



**REASONABLE
ADJUSTMENTS AND
SPECIAL
CONSIDERATIONS POLICY**

| Reasonable Adjustment and Special Consideration Policy | |
|---|--------------------------------|
| Date of Issue | 01/07/2021 |
| Next Scheduled Review | 01/11/2026 |
| Policy Owner | Compliance |
| Contact Email | compliance@constructionepa.com |
| Contact Phone Number | 0345 601 9576 |
| Approved by | Head of Regulation |
| Should be read in conjunction with: | |
| Relevant support material | |

Review

This policy is reviewed by the quality and compliance team on an annual basis (unless changes are required due to an update or revision of legislation) and signed off by a member of the senior management team.

Previous updates

Policy reviewed, further information included around Special Considerations and more detail around the Equality Act 2010

Recent updates

Policy reviewed

SCOPE

This policy covers the delivery of Construction EPA Company (CEC) End-Point Assessments (EPA) that are subject to internal and external quality assurance.

The policy is designed to:

- Protect and support apprentices who are registered with us
- Minimise the risk of an Adverse Effect occurring
- Help support us and all other partners involved in risk management and risk minimisation
- Help ensure we and all partners comply with all relevant legislation and guidance
- Ensure all decisions relating to Reasonable Adjustments and / or Special Considerations are not prohibited by Ofqual's specifications under section 96 of the Equality Act 2010

This document is linked to the following regulatory criteria:

Ofqual General Conditions of Recognition (<https://www.gov.uk/guidance/ofqual-handbook>)

D2 – Accessibility of qualifications

E4 – Ensuring an assessment is fit for purpose and can be delivered

G2 – Language of the assessment

G6 – Arrangement for Reasonable Adjustments

G7 – Arrangements for Special Considerations

G9 – Delivering the assessment

H1 – Marking the assessments

PURPOSE

The policy supports CEC to ensure reasonable adjustment and/ or special consideration requests are reviewed, and where approved, applied in time for apprentices to take their assessments.

It is important that any requests are dealt with ahead of assessments taking place, to minimise potential situations that could result in a detrimental effect to the apprentice and/or could potentially compromise the integrity of our standards, systems and/or processes and/or compliance with regulatory conditions.

OVERVIEW OF REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS

There are two ways in which access to fair assessment can be maintained:

- Reasonable adjustments – agreed before the assessment takes place
- Special considerations – Applied either prior to the assessment or post assessment should an apprentice be disadvantaged during an assessment

A reasonable adjustment is an adjustment to an assessment that helps to reduce the effect of a disability or other difficulty, which would otherwise place the apprentice at a disadvantage. Reasonable adjustments must not affect the reliability and/or validity of assessment and they must not give an apprentice an advantage over other apprentices.

A special consideration is defined by Ofqual as being any adjustment given to a student who has temporarily experienced an illness, injury or other event outside of their control at the time of the assessment which significantly affects their ability to take an assessment and/or demonstrate what they can do in an assessment.

The provision for reasonable adjustments and/or special condition arrangements are made to ensure that apprentices receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessments easier for apprentices, nor are they to give apprentices a head start.

All apprentices, regardless of their reasonable adjustment or special consideration, must still meet the minimum requirements to achieve their apprenticeship.

Both Reasonable Adjustments and Special Considerations must be formally applied for using the forms available on EPA Pro and uploaded to the EPA Pro system following the guidance provided (

Supporting information or evidence must be submitted with the form.

Reasonable Adjustments

Construction EPA Company, as do all End-Point Assessment Organisations, have a legal duty to make reasonable adjustments as outlined in Section 20 of the Equality Act 2010. As stated in the Institute for Apprenticeships and Technical Education (IfATE) End-Point Assessment Reasonable Adjustment Guidance:

“The duty applies where a person with a disability would suffer substantial disadvantage in relation to a relevant matter in comparison with persons who are not disabled”
Section 6 of the Equality Act 2010 states the following:

A person (P) has a disability if –

- (a) P has a physical or mental impairment, and
- (b) the impairment has a substantial and long-term adverse effect on P’s ability to carry out normal day-to-day activities.

Schedule 1 Part 1 Section 2 of the Equality Act 2010 defines an impairment being long-term if:

- It has lasted for at least 12 months,
- It is likely to last for at least 12 months, or
- It is likely to last for the rest of the life of the person affected.

Based on this information the aim of a reasonable adjustment is steps that are taken to remove or prevent a substantial disadvantage that apprentices who have a disability as defined under the Equality Act 2010 definition encounter whilst completing their End-Point Assessment.

For the on-programme element of the apprenticeship, this should be the responsibility of the training provider and employer.

Access arrangements are agreed before an assessment. They allow apprentices with special educational needs, disabilities or temporary injuries to:

- access the assessment;
- show what they know and can do without changing the demands of the assessment.

The intention behind an access arrangement is to meet the needs of an apprentice without affecting the integrity of the assessment. Access arrangements are the principal way in which we comply with the duty under the Equality Act 2010* to make ‘reasonable adjustments’.

Reasonable Adjustments may be unique to that individual and may not be included in the list of available adjustments listed below.

Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- The needs of the disabled apprentice
- The effectiveness of the adjustment
- The cost of the adjustment
- The likely impact of the adjustment upon the candidate and other candidates

CEC aim to involve apprentices and their employing organisation in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a particular qualification.

As the needs and circumstances of each apprentice are different, a request for a reasonable adjustment is done on a case by case basis. We expect the learning provider/employer to provide evidence of need before we agree or take steps to make the necessary adjustments or modifications.

Reasonable adjustments may include the following, but others may be available depending upon the needs of the apprentice:

- Supervised rest breaks
- Extra time
- Computer reader/reader
- Read aloud and/or the use of an examination reading pen
- Scribe/Speech recognition technology
- Word processor
- Prompter
- Oral Language Modifier
- Live speaker for pre-recorded examination components
- Sign Language Interpreter
- Practical assistant
- Alternative site for the conduct of examinations

Suitable Evidence

Providers must include evidence to support the reasonable adjustment application to ensure that the correct people get the support they need.

In the absence of evidence, Construction EPA Company must consider a history of needs associated to that apprentice. This could be support that the apprentice has received during their on-programme training during the apprenticeship that has been approved by the provider.

Examples of evidence that can be provided for a reasonable adjustment can include (but it not limited to) the following:

- A document or letter from a medical professional, occupational health professional or service or a hospital consultant or doctor
- A statement of Special Educational Needs
- An Education, Health and Care Plan (ECHP) which will confirm the apprentice's disability, and the support required
- An assessment outlining and confirming a learning difficulty that is related to a secondary or further education including based on standardised test scores which has been carried out by specialist assessor

Employers/Training Providers should inform Construction EPA Company (CEC) of any reasonable adjustments required to enable an apprentice to complete end-point assessment at registration (where possible).

CEC understands that it is not always possible to provide a reasonable adjustment application at registration, for example in situations where a support need is identified during an apprentice's on-programme assessment. CEC encourages that, where this is not possible, requests must be submitted at the very latest 10 working days prior to the gateway review being completed by the provider.

Special Considerations



Special considerations are given to apprentices that have temporarily experienced one or more of the following:

- Illness
- Injury
- An event outside of their control.

The special consideration is granted to an apprentice where their ability to either demonstrate occupational competence or undertake their EPA

All requests for special considerations must be submitted within 5 days of the date the assessment took place if the request relates to a consideration that took place during the assessment component.

Requests are completed through following the same procedure for reasonable adjustments (See Reasonable Adjustments and Special Consideration Process).

A special consideration could include one of the following –

- Waiving of a cancellation fee due to a non-attendance or the carrying over a fee for an assessment that the apprentice was unable to undertake
- An adjustment to accessing an assessment for an apprentice who does not have a disability but has been affected by an injury or illness
- An adjustment to an apprentice's mark whereby their performance has been affected

Below are the types of circumstances that could allow a special consideration for an apprentice and the evidence required in order to review and make a decision.

Each case is reviewed on a case by case basis with the view that any special considerations applied to not give an unfair advantage to an apprentice:

Hospitalisation

A medical letter or a certificate from the relevant hospital or healthcare facility that highlights the nature and severity of the apprentice's circumstances

Illness

A medical letter or a certificate from a medical professional which outlines the nature of the apprentice's illness, how long they will need to recover and the impact on the apprentice's ability to complete their End-Point Assessment

Bereavement

A letter or death certificate confirming the death (not from a family member, it must be from an independent person).

This needs to include the closeness of the relationship to the person who has passed away.

Family illness

A medical letter or a certificate from a medical professional which outlines the nature of the family members circumstances including the impact on the apprentice's ability to complete their End-Point Assessment

Personal or emotional circumstances

A medical letter or evidence from either a medical professional or someone who has witnessed the impact on the apprentice which outlines the nature of the apprentice's circumstances and, how long they will need to recover and the impact on the apprentice's ability to complete their End-Point Assessment

Jury service / court attendance

The letter supplied by the court to the apprentice which outlines the need for attendance and where possible evidence the apprentice has attempted to defer the request and has been rejected by the court.

If the apprentice has been required to attend a tribunal or court as a witness, defendant or plaintiff, the apprentice should provide official correspondence demonstrating the dates and also requirements for the apprentice to attend.

Victim of crime

Written evidence from the police including a crime reference number and information on how the crime has impacted the apprentice's ability to undertake their End-Point Assessment.

Domestic disruption

Where an event has occurred that has caused unforeseen and/or significant domestic disruption, evidence from someone who has witnessed the event or impact of the event

OUTCOMES OF REQUESTS

The outcome of a reasonable adjustment or special consideration request could be:

- Approval of requested adjustment / special considerations
- Rejection of your request based on insufficient evidence of need
- Rejection of your request based on the reasonableness of the request, such as a request for specialist equipment
- Suggested alternative adjustment / special considerations

All outcomes will be communicated via the EPA Pro system to the person who has made the application. An Email will also be sent highlighting the outcome.

For rejected requests, feedback will be provided as to why this has happened and there maybe an opportunity to make changes to the request or provide further information i.e. when the request is missing evidence for example.

Appeals

If any party considers that they have been wrongly refused access to fair assessment and wishes to appeal, they should follow our Appeals policy which can be located on EPA Pro.

Data monitoring

All data is processed and stored following Construction EPA Company's Data Protection Policy.

Application for Reasonable Adjustments for apprentices

Please complete all sections of the form. Incomplete applications cannot be considered.

| | |
|--------------------|--|
| Provider name | |
| Coordinator name | |
| Name of apprentice | |
| Standard | |

| | |
|-------------------------|--|
| Assessment Component | |
| Reason for application: | |

Please provide specific details of the reasonable adjustments requested in the box below. Some adjustments do not require prior approval. Please read the Reasonable Adjustments and Special Consideration policy for guidance.

| |
|--|
| |
|--|

If this apprentice has been granted reasonable adjustments previously, please supply details below.

| Year | Awarding Organisation | Subject |
|--|-----------------------|---------|
| | | |
| Details of condition and reasonable adjustments granted: | | |
| | | |

Please attach documentary evidence from a relevant independent specialist in support of this application. Applications which do not have the relevant documentary evidence cannot be considered.

Has the apprentice received learning support during the year? YES/NO

If so, please attach a report in support of this application from the appropriate service within your centre.



Declaration: This application is supported by the employer/provider coordinator and relevant tutors:

Signed by Coordinator or Examinations Officer:

Print Name:

Date of application:

Please include this document along with any supporting evidence when making this application using the EPA Pro System

If you have any queries regarding completing and submitting this form, or about reasonable adjustments and special considerations in general, please contact Construction EPA Company:

Email: compliance@Constructionepa.com

Application for Special Considerations

Please complete all sections of the form. Incomplete applications cannot be considered.

| | |
|---------------------------|--|
| Provider name | |
| Coordinator name | |
| Name of apprentice | |
| Standard | |

| | |
|--------------------------------|--|
| Assessment Component | |
| Reason for application: | |

Please provide specific details of the special consideration requested in the box below. Please read the Reasonable Adjustments and Special Consideration policy for guidance.

If this apprentice has been granted reasonable adjustments for this assessment, please supply details below.

| | |
|---|--|
| Details of condition and reasonable adjustments granted: | |
|---|--|

Please attach supporting evidence in support of this application. Applications which do not have the relevant documentary evidence cannot be considered.

Declaration: This application is supported by the employer/provider coordinator and relevant tutors:

Signed by Coordinator or Examinations Officer:

Print Name:

Date of application:

Please include this document along with any supporting evidence when making this application using the EPA Pro System. If you have any queries regarding completing and submitting this form, or about reasonable adjustments and special considerations in general, please contact Construction EPA Company:

Email: compliance@constructionepa.com

Appendix 3 – CEC Reasonable Adjustment and Special Consideration Process

This document can be access through EPA and should look like the following when opened:



Applying for a Reasonable Adjustment or a Special Consideration

Step by Step Process to applying using the EPA Pro system

This guide has been developed in conjunction with Construction EPA Company's Reasonable Adjustment and Special Consideration Policy, please refer to this document for more detailed information on both of these areas of End-Point Assessment.

This guide demonstrates how you can apply for Reasonable Adjustments and Special Considerations, you may however have questions or need to reach out to our compliance team with further information or questions, please contact compliance@constructionepa.com with any support needs.

Please Note: For each individual adjustment you must complete this online form, for example if an apprentice requires additional time and a reader, this must be done individual for each adjustment.

You must also provide evidence of why a Reasonable Adjustment or Special Consideration should be applied. Please refer to Construction EPA Company's Reasonable Adjustment and Special Consideration policy for more information.

