



*The*  
**Development**  
*Manager Ltd.*

## **Access & Reasonable Adjustment Policy**

### **Policy Statement of Intent & principles**

The Development Manager Ltd is committed to providing a high quality service to all our customers. And we take pride in recognising and celebrating the benefits of having a diverse community of learners, who value one another and the different contributions they can make to support their learning journeys. TDM recognises that that some learners require special arrangements and additional support when it comes to learning and sitting examinations.

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. It is made to an assessment for a qualification to enable a disadvantaged learner to demonstrate his or her knowledge, skills and understanding of the levels of attainment required by the specification for that qualification.

Reasonable adjustments must not affect the integrity of what needs to be assessed. Principles of making reasonable adjustments

These principles should be followed when making decisions about a learner's need for adjustments to assessment:

- should not invalidate the assessment requirements of the qualification
- should not give the learners an unfair advantage
- should reflect the learner's normal way of working
- should be based on the individual need of the learner

### **TDM Process**

- Through TDM enrolment process on to an Apprenticeship Standard, learners will be identified with any additional learning needs or support.
- Associated documentation is requested and gathered to support the additional learning need/claim, as part of the Apprenticeship funding rule.
- TDM coaching staff will complete an Individual learning Plan in relation to the additional learning need and update this plan as and when required.
- TDM coaching staff will be cognisant with awarding organisations policy and procedure on Reasonable Adjustment.
- TDM coaching staff will complete awarding organisations templates/request form as required 30 days prior to assessment and/ examinations & submit to awarding organisation Centre Manager to process. Copy of completed template to remain with the learner's files.
- The learner to complete Awarding organisation consent document to allow the AO to have access to their details
- TDM staff will update learning plans post assessments/examination to demonstrate the outcome of

adjustments made.

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