

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 3 THREE 01/01/2021 01/01/2022
TITLE: ATC Special Considerations and Reasonable Adjustments Policy		APPROVED BY: Directors	

1. Reasonable Adjustment and Special Consideration Policy

Triton Training will offer appropriate support to those learners that require adjustments and considerations during their learning and assessment whilst ensuring the integrity of the qualification. It is worth noting that Swim England Qualifications and STA Qualifications, are currently all assessed through the development of a portfolio of evidence. This is produced at the pace of the individual and so adjustments and particularly considerations during assessment are unlikely to be needed.

To clarify:

Reasonable adjustment:

This is where measures are put in place for a learner who is disadvantaged as a result of a disability or other individual circumstances. The impact of this is assessed prior to the start of the qualification by Triton Training.

Special consideration:

This is where measures are put in place for a learner who is disadvantaged as a result of a disability or other individual circumstances at the point of assessment. The impact of this is assessed at the point of assessment.

2. Implementing this Policy

Currently assessment methods for all Triton Training courses are flexible to ensure individual learner needs are met and the learner achieves at the highest level possible. Therefore reasonable adjustments and special consideration are integral to the qualification. Consequently learners are able to progress at a rate that is appropriate to their ability as long as they achieve within the registration period. Therefore if a learner is too ill to complete an assessment, alternative timings can be offered by Triton Training, without notification to Swim England Qualifications, STA qualifications or the RLSS unless this is outside of the registration period. Appropriate reasonable adjustments and special considerations will be identified and recorded by Triton Training using the reasonable adjustments notification and special considerations request appropriate to the relevant awarding body.

An extension to a learner's registration period may be required as a result of a reasonable adjustment or special consideration request. Where learners are eligible this will be granted. Reasonable adjustments and special considerations may take a number of forms but will be only be granted where the validity and reliability of the qualification is maintained and the adjustment does not offer an unfair advantage to the learner receiving the reasonable adjustment or special consideration

Approved by: Directors

For issues regarding any of our policies please contact our directors via email Tritontraining@outlook.com

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3. Request for Special Consideration

- All learners will have the opportunity to advise the Triton Training of any reasonable adjustments or special considerations at the point of booking. As part of this process all applicants will be asked to declare any special educational needs and disabilities.
- Any special considerations must be brought to the attention of the Triton Training Quality Manager at Info@tritontraining.co.uk as soon as reasonably possible by the relevant party- this may be a learner or assessor.
- The Triton Training Quality Manager will assess this information with the help of the applicant to identify any potential reasonable adjustments within 3 working days.
- Once an adjustment has been approved the assessor and learner will be notified.
- The Triton Training Quality Manager will then take any appropriate action in line with the relevant awarding body requirements, listed in the front of all awarding body qualification specifications within 10 working days.
- Any reasonable adjustments and special considerations will be recorded appropriately so that any external scrutiny is possible and fairness and equality can be suitably evidenced.
- If those requiring reasonable adjustments and special considerations consider that fairness and equality have not been maintained they can progress through the Triton Training Appeals Policy.
- If learners should have any queries then they should contact Info@tritontraining.co.uk

It is also worth noting that Swim England Qualifications, STA qualifications and RLSS qualifications are directly linked to job roles and though reasonable adjustments and special considerations may be made these will not be extended where the job role cannot be completed or the qualification requirements not met.

4. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	08/08/2019	Krystal Buckley
2	Written, Checked and Approved	01/01/2020	Krystal Buckley
3	Written, Checked and Approved	01/01/2021	Krystal Buckley

5. Internal Documents & Forms

1. Learner Assessment Prior to Learning
2. Learner Induction Form
3. Learner Individual Learning Plan
4. Learner Progress Report
5. Learner Exit Interview

6. Sources of Information

6. RLSS Guidance Documents.
7. Swim England Guidance Documents.
8. STA Guidance Documents.
9. Swim England Examples of reasonable adjustments
10. Swim England Reasonable Adjustments Notification
11. Swim England Examples of special considerations
12. Swim England Special Consideration Request
13. Swim England Qualifications Enrolment Form (as applicable)

