

Reasonable adjustment policy

Reasonable adjustments may be used in situations whereby there is a need to help reduce the effect of a disability or difficulty, which would disadvantage a learner in an examination or assessment situation.

Growtrain Ltd will work in conjunction with Awarding Bodies of Compliances and Reasonable Adjustments Policies in order to provide such assistance where needed.

Policy

Growtrain Ltd will endeavour to identify whether a learner has any disability or difficulty, requiring reasonable adjustments prior to the commencement of the course, the paragraph; *'Please notify us of any disability or difficulty, requiring reasonable adjustments'* is included in all Booking Confirmation Forms, or, this can be done by speaking to them or an appropriate company contact, failing that at the start of the course. A 'Learning Support Needs' form is attached for delegates with additional learning support need to complete.

If a need arises Growtrain Ltd will refer to current Awarding Bodies Reasonable Adjustments Policies in order to ascertain what adjustments can be made and who can authorise the adjustments, be it the Growtrain Ltd or appropriate Awarding Body . Also supporting evidence which is valid, sufficient and reliable will be required for any request for reasonable adjustment. In the event of an Awarding Body authorisation being needed, relevant documentations/ forms (see each Awarding Bodies policy/forms) will be completed and sent to the Awarding Body in order to gain consent.

In the event of an assessor / invigilator acting on behalf of Growtrain Ltd is made aware at the start of the course that reasonable adjustments may be required, they will need to contact Growtrain Ltd at the earliest opportunity ,who having received all information from them will either make the decision or seek permission from the relevant Awarding Body in order to make such Reasonable Adjustments as necessary. The assessor / invigilator will then be told what adjustments can be made and how. Any reasonable adjustments made or requested will be recorded for audit purposes. Where reasonable adjustments are permitted at the discretion of Growtrain Ltd relevant documentations/ forms (see each Awarding Bodies policy/forms) will be completed and submitted with the examination material.

Any adjustment will be based on the individual learner's need to access the assessment. We have a responsibility to provide effective procedures for the identification of learners' needs which comply with the requirements of Disability and Discrimination Legislation.

A learner with a Statement of Special Educational Needs is not automatically eligible for Reasonable Adjustment. The candidate's needs would be identified to ensure that the demands of the qualifications are taken into account.

Learning Support Needs Form

YOUR LEARNING SUPPORT NEEDS (please tick appropriate boxes)	
Do you have a Learning Difficulty?	No <input type="checkbox"/> Yes <input type="checkbox"/>
<i>if YES please specify code or describe:</i>	
Do you have a Disability or Health Problem?	No <input type="checkbox"/> Yes <input type="checkbox"/>
<i>if YES please specify code or describe:</i>	
If you answer 'Yes' to either of the above questions we will contact you to discuss your support requirements. Any information that you provided will be kept private and will not be passed to anyone without your consent.	

To be reviewed 10 01 27

Reviewed 10 January 2026