



Grow Safety Training

Grow Safety Training Reasonable Adjustments Policy



QUALIFICATIONS
NETWORK
APPROVED CENTRE

Document Control

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Document Review

All Grow Safety Training Policies are reviewed on a regular basis, usually at least bi-annually. This policy will also be reviewed as required due to feedback from stakeholders or in line with changes in legislation, regulation or industry best practice. A full review will also be undertaken should any issue arise, whether internal or external, that Grow Safety Training consider would impact on the way in which appeals against decisions are handled.

Grow Safety Training and Qualification Network believe that a learner's individual characteristics and work situation must be taken into account in order to provide the appropriate access to training and assessment.

Grow Safety Training will endeavour to review individual needs with learners upon registration/attendance. Where a learner has been identified as requiring additional support Grow Safety Training will agree an Individual Learning Plan and will provide appropriate advice, guidance and support to those Learners identified as having special assessment needs.

Where required we (Grow Safety Training) will make reasonable adjustments to assessment which may include (but not be limited to);

Allowing additional time to complete written tests/tasks

Offering the use of a scribe for written tests

Accepting verbal responses to written questions (these must be recorded)

Allowing the use of transcribed materials to prepare/support a learner for assessment

Use of visual aids (e.g. videos) to support formal questions (e.g. to identify different medical conditions)

Allowing the use of a translator (including sign language) to prepare/support a learner through assessment.

Changing the layout or venue of the assessment area to allow access

Any adjustments made will ensure that the assessment criteria are still met and that Qualifications Network standards are upheld.

Where the Centre is unable to agree reasonable adjustments we will contact Qualifications Network for further advice and guidance.