

# REC PROFESSIONALS ACCREDITED CENTRE

Policy Document:

Reasonable Adjustments Procedure and Form

Dated: June 2020

The REC Professionals Accredited Centre (known as REC Professionals Centre) role is to successfully deliver qualifications certificated by REC's Awarding Organisation (RECAO).

As part of our commitment to quality standards and therefore protecting our learners, RECAO ensures that any regulatory requirements imposed upon us are met. REC Professionals' policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. These are reviewed annually to ensure they remain fit for purpose.

## Reasonable Adjustments Procedure

Regulatory Requirements – General Conditions of Recognition: Condition G6

### Purpose

This procedure aims to ensure that all reasonable adjustments are made by the REC Professionals Centre in order to alleviate or remove the effects of a substantial disadvantage for a learner on a RECAO qualification, so as to enable the learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the assessment criteria of the qualification.

### Introduction

This procedure provides clear arrangements for making reasonable adjustments in relation to REC Professionals delivery of qualifications and RECAO assessments. This policy sets out:

- How a learner requests a reasonable adjustment to be made.
- What reasonable adjustment will be made.

### Definition of Reasonable Adjustment

The term Reasonable Adjustment means an adjustment of the delivery and/or assessment of a RECAO qualification in order to alleviate or remove the effects of a substantial disadvantage for a learner.

### How a learner requests for a reasonable adjustment

Learners are advised of the reasonable adjustment qualification criteria through the online Student Hub. In the first instance, should a learner deem themselves to qualify, they must advise the REC Professionals Centre of any Reasonable Adjustments that may they require, to the current delivery or assessment methods being used.

### Requesting a reasonable adjustment for an examination

The reasonable adjustment must be requested to REC Professionals Centre using the form which can be found at the end of this policy. This must be submitted at least 4 weeks before the examination date or it will not be accepted.

The REC Professionals Centre will request due consideration to the RECAO.

### Requesting a reasonable adjustment to learning prior to an examination

The reasonable adjustment must be requested to REC Professionals Centre using the form which can be found at the end of this policy. This must be submitted at least 4 weeks before the examination date or it will not be accepted. The REC Professionals Centre will respond within 10 days of receipt and acknowledgement of the reasonable adjustment request.

In rare cases where the Centre Manager suspects Malpractice or Maladministration when the reasonable adjustment is reported, the procedure that will be followed is outlined in the REC Professionals Centre Malpractice and Maladministration Policy.

The REC Professionals Centre will ensure that all necessary reasonable adjustments are adhered to by the RECAO for assessment purposes.

### What reasonable adjustment will be made

In practice this means REC Professionals Centre should do things differently if the usual way would substantially disadvantage a learner. Or it might mean providing additional services or equipment. Reasonable adjustments to delivery could include:

- Changing standard procedures, such as delivery procedures.
- Adapting the programme, modifying teaching delivery.
- Adapting facilities, such as IT facilities.
- Providing additional services, such as a sign language interpreter or learning materials in alternative formats.
- Altering the physical environment to make it more accessible.

### Monitoring and Review

Use of this procedure will be monitored and reviewed annually to ensure the procedure and its approach remains fit for purpose.

## Reasonable Adjustments Application Form

Applications for Reasonable adjustments must be submitted to the REC Professionals Centre no later than 4 weeks before the examination date. The REC Professionals Centre will then aim to respond to all requests within 10 working days. For further information on Reasonable Adjustments, please see the Reasonable Adjustments Policy.

All relevant medical certification/employer certification must be provided where appropriate. Medical certification must be relevant and detailed, and confirm that an assessment would be affected by the condition.

### Learner details

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Examination Session: \_\_\_\_\_

Examination(s) for which application is made: \_\_\_\_\_

Reason for application: \_\_\_\_\_

Has medical documentation been attached? Y/N

Has REC Professionals Centre/employer evidence been attached? Y/N

Has learner previously received a Reasonable Adjustment from the REC Professionals Centre? Y/N

Reasonable Adjustment requested:

Declaration: I declare that the information provided is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_