

Reasonable Adjustments and Special Considerations Policy

1. Introduction

Nora Training Centre Ltd (KECC LTD) is committed to fostering an inclusive educational environment that recognises and values the diversity of its learners. We believe that every individual, regardless of disability, health condition, or specific requirement, should have equal access to educational opportunities and resources. This Reasonable Adjustments and Special Considerations Policy reflect our dedication to removing barriers to learning and ensuring that all learners can fully participate and succeed in our educational programmes.

2. Purpose

The primary purpose of this policy is to establish a comprehensive framework for identifying, implementing, and monitoring reasonable adjustments and special considerations to accommodate the diverse needs of learners. By providing clear guidelines and procedures, we aim to promote fairness, inclusivity, and academic excellence within our educational community. Additionally, this policy serves to uphold our legal obligations under relevant legislation, including the Equality Act 2010.

3. Scope

This policy applies to all learners enrolled in courses offered by Nora Training Centre Ltd (KECC LTD), including both onsite and online programmes. It encompasses all stages of the learner journey, from initial enrolment and orientation to instruction, assessment, and support services. Furthermore, this policy extends to all members of the educational community, including learners, staff, contractors, and external partners.

4. Definitions

4.1 Reasonable Adjustment: A reasonable adjustment refers to any modification, adaptation, or auxiliary aid that is made to ensure that a learner with a disability or specific requirement can access and participate in educational activities on an equal basis with their peers. These adjustments are designed to mitigate barriers to learning and promote equity and inclusivity.

4.2 Disability: In accordance with the Equality Act 2010, a disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities. This definition encompasses a wide range of impairments, including sensory, mobility, cognitive, and mental health conditions.

4.3 Special Consideration: Special consideration refers to a temporary measure or arrangement that is put in place to support learners who experience unexpected and exceptional circumstances that significantly affect their ability to complete assessments or coursework to the best of their ability. Special considerations are designed to provide fair opportunities without compromising academic standards.

5. Responsibilities

5.1 Management

As stewards of Nora Training Centre Ltd (KECC LTD), the management team holds the following responsibilities:

- Establishing and communicating clear policies and procedures for the identification, implementation, and monitoring of reasonable adjustments and special considerations.
- Allocating sufficient resources, including funding, staff, and technology, to support the provision of reasonable adjustments and special considerations.
- Regularly reviewing and evaluating the effectiveness of reasonable adjustments and special considerations and making necessary improvements based on feedback and best practises.

5.2 Staff

All staff members at Nora Training Centre Ltd (KECC LTD) are expected to fulfil the following responsibilities:

- Recognising and responding proactively to signs of learner difficulty or barriers to participation.
- Participating in ongoing training and professional development to enhance understanding of disability-related issues and accommodation strategies.

- Collaborating effectively with learners, support services, and external agencies to identify and implement appropriate reasonable adjustments and special considerations in accordance with established procedures.

5.3 Learners

Learners play an active role in the reasonable adjustment and special consideration process by fulfilling the following responsibilities:

- Communicating openly and transparently with relevant staff members about their support needs and preferences.
- Providing timely and accurate documentation or evidence of their disability, specific requirement, or exceptional circumstances to facilitate the assessment process.
- Actively engaging in discussions and decision-making processes regarding potential reasonable adjustments and special considerations and their impact on learning outcomes.

6. Types of Reasonable Adjustments and Special Considerations

6.1 Reasonable Adjustments

Reasonable adjustments may include, but are not limited to, the following:

- Flexible scheduling of classes or assessments to accommodate medical appointments, treatment regimens, or religious observances.
- Provision of access to assistive technology, software, or adaptive equipment to facilitate learning, communication, and participation.
 - Allocation of additional tutorial support, mentoring, or counselling services to address individual learning challenges or emotional needs.

6.2 Special Considerations

Special considerations may include, but are not limited to, the following:

- Extensions to deadlines for coursework or assessments due to illness, injury, or other personal emergencies.

- Allowing alternative assessment arrangements, such as oral presentations instead of written exams, in cases where written assessments are impacted by temporary conditions.
- Provision of additional time during examinations or assessments for learners affected by unforeseen circumstances.
- Rescheduling of examinations or assessments due to temporary incapacitation or traumatic events.

7. Procedure for Requesting Reasonable Adjustments and Special Considerations

7.1 Initial Enquiry

Learners or their representatives may initiate a request for reasonable adjustments or special considerations by contacting the designated staff member responsible for disability support services. This initial Enquiry serves as the starting point for the process and triggers a series of steps to assess and address the learner's needs.

7.2 Assessment of Needs

Upon receiving an initial Enquiry, Nora Training Centre Ltd (KECC LTD) will conduct a comprehensive assessment of the learner's needs, strengths, and barriers to participation. This assessment may involve gathering information from the learner, reviewing relevant documentation or evidence, and consulting with appropriate stakeholders, including healthcare professionals and educational specialists.

7.3 Individualised Plan

Based on the assessment findings, Nora Training Centre Ltd (KECC LTD) will develop an individualised plan outlining recommended reasonable adjustments or special considerations in collaboration with the learner. This plan will detail the specific adjustments or considerations to be implemented, along with timelines and responsibilities for implementation.

7.4 Implementation and Review

Once the individualised plan has been finalised, agreed-upon adjustments or considerations will be implemented promptly and communicated to relevant staff members. Throughout the implementation process, Nora Training Centre Ltd (KECC LTD) will monitor the effectiveness of the adjustments and considerations and make any necessary modifications based on ongoing feedback and evaluation.

7.5 Requesting Special Considerations

For special considerations, learners must submit a formal request as soon as possible, detailing the exceptional circumstances and providing supporting

evidence, such as medical certificates or other relevant documentation. The designated staff member will review the request and make a decision in consultation with relevant stakeholders.

7.6 Appeals Process

If a learner disagrees with the outcome of their request for reasonable adjustments or special considerations, they have the right to appeal the decision. Appeals should be submitted in writing to the Director of Educational Services within ten working days of the decision. The appeal will be reviewed, and a final decision will be communicated to the learner within a further ten working days.

8. Confidentiality

Nora Training Centre Ltd (KECC LTD) recognises the paramount importance of maintaining trust and confidentiality in all interactions with learners. As such, we adhere strictly to data protection regulations and ethical standards governing the handling of sensitive information. Our commitment to confidentiality extends beyond the duration of a learner's enrolment, ensuring that their privacy rights are respected and upheld at all times. We pledge to uphold the highest standards of professionalism and integrity in safeguarding the confidentiality of learner information, fostering a culture of trust and respect within our educational community.

9. Monitoring and Review

In addition to soliciting feedback, Nora Training Centre Ltd (KECC LTD) will employ rigorous evaluation methods to gauge the impact of implemented adjustments and considerations on learner outcomes and satisfaction levels. These evaluations will inform evidence-based decision-making processes aimed at enhancing the overall quality and inclusivity of our educational programmes. By fostering a culture of continuous improvement, we remain steadfast in our commitment to providing exceptional learning experiences that meet the diverse needs of our learners and exceed industry standards. Our dedication to excellence extends to proactive engagement with regulatory bodies and industry associations to stay abreast of emerging trends and best practises in disability support services. Through collaborative partnerships and ongoing professional development initiatives, we strive to maintain a leadership position in promoting accessibility and inclusivity within the education sector.

9.1 Review Frequency

This policy will be reviewed annually to ensure its effectiveness and relevance.

9.2 Responsible Personnel

The management team, led by the Director of Educational Services, will be responsible for the review and update process.

9.3 Update Process

The review process will include gathering feedback from learners, staff, and external partners. Necessary updates will be made based on this feedback and in accordance with new legislation or best practises. Proposed amendments to the policy will require approval from the management team before implementation.

10. Contact Information

For enquiries or requests related to reasonable adjustments and special considerations, please contact:

Mr. I Khan

Contact Person

Email: contact@noratraining.co.uk

Phone: +44 3330116121

11. Approval

This Reasonable Adjustments and Special Considerations Policy has been approved by the management of Nora Training Centre Ltd (KECC LTD) and will be effective from the date of approval. Any amendments to the policy will require approval by the management.