

Reasonable Adjustments and Special Considerations Policy

Reviewed February 2026

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Vertex Learning Hub recognises its responsibility to promote equality, inclusion and fairness in education and training. The organisation is committed to ensuring that all learners have fair access to learning, assessment and progression opportunities, and that no learner is disadvantaged due to disability, learning difficulty, medical condition, personal circumstance or other protected characteristic.

This Reasonable Adjustments & Special Considerations Policy aligns with relevant legislation including the Equality Act 2010, and with CPD and awarding body expectations of fairness, validity and reliability in assessment.

Throughout this policy, the term “learner” includes all students, apprentices and candidates undertaking training or assessment with Vertex Learning Hub.

The policy aims to:

- Ensure reasonable adjustments are made to remove or reduce barriers for learners with additional needs
- Ensure special consideration is applied fairly where learners are temporarily disadvantaged
- Maintain the integrity and standards of learning and assessment
- Promote consistency, transparency and fairness in decision-making
- Protect learners from discrimination and disadvantage

This policy applies to all programmes, assessments, training activities and internal quality assurance processes delivered by Vertex Learning Hub.

1.2 Definitions

Reasonable Adjustments Reasonable adjustments are changes or arrangements that reduce or remove substantial disadvantage for learners with long-term or permanent needs. These adjustments are planned in advance and do not compromise assessment criteria or standards.

Special Considerations Special consideration refers to temporary adjustments or allowances made following unforeseen events or circumstances that have negatively affected a learner’s performance at the time of assessment.

1.3 Scope of Adjustments

Reasonable adjustments may include, but are not limited to:

- Extra time in assessments • Alternative assessment formats • Use of assistive technology • Adjusted learning materials • Flexible delivery methods • Support personnel (where permitted)

Special consideration may include:

- Allowances for short-term illness or injury • Consideration of bereavement or personal trauma • Disruption during assessment • Temporary medical or emotional distress

PART TWO

Roles and Responsibilities

2.1 Vertex Learning Hub Responsibilities

Vertex Learning Hub will:

- Ensure this policy is implemented consistently • Provide clear information to learners about requesting adjustments • Train staff on inclusive practice and assessment fairness • Ensure adjustments do not invalidate assessment outcomes • Maintain accurate and confidential records • Review and update the policy annually

2.2 Learner Responsibilities

Learners are expected to:

- Disclose additional needs as early as possible • Provide appropriate supporting evidence where required • Engage with agreed adjustments responsibly • Notify the centre promptly of any unforeseen circumstances affecting assessment

2.3 Staff and Assessors

Staff, tutors and assessors must:

- Treat all requests sensitively and confidentially • Apply adjustments consistently and fairly • Seek guidance from the Quality Assurance Lead where necessary • Ensure assessment decisions remain valid and reliable

PART THREE

Procedures

3.1 Requesting Reasonable Adjustments

- Learners should declare needs at enrolment or as soon as practicable • Requests must be supported by appropriate evidence (e.g. medical or educational reports) • Requests are reviewed by the Quality Assurance Lead • Approved adjustments are documented and communicated to relevant staff

3.2 Applying Special Consideration

- Requests must be made as soon as possible after the assessment
- Evidence must be provided where appropriate
- Consideration will reflect the severity and timing of the circumstance
- Decisions will not compromise assessment standards

3.3 Appeals

Learners may appeal decisions through the centre's Appeals Policy.

PART FOUR

Monitoring and Review

- All adjustments and considerations are recorded securely
- Trends are monitored to ensure consistency
- This policy is reviewed annually or sooner if legislation or awarding body requirements change

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We request that all learners, staff and stakeholders respect and support this policy, which is available on request.

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Approved by Vertex Learning Hub Management

Signed: _____

(Director / Head of Centre)

Date: _____