

**PRO PERFORMANCE TRAINING LTD**

**REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION**

**Process Guide – Including the Permissions Table**

**This guide should be read in conjunction with the Pro Performance Training LTD *course handbook****.*

**The forms used are listed below:**

1. Form for Reasonable Adjustments (individual application) – Pro Performance Training LTD (A) categories.
2. Form for Reasonable Adjustments (course application) – Pro Performance Training LTD (B) categories.
3. Form for Special Considerations.

**Any of the forms may be:**

1. Filled in Online and emailed to info@properformancetrainingltd.com
2. Sent by post to:

Upon receipt Pro Performance Training LTD will, within 5 working days:

FORM FOR REASONABLE ADJUSTMENTS – Pro Performance Training LTD (A) CATEGORIES:- Acknowledge directly to the email address of the originator the receipt, and confirm that the record is made in the learner database which will be viewable by the Director of Education/Chief Executive Officerand will give the key information – qualifications, date, reasonable adjustments listed and personal data supplied such as nature of disability.

If extra time is relevant this is added to the learner record, so learners will automatically have more time upon taking their assessment(s).

In cases where Pro Performance Training LTD practical help or advice is requested the Director of Education will direct tutors accordingly.

**FORM FOR REASONABLE ADJUSTMENTS - VTCT APPROVED (B) CATEGORIES:-**

The Director of Education will make a decision or referral. Normally, this will be within 5 working days, provided all necessary evidence is received. If extra time is relevant this is added to the learner database, so learners will automatically have more time upon taking their assessment(s)

Once approved the record is viewable by the tutorsindicating the key information, qualifications and date, together with the outcome of any consideration.

If there is further evidence required or the form is incomplete an email request will be sent and the approval, or non-approval confirmed within 5 working days of the full detail being available.

In cases where Pro Performance Training LTD practical help or advice is requested the Director of Education will direct tutors accordingly.

**FORM FOR SPECIAL CONSIDERATIONS:-**

Acknowledge directly to the email address of the originator the receipt and confirm that the record is made on the learner record, once approved.

If not approved, an email will be sent to the originator by the Director of Education explaining the reasons or requesting further evidence or information.

Once approved the record is viewable by the tutors delivering on the courseindicating the key information, qualifications and date, together with the outcome of any consideration.

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**In all cases of Reasonable Adjustment and Special Consideration the following actions also apply:**

Senior tutors are sent lists of Reasonable Adjustments applied for their candidates, so they may check that matters are discharged in line with the adjustments approved or granted.

Annual reports are compiled which analyse statistically by: learner characteristics, courses delivered, qualification types, levels, adjustments used and this is made available to regulators, Pro Performance Training LTD senior staff , Pro Performance Training LTD Equality and Diversity group, Internal Verifiers and the Quality Assurance Manager (Chief Executive Officer).

After 2 years or learner migration to a higher qualification, whichever is sooner, the approval or acknowledgement of Pro Performance Training LTD approval for Reasonable Adjustment expires.

Any queries on administrative matters (such as delay in receipt or urgent matters) should be directed to info@properformancetrainingltd.com

Queries requiring expertise should contact the Director of Education at Pro Performance Training LTD via info@properformancetrainingltd.com

**The Permissions Table:**

Key - The following key indicates where the decisions on reasonable adjustments can usually be made. However, courses and tutors/internal verifiers have a duty to seek advice from the Director of Education in any case where they do not consider that they have the necessary expertise to judge whether a reasonable adjustment is needed, and/or how it should be applied.

**A – Reasonable adjustment permitted at the discretion of Pro Performance Training LTD Senior Staff**

**B – Applied by the tutor consulting the Director of Education/Chief Executive Officer**

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| Reasonable adjustment | Assessments which are NOT taken under examination conditions | Assessments which are taken under examination conditions |
| Extra time up to 25% | A | A |
| Extra time in excess of 25% | B | B |
| Supervised rest breaks | A | B |
| Change in the organisation of assessment room | A | A |
| Separate accommodation within the centre | A | B |
| Taking the assessment at an alternative venue | B | B |
| Use of coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners | A | A |
| Use of assistive software | A | B |
| Use of bilingual and bilingual translation dictionaries (candidate in country + 2 years) | A | B |
| Candidates who have been in UK for less than 2 years may have additional 25% extra time in addition to a bilingual translation dictionary | A | A |
| Assessment material in enlarged format | A | B |
| Assessment material in Braille | B | B |
| Language modified assessment material | B | B |
| Assessment material in BSL | B | B |
| Assessment material on coloured paper | A | A |
| Assessment material in audio format | B | B |
| Use of ICT | A | B |
| Responses using electronic devices | A | B |
| Responses in BSL | A | B |
| Responses in Braille | B | B |
| Reader | A | B |
| Scribe | A | B |
| BSL/English interpreter | A | B |
| Prompter | A | B |
| Practical assistant | B | B |
| Transcriber | A | B |
| Other | B | B |