

Reasonable Adjustments and Special Considerations Policy

Aims and Objectives of the Policy

This policy applies to all learners who book, attend or complete training or assessment with MTCR. It covers requests for reasonable adjustments made before learning or assessment and requests for special consideration arising during or after an event.

Midlands Tai Chi Rehab (MTCR) has a duty under the Equality Act 2010 to make any reasonable adjustments that can be made for our learners to ensure they are not discriminated against.

We aim to provide open and fair access to training for learners who are eligible for reasonable adjustments and/or special consideration, without compromising the assessment of the skills, knowledge, understanding or competence being measured. MTCR achieves this by considering requests in accordance with this policy.

Reasonable Adjustments

MTCR will consider requests for reasonable adjustments and special consideration.

This is agreed at the point of booking/registration. The learner must request within a reasonable timeframe any adjustments that may be needed to reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage. Any requests for reasonable adjustments must not affect the quality and reliability of the learning outcomes nor must they give the learner an advantage over other learners undertaking the same or similar training.

Reasonable Adjustments may not be applied to training that will provide a “licence to practice” or where the learner needs to demonstrate practical competence.

Special Considerations

A special consideration request can be made during or after a training event to reflect temporary illness, injury or indisposition that occurred at the time of the event. Any special considerations granted cannot remove the difficulty the learner faced at the time of the event and can only be a relatively small adjustment to ensure that the integrity of the training is not compromised. Special consideration may not be applied to training that will provide a “licence to practice” or where the learner needs to demonstrate practical competence.

MTCR will only consider requests for Reasonable Adjustments and Special Considerations submitted within a timely manner and have completed the appropriate paperwork for these requests.

Reasonable Adjustments

A reasonable adjustment helps to reduce the effect of a disability or a difficulty that places the learner at a substantial disadvantage.

Reasonable adjustments must not affect the quality and reliability of the learning outcomes, but may include:

- Ensuring any online learning is more accessible (such as the ability to adjust display settings and provide advice/guidance on speech technology)
- Providing assistance during an assessment of learning
- Adapting materials or providing them on coloured paper
- Re-organising the physical assessment/learning environment
- Use of mechanical and electronic aids
- Use of assistive software
- Use of low-vision aids
- British Sign Language

Reasonable adjustments must be approved and set in place before any assessment or learning is carried out.

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Any assessment of work completed following a reasonable adjustment must be carried out in the same way as the assessment of work completed by other learners.

Reasonable adjustments must never give a learner an advantage over other learners and must never affect the quality or reliability of the learning.

It is important to note that not all requests for reasonable adjustments may be granted if they are not deemed reasonable, permissible or practical in certain situations. The learner may not need, nor be allowed, the same adjustments for all learning.

Requests for reasonable adjustments must be submitted to and approved by MTCR before the relevant training or assessment takes place. They are intended to allow access to training and assessment, but can be approved only if the adjustment does not:

- affect the quality and reliability of the learning.
- create an unfair advantage for the learner over other learners.
- Influence or compromise the final outcome of the assessment of learning.

Any requests for reasonable adjustments must be made to MTCR within 7 days of registration/booking or at least 28 working days before an assessment/classroom event.

Special Considerations

Special consideration is consideration given to a learner who was prepared and present at an assessment but may have been disadvantaged by temporary illness, injury or adverse circumstances outside of their control.

It is important to note that special consideration may not be possible where assessment requires the demonstration of practical competence.

A special consideration cannot give a learner an unfair advantage over other learners and must not misrepresent the learner's achievement. The learner's results must reflect their true achievement rather than potential ability. MTCR's decision on a request for special consideration will vary according to the learner, the subject and the circumstances. Relevant factors may include the severity of the circumstances, the date of the assessment and the nature of the assessment, such as whether it involves a practical activity or oral presentation.

The learner may be eligible for special considerations if;

- The performance in an assessment is affected by circumstances out of their control, such as recent personal illness, accident or bereavement.
- Alternative arrangements which were agreed in advance proved to be inappropriate or inadequate
- Part of an assessment/event was missed due to circumstances beyond the control of the learner

The learner will not be eligible for special consideration if:

- The learner was not affected by the stated condition at the time of the assessment.
- Part of an assessment/event is missed due to personal arrangements including holidays or unauthorised absence.
- The event/assessment is affected by difficulties such as disturbances through building work, lack of proper facilities, changes in or shortages of staff or industrial disputes.

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Examples of circumstances where special consideration may be given are:

- Terminal illness of the learner
- Recent bereavement of a member of the immediate family
- Serious disruptive domestic crises leading to acute anxiety about the family
- Incapacitating illness or injury of the learner
- Outbreak of infection where learners are in isolation
- Lost or damaged work beyond the control of the learner

Special consideration will not be granted for minor illness or a minor disturbance.

Requests for special considerations are approved by MTCR. Applications for special considerations must be made on a case-by-case basis and thus separate applications must be made for each learner. Any requests for special considerations will only be approved if they do not;

- affect the quality and reliability of the learning
- provide an unfair advantage to other learners
- Influence or compromise the final outcome of the assessment of learning

Any requests for special considerations must be made to MTCR within 7 days of the event or assessment using the appropriate paperwork.

It is important to note that special consideration will not be granted where the learner's achievement has already been acknowledged and certified.

MTCR will consider each request individually, record the request, evidence considered, decision and reasons, and communicate the outcome to the learner. Information relating to disability, health or personal circumstances will be handled confidentially and shared only where necessary to arrange or assess the request.

Contact Information

For any questions or concerns regarding this Reasonable Adjustment Policy, please contact:

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This Reasonable Adjustment Policy is an integral part of our commitment to providing quality training services, ensuring that our learners receive the best possible education and support