

Cubitt Education Ltd – Reasonable Adjustments and Special Considerations Policy

Policy Owner: Cubitt Education Ltd

Approved by: Sadie Walters

Date: 06.08.2025

Review Date: 06.08.2026

1. Policy Statement

Cubitt Education Ltd is committed to providing equal access to assessment and learning for all learners. We will make reasonable adjustments and grant special considerations where appropriate, in line with awarding body regulations, to ensure that no learner is unfairly disadvantaged.

We uphold the principles of fairness, validity, reliability, and inclusivity in all assessment decisions.

2. Purpose

This policy ensures that:

- All learners are given a fair opportunity to demonstrate their skills, knowledge, and understanding.
- Reasonable adjustments are made to remove or reduce disadvantage caused by a disability, medical condition, or specific learning need.
- Special considerations are applied to mitigate the impact of temporary illness, injury, or adverse circumstances at the time of assessment.
- Decisions are made consistently, transparently, and in compliance with relevant legislation and awarding body guidance.

3. Scope

This policy applies to:

- All learners on apprenticeship programmes, teaching/training qualifications, or CPD courses delivered by Cubitt Education Ltd.
- All staff involved in teaching, assessment, internal quality assurance, and learner support.

4. Definitions

Reasonable Adjustments

Changes made to assessment arrangements or delivery to remove disadvantage for learners with a long-term condition, disability, or additional learning need.

Examples:

- Providing extra time in assessments.
- Using a scribe or reader.
- Offering materials in alternative formats (e.g., large print, Braille, coloured paper).
- Allowing rest breaks.
- Adjusting the assessment location.

Special Considerations

Adjustments made after an assessment to reflect temporary illness, injury, or other exceptional circumstances affecting performance.

Examples:

- Bereavement of a close family member at the time of assessment.
- Recent injury affecting writing or speaking ability.
- Sudden illness on the day of assessment.

5. Legal and Regulatory Framework

This policy is underpinned by:

- **Equality Act 2010** – duty to make reasonable adjustments.
- **Ofqual General Conditions of Recognition.**
- **Awarding organisation regulations and guidance.**
- **ESFA Funding Rules** (for apprenticeships).
- **Data Protection Act 2018 & UK GDPR.**

6. Requesting a Reasonable Adjustment or Special Consideration

Learners:

- Must inform their tutor/assessor or the Quality Manager as soon as possible.
- Provide supporting evidence, e.g.:
 - Medical evidence from a GP or specialist.
 - Educational psychologist report.
 - Employer statement.

Staff:

- Must notify the Quality Manager when a request is received.
- Support the learner in completing the Reasonable Adjustment/Special Consideration Request Form.

7. Decision-Making Process

1. Quality Manager reviews the request and supporting evidence.
2. Decision made in consultation with the awarding body where required.
3. Decision recorded and communicated to the learner in writing.
4. Adjustments implemented and monitored.

8. Confidentiality

All information will be handled in accordance with the Data Protection Act 2018 and UK GDPR. Details will only be shared with staff who need to know to implement the adjustment.

9. Appeals

If a learner is dissatisfied with the decision, they may appeal under Cubitt Education Ltd's Complaints and Appeals Policy.

10. Roles and Responsibilities

Quality Manager / Lead IQA:

- Approve adjustments and ensure awarding body approval where required.
- Maintain records of all requests and decisions.

Assessors/Tutors:

- Identify potential needs and signpost learners to the request process.
- Implement agreed adjustments in teaching and assessment.

Learners:

- Provide timely, accurate information and evidence to support their request.

11. Review of Policy

This policy will be reviewed annually or sooner if awarding body or regulatory guidance changes.

Document Control

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