



## Iconis Learning Reasonable Adjustments Policy

### Scope

This policy applies to all Iconis Learning training programmes, including ILM recognised Vocationally Related Qualifications. It provides definition and examples of Reasonable Adjustments which may occur for a learner or group of learners during an assessment. The process for gaining Iconis Learning approval for a Reasonable Adjustment is described.

### Definition – Reasonable Adjustments

Learners who have a permanent or temporary disability, specific learning needs or medical condition who might need extra support to help them complete a training programme. In order to make sure that their result reflects their achievement in the assessment, they might also need a different assessment method or an adaptation to the usual one. Assessment standards or criteria will not change but we will allow learners a fair and equal chance of demonstrating their knowledge, skills and understanding to achieve the assessment standards.

What is 'reasonable' will depend on the individual circumstances, the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment. Adjustments to assessment must:

- Not make the assessment easier
- Not give the learner an unfair advantage
- Be based on the individual need of the learner
- Be auditable and capable of being internally and externally quality assured
- Preferably reflect the learner's normal way of working
- Give a realistic indication to a potential employer of what the holder of the award or certificate can do.

Reasonable adjustments may involve:

- Changing standard assessment arrangements, eg allowing learners extra time to complete the assessment where Iconis Learning have set a deadline
- Adapting assessment materials, eg providing materials in Braille or large print
- Providing facilitators during assessment, eg a sign language interpreter or a reader



## Process

Any considerations for reasonable adjustment will be identified at the beginning of the training programme, this will happen:

- Through consultation with the client
- The Learner directly informing Iconis Learning
- Identified through the Learner Agreement

The request for reasonable adjustment will go to Iconis Learning's Quality Manager: [jo@iconislearning.com](mailto:jo@iconislearning.com) who will inform ILM and seek approval if required under their Reasonable Adjustments Policy. Record will be made of:

- Which qualification / programme and which assessment will be effected
- Iconis Learning's assessment of the learner's need
- Proposed adjustment and the rationale for using it

A request for reasonable adjustment will be made at least 10 working days in advance of the intended use of the assessment activity. Reasonable adjustments must be approved by Iconis Learning before the assessment activity takes place. This will be within five working days of a request for a reasonable adjustment or special consideration.

No prior approval is needed for:

- Using a signer, reader or writer
- Allowing extra time to complete an assessment
- Using coloured overlays, mechanical or electronic aids
- Assessment documentation with large print, Braille or similar

When submitting work to ILMA, Iconis Learning will include a description of the reasonable adjustments which were made and, if relevant, approved in advance.

## Action

The use of a reasonable adjustment must not be taken into consideration during the assessment of a learner's work. The same assessment standard must still be applied.

To appeal against a decline of a request for reasonable adjustment or special consideration, please refer to the Iconis Learning Appeals Policy.