

Reasonable Adjustment and Special Consideration Policy

Swim England Qualifications will offer appropriate support to those learners that require adjustments and considerations during their learning and assessment whilst ensuring the integrity of the qualification. It is worth noting that Swim England Qualifications, are currently all assessed through the development of a portfolio of evidence. This is produced at the pace of the individual and so adjustments and particularly considerations during assessment are unlikely to be needed. To clarify:

Reasonable adjustment: This is where measures are put in place for a learner who is disadvantaged as a result of a disability or other individual circumstances. The impact of this is assessed prior to the start of the qualification by the Approved Training Centre.

Special consideration: This is where measures are put in place for a learner who is disadvantaged as a result of a disability or other individual circumstances at the point of assessment. The impact of this is assessed at the point of assessment.
Implementing this policy

Currently assessment methods for all Swim England Qualifications are flexible to ensure individual learner needs are met and the learner achieves at the highest level possible. Therefore reasonable adjustments and special consideration are integral to the qualification. Consequently learners are able to progress at a rate that is appropriate to their ability as long as they achieve within the registration period. Therefore if a learner is too ill to complete an assessment, alternative timings can be offered by the Approved Training Centre, without notification to Swim England Qualifications unless this is outside of the registration period. Appropriate reasonable adjustments and special considerations will be identified and recorded by the Approved Training Centre using the reasonable adjustments notification (appendix 2) and special considerations request (appendix 3).

An extension to a learner's registration period may be required as a result of a reasonable adjustment or special consideration request. Where learners are eligible this will be granted. Reasonable adjustments and special considerations may take a number of forms (appendix 1) though will only be granted where the validity and reliability of the qualification is maintained and the adjustment does not offer an unfair advantage to the learner receiving the reasonable adjustment or special consideration.

If a learner requires reasonable adjustments and/or special considerations and the Approved Training Centre requires clarification of the appropriateness of this they should contact Swim England Qualifications for advice and guidance.

If an Approved Training Centre offers inappropriate reasonable adjustments and/or special considerations then sanctions will be applied as stated in the Malpractice and Maladministration Policy and Approved Training Centre status can be withdrawn.

It is also worth noting that Swim England Qualifications are directly linked to job roles and though reasonable adjustments and special considerations may be made these will not be extended where the job role cannot be completed or the qualification requirements not met.

Swim England Qualifications will ensure through quality assurance measures that all Approved Training Centres implement fully policies and procedures to ensure appropriate reasonable adjustments and special considerations.

This is documented as part of Swim England Qualifications' Centre Review process. This monitors, that Approved Training Centres have appropriate Reasonable Adjustments and Special Considerations policies and implement this in accordance with Equalities Law.

Monitoring and review of the policy

This policy and its procedures will be reviewed to ensure that it remains fit for purpose and reflects the types of reasonable adjustments or special consideration that may arise, and how access arrangements are managed in accordance with the requirements of Equalities Law.

The next policy review will take place April 2020.

Appendix 1: Examples of reasonable adjustments

Type of need	Learners special needs	Reasonable adjustment
Sensory and physical needs	Visual impairment	OCR scanners Low vision aid Prompter Reader
		Large print Modified enlarged format A4-A3 Modified language Tactile diagrams Voice activated computer
		Prompter Colour naming
	Hearing impairment	BSL Communicator Live speaker
		Amplification equipment Coloured overlays Transcriber (transcript of tape)
		Additional tapes / CD / DVD Speech / screen reading software
	Physical disabilities (e.g. dyspraxia)	Reader Scribe Voice activated software Word processor
	Illness / injury / medical	Coursework extension
		Enable a competent person to conduct the demonstration
	Psychological	Alternative accommodation/venue
Communication and foreign language needs	First language is not English but is Irish (or Gaeilge) or Welsh	Provision of qualification specifications and assessment materials in Welsh / Irish.
Cognition and learning needs	Dyslexia	Photocopy onto coloured paper Word processor
	Learning difficulties	Reader Prompter
	Handwriting difficult to decipher	Transcriber Word processor

The following assistive personnel and equipment may be used in the application of reasonable adjustments provided by the Approved Training Centre:

Communicator	A Communicator may be used to interpret learner's responses in British Sign Language (BSL).
Practical Assistant	A Practical Assistant may be used to undertake practical tasks at the instruction of the learner during the assessment.
Prompter	A Prompter may be used with learners who have little or no sense of time, to draw their attention back to the assessment task.
Reader	A Reader may be used to read all, part or only certain words of the assessment material, as requested by the learner, as well as read the learners written response.
Scribe	A Scribe may be used to write down or type the learner's answers exactly as spoken during the assessment.
Transcriber	A Transcriber may be used to produce a transcript after completion of assessment, to assist the Assessor in the assessment of learner work where handwriting is illegible or responses are in Braille/BSL.
Word processor	A word processor may be used by learners whose disability impairs their handwriting or if it illegible. Work must be signed by the learner, completed and printed within the deadline set.

Appendix 2: Reasonable Adjustments Notification

To be completed by the Approved Training Centre Key Contact:

Approved Training Centres must use this form to record any reasonable adjustment applied by the Approved Training Centre. All reasonable adjustments must be applied in line with the published regulations. A copy of this form and supporting evidence must be retained by the Approved Training Centre and made available to Swim England Qualifications upon request.

Approved Training Centre		Centre number	
Key Contact			
Email			

Learner information

Learner name	
Learner email	
Learner registration number	
Qualification title	
Registered qualification number	
Unit(s) concerned	

Reasonable adjustment(s)

Details of reasonable adjustment to be applied:

Evidence held (*please attach supporting evidence to this form*):

Declaration

- This form contains accurate details of the reasonable adjustment(s) applied.
- The adjustment will not compromise assessment validity or reliability, affect the outcome of the assessment or give the learner an unfair assessment advantage over other learners undertaking the same or similar assessments.
- The reasonable adjustment has been made in line with the published regulations.
- The learner's knowledge, skills and understanding will be appropriately assessed and the learner will be able to demonstrate the assessment criteria required by the specification following the application of the adjustment.

Key Contact
Signature:

Date:

Appendix 3: Examples of special considerations

A learner who is fully prepared and present for a scheduled assessment may be eligible for special consideration if;

Performance in an assessment is effected by circumstances beyond the control of the learner e.g. recent personal illness, accident, bereavement, serious disturbance during the assessment

Alternative assessment arrangements which were agreed in advance of the assessment proved inappropriate or inadequate

Part of an assessment has been missed due to circumstances beyond the control of the learner

A learner will not be eligible for special considerations if;

No evidence is supplied by the Approved Training Centre that the learner has been affected at the time of the assessment by a particular condition

Foreseeable/Preventable circumstances

Any part of the assessment is missed due to personal arrangements including holidays, unauthorised absence, transport issues, paid employment or voluntary work

Preparation for a component is affected by difficulties during the course e.g. disturbances through building work, lack of proper facilities, changes in or shortages of staff or industrial disputes

Submitting the same extenuating circumstances more than once, except where the candidate has accessed appropriate support to manage the circumstances but there is an unexpected acute episode at a particularly significant time.

Appendix 4: Special Consideration Request

To be completed by the Approved Centre Key Contact

If the learner did not attend assessment due to adverse circumstances, requests for special consideration must be made no later than 20 working days after the assessment.

Please ensure you have read the requirements of eligibility for special consideration contained within the Swim England Qualifications *Reasonable Adjustment and Special Consideration Policy* prior to completion and submission of this form.

Approved Training Centre	Centre number
Key Contact	
Email	

Learner information

Learner name	
Learner email	
Learner registration number	
Qualification title	
Registered qualification number	
Unit(s) concerned	

Special consideration

Details of special consideration request:

Evidence held (*please attach supporting evidence with this form*):

Declaration

I confirm that the information included in this form is accurate, to the best of my knowledge, and that the Approved Training Centre will provide the arrangements in accordance with the guidance given by the Swim England Qualifications.

Signature:

Date:

Please return form to: info@swimenglandqualifications.com or Special Considerations Request, Swim England Qualifications, Pavilion 3, Sport Park, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Swim England Qualifications outcome:

Signature:

Date: