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| Triton Training Limited | System of Work | PAGE ISSUE DATE REVIEW | Page 1 of 5 Seven 07/01/2024 07/01/2025 |
| 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. Our aim is to facilitate open access for all Learners who are eligible for reasonable adjustments or special considerations in assessments, whilst ensuring the assessment of understanding, knowledge, skills and competence is not compromised in any way for all of the protected characteristics within the Equality Act 2010. Please also refer to our Equality and Diversity Policy. Reasonable Adjustments and Special Considerations can be applied to all of our qualifications. For specific qualification requirements, please check the Qualification Specification and/or Assessment Strategy. 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:

Access Arrangements:

Access Arrangements allow learners with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. In this way Awarding Bodies will comply with the duty of the Equality Act 2010 to make 'reasonable adjustments'.

Access Arrangements can include but are not limited to:

- Extra time.
- A reader.
- A scribe.
- The use of assistive software (screen reader/voice recognition).
- Documents and resources printed on coloured paper.
- Supervised rest breaks.

For access arrangements to be considered reasonable will depend on a number of factors which will include, but are not limited to:

- The needs of the Learner
- The effectiveness of the arrangement
- The cost of the access arrangement
- The likely impact of the adjustment upon the Learner and other Learners

Approved by: Directors

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

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Reasonable adjustments:

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 Equality Act 2010 requires Triton Training to make reasonable adjustments where a Learner, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to a Learner who is not disabled. We are all required to take reasonable steps to overcome that disadvantage. The impact of this is assessed prior to the start of the qualification by Triton Training. As the needs and circumstances of each Learner are different, Triton Training will consider any request for a reasonable adjustment on a case by case basis.

A Reasonable Adjustment will be unique to the individual Learner and may not be included in the list of Access Arrangements within this policy. For an adjustment to be considered reasonable will depend on a number of factors which will include, but are not limited to:

- The needs of the Learner
- The effectiveness of the adjustment
- The cost of the adjustment
- The likely impact of the adjustment upon the Learner and other Learners

An adjustment will not be approved if it:

- Involves unreasonable costs to the ATC
- Involves unreasonable timeframes
- Effects the integrity of the assessment

This is because the adjustment is not “reasonable”.

It is important to note that not all adjustments will be reasonable, permissible or practical in particular situations. The Learner may not need, nor be allowed the same adjustment for all assessments. Learners should be fully involved in any decisions about adjustments. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

In most cases it will not be reasonable for adjustments to be made to assessment criteria within a qualification. To do so would likely undermine the effectiveness of the qualification in providing a reliable indication of the knowledge, skills and understanding of the Learner.

There is no duty to make adjustments to competence standards within vocational qualifications. Triton Training may decide to consult with the relevant awarding body as part of the application of reasonable adjustments process, at this point the awarding body will determine whether a reasonable adjustment can be applied and advise on any specifications. The application by an awarding body of a competence standard to a disabled person is not disability discrimination unless it is discrimination by virtue of section 19 of the Equality Act 2010 (re: indirect discrimination).

Special considerations:

This is where the consideration is given to a Learner who has experienced a situation that has had, or is reasonably likely to have had, a material effect on that Learner’s ability to take an assessment or demonstrate their level of attainment in an assessment that may not be covered under the Equality Act 2020. Following this consideration measures may be 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.

At Triton Training we recognise the following Special Considerations categories, whereby the Learner has:

- An illness
- An injury
- A temporary disability, learning need or medical condition
- Experienced some other event outside of their control

Access Arrangements as described in this policy can be applied to Learners for the following Special Considerations categories, whereby the Learner has:

- An illness
- An injury
- A temporary disability, learning need or medical condition

In the event of Learner illness / injury (for which a doctor's note must be provided) or exceptional circumstances the learner will be given the option to transfer to an alternative course offered at the cost of a transfer fee of 25% of the total course cost.

If a learner does not attend the course and no communication has been received, no refund or transfer will be offered except in the event of illness / injury (for which a doctor's note must be provided) or due to exceptional circumstances presented in writing to info@tritontraining.co.uk.

There may be Learners who may require other adjustments which are not listed in this policy. If that is the case then details 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 who will seek advice, guidance and approval from the relevant awarding body.

There may be exceptional circumstances whereby the relevant awarding body will make a Special Consideration decision for a particular qualification and / or cohort of Learners, such as automatic registration extension whereby there is an extraordinary situation that is outside of the Learner or Triton Training's control.

There may be Learners that experience a situation whereby it would be appropriate to consider Special Considerations that are not referenced in this policy. Adjustments which may be applied after an assessment where the Learner has encountered exceptional circumstances that have disadvantaged them during their assessment or if their performance in an assessment has been, or is likely to have been, affected by mitigating or adverse circumstances beyond their control. In such instances details 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 who will seek advice, guidance and approval from the relevant awarding body.

Reasonable Adjustments and Special Consideration arrangements are available to ensure all Learners receive recognition of their achievement providing there is evidence that the equity,

validity and reliability of the assessments can be assured. These arrangements should not be used to make assessments easier for Learners or give Learners a head start and should not disadvantage other Learners.

Triton Training may reject requests in situations as follows:

- The Access Arrangement requested would invalidate the assessment requirements set out in the qualification specification.
- The content and delivery of the chosen course of study would prevent the Learner from fulfilling a major section of the course affecting the assessment requirements.
- The Learner would be given an unfair advantage compared to other Learners for whom an Access Arrangement has not been granted.

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

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. Should the relevant awarding body need to be consulted this timeframe may be more than 3 days. In this instance the learner will be informed in writing.
- Once an adjustment has been approved the assessor and learner will be notified in writing via email.

- 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 | Checked and Approved | 01/01/2020 | Krystal Buckley |
| 3 | Checked and Approved | 01/01/2021 | Krystal Buckley |
| 4 | Checked and Approved | 12/03/2021 | Krystal Buckley |
| 5 | Checked and Approved | 04/01/2022 | Krystal Buckley |
| 6 | Checked and Approved | 04/01/2023 | Krystal Buckley |
| 7 | Checked and Approved | 07/01/2024 | Krystal Buckley |

5. Internal Documents & Forms

1. Learner Assessment Prior to Learning
2. Learner Induction Form
3. Special Considerations & Reasonable Adjustments Form
4. Learner Progress Report
5. Learner Exit Interview

6. Sources of Information

1. RLSS UK Guidance Documents. <https://www.rlss.org.uk/policies>
RLSS UK Compliance Team: 0300 3230 096 or compliance@rlss.org.uk
2. Swim England Guidance Documents: <https://www.swimenglandqualifications.com/our-policies/>
Swim England Quality Assurance: qualityassurance@swimenglandqualifications.com
3. STA Guidance Documents. <https://www.safetytrainingawards.co.uk/policies>
STA Compliance Team: compliance@safetytrainingawards.co.uk
4. YMCA Guidance Documents. <https://www.ymcaawards.co.uk/policies-and-procedures/>

