Reasonable Adjustments Policy

Document Control and Approval Information	
Policy Type:	Operational
Policy Area:	Academy
Policy Number:	051
Author:	Mel Braden
Approved by:	Jamie Bartley

Revision History (latest version only)			
Version	**Effective Date**	**Details and Reason for Change**	**Pages Modified**
V1	July 2024	Policy Created	All Pages
V2	February 2025	Rebranded and reformatted	All Pages

Reasonable Adjustments Policy

Contents

1.0 Introduction: 3
2.0 Purpose: 3
3.0 Scope: 3
4.0 Special Educational Needs and Disabilities (SEND) statement: 3
5.0 Definition of Reasonable Adjustments: 3
6.0 Examples of Reasonable Adjustments: 3
7.0 Requesting Reasonable Adjustments: 4
8.0 Monitoring and Review: 4
9.0 Appeals: 4
10.0 Confidentiality: 4
11.0 Contact Information: 4

1.0 Introduction:

This policy outlines Unyte Academy's commitment to providing reasonable adjustments for learners to ensure that all individuals have equal opportunities to participate in our programs and achieve their qualifications. Reasonable adjustments are measures taken to reduce or remove disadvantages caused by a learner's disability, special educational needs, or other relevant circumstances.

2.0 Purpose:

The purpose of this policy is to ensure that:

- Learners with disabilities or special needs are not disadvantaged in their assessments or learning experiences.
- Appropriate adjustments are made to meet individual needs.
- The process for requesting and implementing reasonable adjustments is transparent and fair.

3.0 Scope:

This policy applies to all learners enrolled in our courses, as well as trainers, tutors, and administrative staff involved in the assessment and delivery of qualifications.

4.0 Special Educational Needs and Disabilities (SEND) statement:

At Unyte, we are committed to providing an inclusive education that meets the needs of all students. We recognise that some learners may require additional support to achieve their full potential. This policy outlines our approach to identifying, supporting, and monitoring students with Special Educational Needs and Disabilities (SEND).

Aims and Objectives

- To identify Learners with SEND as early as possible and ensure their needs are met.
- To provide a supportive and inclusive learning environment for all.
- To ensure that all learners with SEND have access to a broad and balanced curriculum.
- To involve learners in the decision-making process regarding their education.
- To work in partnership with external agencies and professionals to provide the best possible support for students with SEND.

5.0 Definition of Reasonable Adjustments:

Reasonable adjustments are modifications or accommodations made to the learning environment, teaching methods, or assessment processes to support learners with disabilities or special needs. These adjustments are designed to ensure that learners have equal access to education and assessment without compromising the integrity of the qualification.

6.0 Examples of Reasonable Adjustments:

- Extra time for assessments or examinations

- Providing assessment materials in alternative formats (e.g., large print, Braille)
- Use of assistive technology or equipment
- Modified assessment methods (e.g., oral assessments instead of written exams)
- Provision of a scribe or reader
- Adjustments to the physical environment (e.g., wheelchair access, ergonomic furniture)
-

7.0 Requesting Reasonable Adjustments:

1. **Identification of Need**: Learners, trainers, or tutors can identify the need for reasonable adjustments. This can be done at any point during the course, but early identification is encouraged to allow adequate time for arrangements.
2. **Submitting a Request**: Learners or their representatives should complete a Reasonable Adjustments Request Form. The form should include details of the required adjustments and any supporting evidence, such as medical reports or assessments by educational psychologists.
3. **Review and Decision**: The completed form should be submitted to the designated Reasonable Adjustments Coordinator. The Coordinator will review the request, considering the individual's needs and the feasibility of the adjustments. The Coordinator may consult with relevant parties, including trainers, tutors, and external experts.
4. **Implementation**: Once approved, the reasonable adjustments will be communicated to the learner, trainers, and tutors. The adjustments will be implemented as soon as practicable, and any necessary resources or support will be provided.

8.0 Monitoring and Review:

- The effectiveness of the reasonable adjustments will be monitored throughout the learner's course to ensure they meet the intended objectives.
- Adjustments may be reviewed and modified as necessary to respond to changing needs or circumstances.
- Feedback from learners, trainers, and tutors will be sought to inform future improvements.

9.0 Appeals:

Learners who are dissatisfied with the outcome of their reasonable adjustments request can appeal the decision. Appeals should be submitted in writing to the Appeals Officer within 10 days of receiving the decision. The appeal will be reviewed by a panel, and a final decision will be communicated to the learner within 20 working days.

10.0 Confidentiality:

All information related to a learner's request for reasonable adjustments will be treated with the utmost confidentiality and shared only with relevant personnel involved in the implementation of the adjustments.

11.0 Contact Information:

For more information or to request reasonable adjustments, please contact:

Reasonable Adjustments Coordinator:

- Email: millie@unyte.co.uk
- Phone: 01902 504 413

This policy will be reviewed annually to ensure it remains current and effective in meeting the needs of our learners.