**Disability Discrimination & Reasonable Adjustments Policy**

The Disability Discrimination Acts, replaced by the Equality Act 2010, makes it unlawful to treat people with disabilities less favorably than other people, without good reason, in areas such as:

* Buying goods
* Using services
* Finding somewhere to live
* Getting an education
* Getting a job

People involved in these activities, no matter how small the organisation has a duty under the law not to discriminate against people with disabilities.

Within eTraining Services Ltd, no learner shall find him/herself:

* Treated less favorably because of their disability without good reason
* Placed at a disadvantage in comparison with able bodied learners because eTraining Ltd has failed to make reasonable adjustments

eTraining Ltd will provide for people with disabilities, as far as is reasonably possible:

* Access to parts of training venues that learners need to go to for their courses, e.g. ramps, lifts
* Facilities to help them pursue their courses effectively, e.g. hearing loops, Braille printers, laptops, audio equipment and scribes.
* Special services to help them pursue their courses effectively, e.g. enlarged photocopying of resources, BSL interpretation, dyslexia/dyscalculia guidance

Disability Statement

eTraining Ltd. welcomes the richness and diversity of its community and believes in the equal value of all its learners and staff. It is an integral part of our purpose to strive to remove barriers to access and to ensure that all learners and staff have the opportunity to develop their full potential.

For the purposes of this policy, disability is understood in the broadest sense to include mental health problems, specific learning difficulties, medical conditions, mobility and sensory impairments, which may have an impact on day-to-day activities.

We recognise that inequalities exist and equal access for learners and staff with disabilities is integral to the ethos and operation of the centre. We welcome all learners with disabilities who wish to access our provision, and are committed to offering any individual support, guidance and specialist equipment needed to ensure success in learners learning and employment goals.

eTraining undertakes to:

* Seek to make its ethos and environment welcoming and secure
* Deliver services to learners that are sensitive and flexible to their disability and to take into account an individual’s circumstances and varying needs
* Where possible improve access for learners with mobility problems
* Provide appropriate support to help all learners reach their potential and achieve their learning and employment goals.
* Promote positive attitudes towards disabled people
* Promote equality of opportunity between disabled people and other people
* Eliminate discrimination that is unlawful under the Equality Act 2010
* Eliminate harassment of disabled people that is related to their disabilities.

Reasonable Adjustments

## **Definition of a Reasonable Adjustment**

A reasonable adjustment relates to any actions that help to reduce the effect of a disability or difficulty, which may place the learner at a disadvantage during the delivery of a qualification or an assessment situation. They are applied to an assessment process for a qualification to enable a learner with a disability or difficulty to demonstrate his or her knowledge, skills and understanding of the levels of attainment required in the qualification specification.

When a reasonable adjustment has been applied, the work produced by the learner will be marked to the same standards and assessment requirements as the work assessed of the other learners.

## **Definition of a Special Consideration**

Special consideration is a post-assessment adjustment to the marks of a learner’s assessment paper or rearrangement of an assessment time and/or date.

A special consideration can be granted after an assessment has taken place if a learner may have been disadvantaged.

## **Granting Reasonable Adjustments**

We will support our staff in making reasonable adjustments by ensuring that the following applies:

* Reasonable adjustments granted provide learners with the opportunity to demonstrate their attainment
* The reasonable adjustment compensates for any disadvantage imposed by the disability or difficulty but do not disadvantage others
* Certificates issued do not mislead anyone regarding the learner’s attainment
* The assessments were rigorous and fair
* The assessment activity is valid and is measurable against the assessment criteria
* Assessment results are reliable.

Reasonable adjustments that may be requested are as follows:

**Modified enlarged manuals or assessment papers**

For learners with a visual impairment where enlarged text would allow them access to fair delivery and assessment (pre-assessment notice is required).

**Assessment extension time**

Extra time is not permitted in practical skills performance. An allowance of extra time is permissible for assessment or exam papers – this will depend on the awarding body, if the learner has learning difficulties, supported by an assessment report evidencing the need for the adjustment.

**Use of a reader**

For learners with a visual impairment whose reading skills have been tested and defined as below average or where English is a learners second language. The reader is a responsible adult who reads the questions to the learner but must not be the course tutor, assessor, relative, friend or peer to the learner. The reader must only read the question paper instructions and the questions, they must not explain or clarify. They may if requested repeat instructions, read back what has been written or give the spelling of a word on the paper.

**Use of a scribe**

For learners who have learning difficulties and are unable to write legibly. The scribe is a responsible adult who writes down the learners dictated answers to the questions, they must not be the course tutor, assessor, relative, friend or peer to the learner. The use of computer software that produces a hard copy of the learners dictated speech is permissible.

**Use of a sign interpreter**

For learners who communicate by using sign language. The interpreter is a responsible adult who is proficient in the use of sign language, they must not be the course tutor, assessor, relative, friend or peer to the learner. The interpreter must only sign the question paper instructions and the questions, they must not explain or clarify. They may if requested repeat instructions, learners are only permitted to sign their answers in coursework and exams where the answers required involve single words.

We may reject requests in situations as follows:

* Reasonable adjustments must not invalidate the assessment requirements set out in the qualification specification
* The content and delivery of the chosen course of study would prevent the learner from fulfilling a major section of the course affecting the assessment requirements
* Must not give the learner an unfair advantage compared to other learners for whom a reasonable adjustment has not been granted.

We hope that we have created an atmosphere in which learners and staff are encouraged to disclose information relating to any disability, so that we can respond appropriately to those needs. All such information will be treated as confidential.