

This procedure aims to ensure that all reasonable adjustments are made by ROUC and its NCFE programme in order to alleviate or remove the effects of a substantial disadvantage for a learner on a NCFE qualification, so as to enable the Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the assessment criteria of the qualification.

Introduction

This procedure provides clear arrangements for making reasonable adjustments in relation to CMI qualifications. This policy sets out:-

- How a learner qualifies for a reasonable adjustment
- What reasonable adjustment will be made

Scope

This procedure applies to OTHM programme at ROUC Centres.

Definition of Reasonable Adjustment

The term Reasonable Adjustment is an adjustment of the delivery and/or assessment of a OTHM qualification in order to alleviate or remove the effects of a substantial disadvantage for a learner.

How a Learner qualifies for a reasonable adjustment

Learners in the first instance must advise the OTHM Centre of any reasonable adjustments that they may require, to the current delivery or assessment methods being used. The OTHM Centre should deem what is reasonable depending on the individual circumstances of the case, including how important the adjustment is, how practical it is, and the financial or other resources of the OTHM Centre.

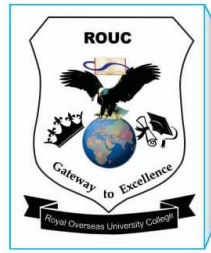
It is the financial resources of the OTHM Centre as a whole and not the budget of an individual department or service area that counts.

What reasonable adjustment will be made

In practice this means NCFE Centre should do things differently if the usual way would substantially disadvantage a learner. Or it might mean providing additional services or equipment. Reasonable adjustments could include:-

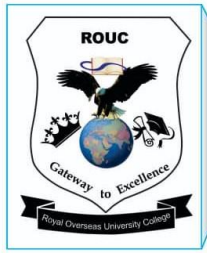
- Changing standard procedures, such as delivery or assessment procedures
- Adapting the programme, modifying teaching delivery or providing alternative forms of assessment
- Adapting facilities, such as IT facilities
- Providing additional services, such as a sign language interpreter or learning materials in alternative formats
- Training staff to understand their responsibilities
- Altering the physical environment to make it more accessible.

The reasonable adjustment is reported to NCFE



The reasonable adjustment should be reported to NCFE using the form which can be found at the end of the procedure. Your Quality Manager/Audit will review the Reasonable Adjustment Form and give you feedback on best practice.

In rare cases where the Quality Manager or Auditor suspects Malpractice or Maladministration when the reasonable adjustment is reported the procedure that will be followed is outlined in the NCFE Malpractice and Maladministration Policy and Procedure.



Centre Report of Reasonable Adjustment Form

This form must be completed by any OTHM centre when reporting and Reasonable Adjustment to NCFE

| | |
|---|--|
| Centre Name | |
| Centre Number | |
| Contact Name | |
| Contact address, phone number and email | |

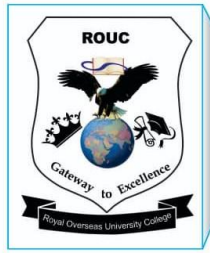
| | |
|-------------------------|---------------------|
| OTHM Qualification Code | Qualification Title |
| | |

| | |
|----------------|------------|
| OTHM Unit Code | Unit Title |
| | |

| | |
|----------------|--------------|
| Learner Number | Learner Name |
| | |

Please give nature of the reasonable adjustment including whom it was reported to and dates

Describe the actions by the centre



If there are any other details you feel are relevant to this reasonable adjustment including mitigating circumstances, please give further information below.