

Reasonable Adjustments and Special Considerations Policy

This policy is for use by us to ensure we are dealing with all adjustments and consideration requests in a fair and consistent manner.

Our aim is to give access for all Learners who are eligible to a reasonable adjustments or special considerations in assessments, whilst ensuring the assessment of understanding, knowledge, skills and competence is not compromised.

Reasonable Adjustments and Special Considerations can be applied to all of Swim England qualifications that we deliver and as an approved centre we will follow the guidelines and have policies and procedures in place to help a learner.

Learners with special educational needs, disabilities, temporary injuries/illness or situations beyond their control should before the start of course or booking let the Key Contact know by either the application form, email or call them (telephone number can be found at the bottom of the application form) so that arrangements can be met for the individual learner and agreed prior to the course starting.

Special considerations for the learner would be discussed between the KC and tutor of the course and if needed would ask and involve Swim England Qualifications for approval.

We would take into account:-

An illness

An injury

A temporary disability, learning need or medical condition

As the ATC we would look at each individual learners needs whether an adjustment and Special Considerations will be considered reasonable it will depend on a number of factors which will include,

The needs of the Learner

The effectiveness of the adjustment

The likely impact of the adjustment upon the Learner and other Learners

An adjustment will not be approved if it:

Involves unreasonable costs to the ATC

Involves unreasonable timeframes

Effects the integrity of the assessment

This is because the adjustment is not "reasonable".

As the needs and circumstances of each Learner are different, as the approved centre we must consider any request for a reasonable adjustment on a case by case basis.

If a learner wishes to appeal against our decision to decline a request for either reasonable adjustments or special consideration please refer to our Appeals Policy that is available via the ATC Key contact or for further information go to Swim England qualifications website:-

www.swimenglandqualifications.com via
qualityassurance@swimenglandqualifications.com

Reasonable Adjustments and Special Considerations Policy			
Author	L Donovan	Authorised by:	
Owned by:	JWSC	Issue No:	V5
Effective from:	May 2023	Next review date:	May 2024