



Reasonable Adjustment Policy

Evolution Safety Solutions Ltd and Qualification Network believe that a learner's individual characteristics and work situation must be taken into account in order to provide the appropriate access to training and assessment.

Evolution Safety Solutions Ltd will endeavour to review individual needs with learners upon registration/attendance. Where a learner has been identified as requiring additional support Evolution Safety Solutions Ltd will agree an Individual Learning Plan and will provide appropriate advice, guidance and support to those Learners identified as having special assessment needs.

Where required Evolution Safety Solutions Ltd will make reasonable adjustments to assessment which may include (but not be limited to);

- Allowing additional time to complete written tests/tasks
- Offering the use of a scribe for written tests
- Accepting verbal responses to written questions (these must be recorded)
- Allowing the use of transcribed materials to prepare/support a learner for assessment
- Use of visual aids (e.g. videos) to support formal questions (e.g. to identify different medical conditions)
- Allowing the use of a translator (including sign language) to prepare/support a learner through assessment.
- Changing the layout or venue of the assessment area to allow access

Any adjustments made will ensure that the assessment criteria are still met and that the awarding bodies standards are upheld.

Where the Centre is unable to agree reasonable adjustments we will contact the relevant awarding body for further advice and guidance.

Signed on behalf of Evolution Safety Solutions Ltd

This policy was approved by: Mark Lewis – 20th December 2022

Review Due 24 months from approval – 20th December 2024.