Reasonable Adjustments Policy

Document Control

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Distribution	All Staff, Volunteers, Directors, Sessional Workers

1. Policy statement

Whamos Training and Development CIC and Qualification Network believe that a learner's individual characteristics and work situation must be taken into account in order to provide the appropriate access to training and assessment.

Whamos Training and Development CIC will endeavour to review individual needs with learners upon registration/attendance. Where a learner has been identified as requiring additional support**Whamos Training and Development CIC** will agree an Individual Learning Plan and will provide appropriate advice, guidance and support to those Learners identified as having special assessment needs.

2. Reasonable adjustments

Where required, SCSE will make reasonable adjustments to assessment which may include, but are not limited to:

- Allowing additional time to complete written tests/tasks
- Offering the use of a scribe for written tests
- Accepting verbal responses to written questions (these must be recorded)
- Allowing the use of transcribed materials to prepare/support a learner for assessment
- Use of visual aids (e.g. videos) to support formal questions (e.g. to identify different medical conditions)
- Allowing the use of a translator (including sign language) to prepare/support a learner through assessment.
- Changing the layout or venue of the assessment area to allow access

3. Maintaining assessment standards

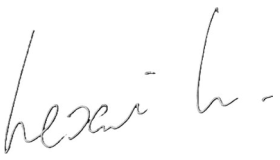
Any adjustments made will ensure that the assessment criteria are still met and that QNUK and Open Awards standards are upheld.

4. Escalation

Where SCSE is unable to agree reasonable adjustments, the matter will be referred to the relevant awarding organisation (QNUK or Open Awards) for further advice and guidance.

Approval & Review

This policy has been approved on behalf of the Directors:

Elizabeth Amos-Milburn *Co-Director*	**Alexandra Gager-Liebhart** *Co-Director*
	

Date of approval: March 2026

Next review: March 2027

Schedule 1 — Record of Changes

Version	Date	Nature of Change
001	March 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.