



Reasonable Adjustments and Special Considerations Policy for Apprenticeship Assessment

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1. Purpose

CIHT is committed to ensuring that reasonable adjustments and/or special considerations for apprenticeship assessments are applied fairly where they are justified. This policy is designed for apprentices or their employers or learning providers acting on their behalf.

This policy outlines arrangements for applying and granting reasonable adjustments and special considerations including:

- The process an apprentice or their employer/learning provider need to follow in order to apply for reasonable adjustments and/or special considerations for Apprenticeship Assessment
- The steps CIHT will take to respond to a request for reasonable adjustments and/or special considerations.

2. Scope

This policy is relevant for apprentices, employers and learning providers who have appointed CIHT to provide Apprenticeship Assessment services.

Reasonable adjustments are the principal way in which CIHT comply with the duty under the Equality Act 2010 to make reasonable adjustments to access assessments. Reasonable adjustments are an arrangement to provide an apprentice with fair and equitable access to apprenticeship assessment. The Equality Act 2010 requires bodies to make reasonable adjustments where a candidate (an apprentice), who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is

not disabled. CIHT recognise that reasonable adjustments for Apprenticeship Assessment may be required where apprentice have:

- A permanent disability or special educational needs
- Temporary disability, a medical condition or learning needs.

CIHT is required to take reasonable steps to overcome disadvantage but, are only required to do by regulation what is reasonable in terms of granting fair access. What is reasonable will depend upon individual circumstances, cost implications, the practicality and effectiveness of the adjustment and the likely impact of the adjustment upon the apprentice and other apprentices.

Additional factors such as maintaining performance and competence standards, including those for health and safety, will also be considered. An adjustment will not be approved if it involves unreasonable costs, involves unreasonable timeframes or affects the security and integrity of the assessment. In these circumstances the adjustment is not deemed reasonable.

Special considerations may be required where unforeseen circumstances have an impact at the time of assessment, they could be required if apprentices suffer:

- A temporary illness
- A temporary injury
- An event outside the apprentices' control

In most circumstances, it may be most appropriate to offer the apprentice an opportunity to take the assessment at a later date.

N.B. CIHT currently only offers Apprenticeship Assessment for the Transport Planning Technician apprenticeship, which requires all grading criteria to be met so special considerations do not apply.

3. Definitions

A reasonable adjustment is a reasonable step or action taken to lessen or remove the effects of a substantial disadvantage to a disabled learner to enable them to demonstrate the knowledge, skills and behaviours to the level required by the Apprenticeship Assessment Plan. A reasonable adjustment may be unique to an individual apprentice.

Reasonable adjustments will not affect the integrity of what is required to be assessed in the assessment plan, but could involve the following:

- permitting an apprentice extra time to complete an assessment component
- providing justified assistance to apprentices during assessment such as a reader or a scribe in a knowledge test, a chaperone to explain questions or a sign language interpreter
- using assistive technology for example voice activated software
- adapting assessment materials
- adaptation of the physical environment e.g. to make it more accessible or remove visual stimuli.
- Using specialist assessors

CIHT will use the Skills England guidance on reasonable adjustments to assess requests from apprentices <https://skillsengland.education.gov.uk/media/3403/reasonable-adjustment-matrix.pdf>

Employers may need to arrange and cover the cost of any reasonable adjustments agreed.

A special consideration is an adjustment to an apprentice's mark or grade, made after an assessment has taken place. It is applied in circumstances where there has been, or it is reasonably likely that there has been, a substantive or demonstrable effect on the ability of an apprentice to take an assessment or perform at their normal level of attainment in an assessment. However, special considerations should not give the apprentice an unfair advantage, neither should its use cause the user of the certificate to be misled regarding an apprentice's achievements. It may also not be possible to apply special considerations where grading criteria must be fully met.

4. Reasonable adjustments

Additional support and reasonable adjustments must be applied for in advance of an Apprenticeship Assessment. This should be done via CIHT's [Apprenticeship Assessment Application Form](#). Apprentices (and those who support them such as their employers or learning providers) should provide details of an apprentice's long-term condition (such as dyslexia) or a temporary condition (such as pregnancy) on the application form including details of the additional support or reasonable adjustments requested for Apprenticeship Assessment. Apprentices may be required to provide evidence of their requirements.

Examples of relevant evidence which confirms the apprentice's disability may include one or more of the following:

- a current Statement of Special Educational Needs
- an Education, Health and Care Plan
- a letter from CAMHS, a HCPC registered psychologist, a hospital consultant, a psychiatrist, a Speech and Language Therapist (SaLT)
- a letter from the Local Authority Specialist Service, Local Authority Sensory Impairment Service or Occupational Health Service
- an Individual Development Plan agreed and signed by a training/employer provider and apprentice

Early dialogue can help to ensure appropriate adjustments can be put in place in a timely manner. Apprentices, employer or learning providers are encouraged to contact CIHT to discuss additional support/reasonable adjustment required before applying for Apprenticeship Assessment. Please contact professionaldevelopment@ciht.org.uk

Apprentices should be fully involved in decisions about adjustments for their Apprenticeship Assessment to ensure their individual needs are met within the scope of the assessment plan.

Application forms should be sent to professionaldevelopment@ciht.org.uk

5. Timeline

Applications for Reasonable Adjustments should be submitted at least 3 working weeks before the expected Apprenticeship Assessment date. CIHT will contact the apprentice if further information is required. CIHT will usually respond to requests within 10 working days of receiving the application to say whether the adjustment has been granted and the arrangements that will be put in place (if appropriate). However, this may take longer if further information is required and a new outcome date may be provided.

6. Special considerations

The decision to award a special consideration will be based on a variety of factors which will be different for each apprentice and will include the severity of the circumstances, the type of assessment and the requirements of the assessment plan.

Special considerations must be requested immediately after the completion or non-completion of a planned Apprenticeship Assessment and should include:

- A statement from the apprentice and/or their employer including the name of the apprentice, the date of the assessment and the nature of the circumstances
- Supporting evidence e.g. medical certificates

Requests should be sent to professionaldevelopment@ciht.org.uk no later than 3 working days after the assessment has taken place.

CIHT will acknowledge receipt of the request by email. The request will be evaluated by a member of the Education and Professional Development team, and a decision will usually be

made within 10 working days. However, this may take longer if further information is required and a new outcome date may be provided.