing challenging circumstances to participate fully in our training. These adjustments aim to level the playing field and create an inclusive environment.

Awarding organisations have a duty under the Equality Act 2010 to make reasonable adjustments for learners undergoing training, where appropriate.

Reasonable adjustments must be planned and arranged before any delivery.

What is a reasonable adjustment according to the needs of the individual will depend on; the integrity of content for delivery, individual circumstances, cost implications, practicality, effectiveness and health and safety.

Reasonable adjustments can include:

- Adapting delivery materials (e.g. providing materials in large font)
- Allowing access to facilitate learning during delivery (e.g. sign language interpreter)
- Rearranging the delivery situation (e.g. removing unnecessary visual stimuli).
- Providing support or alternative arrangements to improve access to digital learning platforms or online content.

## Procedure for applying for reasonable adjustments

For all reasonable adjustments required by staff, tutors or learners during Activity Alliance training, individuals are encouraged to inform Activity Alliance as early as possible, ideally during recruitment or enrolment. The request should be substantiated with comprehensive information about the nature of the disability or challenge and should provide specific instructions concerning the reasonable adjustment required. Activity Alliance will work collaboratively with the individual to identify appropriate and reasonable adjustments support arrangements.

## Confidentiality

All information regarding an individual's disability, health condition or need for reasonable adjustments will be treated confidentiality and handled in accordance with data protection legislation. Disclosure of such information will only occur with the explicit consent of the individual.

When a staff member or Activity Alliance tutor is confidentially made aware of a learner's disability or need for reasonable adjustment, they should adhere to the following procedures:

- Encourage the learner to discuss their needs with the appropriate Activity Alliance staff member, directing their attention to relevant policies and documents.
- Inform the learner about additional support resources when applicable.
- Engage in discussions about confidentiality options, addressing aspects like if, how, and under what terms any disclosed information might be shared with management or appropriate personnel considering the possibility of anonymous sharing, etc.
- If the Activity Alliance staff member or tutor identifies potential health and safety or legal implications in the disclosed information, communicate to the person the extent to which confidentiality can be maintained or not, emphasising the obligation to inform management.
- Ensure the individual requesting a reasonable adjustment is involved in all discussions related to their reasonable adjustments.

## Permissible breach of confidentiality in disability disclosure

A breach of confidentiality regarding personal information about an individual is only acceptable when there is a risk to their safety or the safety of others, or when non-disclosure may lead to criminal activity.

In situations where colleagues become aware of a staff member, tutor or learner requiring a reasonable adjustment (regardless of the adjustment outcome), the information must be treated confidentially. It cannot be shared with a third party without the explicit consent of that person. This is because the impairment / health condition of the individual falls under 'special category data' according to the General Data Protection Regulation (GDPR) 2016/679 and the Data Protection Act 2018. Therefore, the same rules of confidentiality that apply to service user personal information also apply to this information.

## Contact

For any enquiries, to discuss specific needs or to request a reasonable adjustment or special consideration, individuals can contact the Head of Workforce on [learning@activityalliance.org.uk](mailto:learning@activityalliance.org.uk) or 0808 175 6991.

## Special considerations policy for assessment

### Introduction

As a recognised organisation, Activity Alliance is subject to ensuring compliance with equality laws and providing reasonable adjustments to all staff, tutors and learners. This policy aims to promote equality of opportunity and eliminate discrimination by outlining the steps that should be followed in implementing special considerations for assessment and ensuring that learners experiencing temporary illness, adverse circumstances or other significant barriers are treated fairly and supported appropriately during assessment or participation in our training.

We recognise the diverse needs of our participants and strive to provide reasonable adjustments to accommodate those needs. We are committed to ensuring assessment processes are fair, accessible and responsive to individual circumstances where appropriate. Please see our Reasonable Adjustments Policy for more information.

### Definitions

#### Special considerations

Special consideration can be given if a concern is identified that a learner may have been disadvantaged during assessment. All requests for assistance will be evaluated based on the learner's individual circumstances and considering the challenges they faced at the time of the assessment.

#### Eligibility criteria for special consideration

Special consideration may be granted to learners experiencing temporary or short-term illness, injury or indisposition, or experiencing adverse circumstances at the time of the assessment. The need for special consideration will be based on factors ensuring the integrity and fairness of the assessment process is maintained.

Special consideration may be allowing the learner a chance to re-take an assessment. However, this may not be appropriate for assessments requiring practical competence demonstration or where criteria must be fully met. In such cases, an opportunity to take the assessment at a later opportunity may be a more suitable option.

A learner associated with Activity Alliance may be considered eligible for special consideration under the following circumstances:

#### Eligible for special consideration if:

- The learner is fully prepared and present for a scheduled assessment.
- Performance in the assessment is significantly affected by circumstances beyond the learner's control, such as recent personal illness, accident, bereavement, serious disturbance during the assessment, or domestic crisis.
- Agreed alternative assessment arrangements, made in advance of the assessment, are deemed inappropriate or inadequate.
- Part of the assessment is missed due to circumstances beyond the learner's control.
- A notable difference exists between the part of the assessment to which special consideration is applied and other parts of the qualification that have been achieved, indicating that the learner could have performed more successfully in the assessment.

#### Ineligible for special consideration if:

- The request is solely based on disability or learning difficulty. Learners should declare their needs before the assessment period, to enable appropriate reasonable adjustments to be arranged and implemented in advance.
- Any part of the assessment is missed due to personal arrangements, including holidays or unauthorised absences.
- 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).
- There is an absence of supporting evidence from the centre regarding a serious disturbance during the assessment activity.
- There is an absence of supporting evidence in the form of a medical certificate supplied by the learner when requesting consideration for a medical condition.

### Procedure for applying for special consideration

Learners affiliated with Activity Alliance are required to follow the outlined procedure when applying for special consideration:

#### 1. Application timeline:

Learners must submit their special consideration requests to Activity Alliance within seven days of the assessment.

#### 2. Grounds for special consideration:

Special consideration may be sought when a learner's performance in an Activity Alliance assessment is adversely affected by circumstances beyond their control during the assessment. Examples of eligible circumstances include recent illness, bereavement, serious

disturbance during the examination, or a domestic crisis as outlined in the 'Eligibility for special consideration' section of this document.

### 3. Medical condition documentation:

If a learner experienced a medical condition at the time of the Activity Alliance assessment, their special consideration request must be accompanied by a medical certificate.

### 4. Special consideration panel review:

The Special Consideration Panel within Activity Alliance holds the authority to review and assess the special consideration requests. The panel may request additional evidence from the learner if deemed necessary for a comprehensive evaluation. Activity Alliance will seek to review requests promptly and communicate outcomes and any agreed arrangements clearly to the learner.

## Contact

For any enquiries, to discuss specific needs or to request a reasonable adjustment or special consideration, individuals can contact the Head of Workforce on [learning@activityalliance.org.uk](mailto:learning@activityalliance.org.uk) or 0808 175 6991.

## Version control

Version	Date	Summary of changes	Approved by
1.0	June 2024	Initial policy	Executive
1.1	June 2025	Typographical changes	Head of Workforce
1.2	June 2026	Minor updates to strengthen accessibility, inclusion and learner support processes	SLT

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