Reasonable Adjustments and Special Considerations Policy

Document Control

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Policy Owner / Author	Directors
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Approved / Ratified by	Directors
Distribution	All Staff, Volunteers, Directors, Sessional Workers

1. Scope of the policy

This policy is provided for Whamos Training and Development CIC, learners and staff members who are using or delivering courses and qualifications offered by Whamos Training and Development CIC.

2. Review arrangements

Whamos Training and Development CIC will review this policy annually in line with self-assessment arrangements. This policy will be also be revised as and when necessary, in response to customer and learner feedback or good practice guidance issued by an awarding organisation or other regulatory body.

3. Location of the policy

This policy is available for all staff members, third parties and learners to access.

4. Communication of the policy

Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by Whamos Training and Development CIC, shall be made aware of this policy during their induction period of employment. Learners undertaking Whamos Training and Development CIC qualifications shall be informed of this policy during their induction process.

5. Policy statement

This policy provided for Whamos Training and Development CIC staff members and learners to ensure they deal with all reasonable adjustment and special consideration requests in a consistent manner.

6. Statement of principles

Whamos Training and Development CIC is committed to complying with all current and relevant legislation in relation to the development and delivery of qualifications. Whamos Training and Development CIC learners will have fair access to assessments where practicable.

A reasonable adjustment may be required where a learner has a permanent disability of specific learning need (s).

A special consideration may be required where a learner has a temporary disability, medical condition or learning needs or is indisposed at the time of the assessment.

7. Definition of reasonable adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage during an assessment.

8. Examples of reasonable adjustments

- changing usual assessment arrangements, for example allowing a learner extra time to complete the assessment activity
- adapting assessment materials, such as providing materials in Braille
- providing assistance during assessment, such as a sign language interpreter or a reader
- re-organising the assessment room, such as removing visual stimuli for an autistic learner
- providing and allowing different coloured transparencies.

Reasonable adjustments are approved or set in place by an awarding organisation before the assessment activity takes place; they constitute an arrangement to give the learner access to the assessment.

9. Requesting reasonable adjustments

Learners must make Whamos Training and Development CIC staff members aware of any reasonable adjustments they require. Whamos Training and Development CIC is responsible for applying to awarding organisation for reasonable adjustment requests (when appropriate).

10. Definition of special considerations

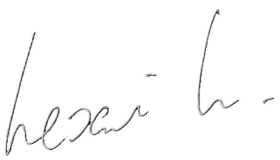
Special consideration can be applied after an assessment, if there was a reason the learner may have been disadvantaged during the assessment. Any requests to an awarding organisation for Special Considerations, must be made by a Whamos Training and Development CIC staff member within the set time frame required of the awarding organisation.

Special consideration, if successful, may result in a small post-assessment adjustment to the mark of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner.

All documents relating to reasonable adjustments and special considerations must be saved and stored securely. The awarding organisation must be given access to any information or documents regarding reasonable adjustments and special considerations, when requested.

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: 11th March 2026

Next review: 11th March 2027

Schedule 1 — Record of Changes

Version	Date	Nature of Change
001	11th March 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.