

2023

Essential Drug and Alcohol Service



TRAINING, THERAPY & HEALTH SERVICES

[Reasonable Adjustments Policy]

EDAS Training policies and procedures

Definition – Reasonable Adjustments

Learners who have a permanent or temporary disability, specific learning needs or medical condition might need extra support to help them complete the programme. In order to make sure that their result reflects their achievement in the assessment, they might also need a different assessment method or an adaptation to the usual one. Training bodies cannot change the assessment standards or criteria, but they will allow EDAS to take action to give our learners a fair and equal chance of demonstrating their knowledge, skills and understanding to achieve the assessment standards.

What is 'reasonable' will depend on the individual circumstances, the impact of the disability on the individual, cost implications and the practicality and effectiveness of the adjustment. Adjustments to assessment must:

- ❖ Not make the assessment easier
- ❖ Not give the learner an unfair advantage
- ❖ Be based on the individual need of the learner
- ❖ Be auditable and capable of being internally and externally quality assured
- ❖ Preferably reflect the learner's normal way of working
- ❖ Give a realistic indication to a potential employer of what the holder of the certificate can do.

The flexible nature of EDAS qualifications and programmes means that reasonable adjustments can normally be made. Reasonable adjustments may involve:

- ❖ Changing standard assessment arrangements, e.g. allowing learners extra time to complete the assessment where deadlines are given.
- ❖ Adapting assessment materials, e.g. providing materials in Braille
- ❖ Providing facilitators during assessment, e.g. a sign language interpreter or a reader.
- ❖ Providing a scribe.
- ❖ Providing extra tutorials

Process

As part of the EDAS approval process EDAS will inform awarding bodies 10 working days in advance of the intended use of the assessment activity. Reasonable adjustments must be approved by the awarding bodies before the assessment activity takes place.

No prior approval is needed for:

- ❖ Using a signer, reader or writer
- ❖ Allowing extra time to complete an assessment
- ❖ Using coloured overlays, mechanical or electronic aids
- ❖ Assessment documentation with large print, Braille or similar.

Continuous Improvement

The EDAS Assessor(s) and IQA will review all requests for reasonable adjustments and special considerations. They are also reviewed quarterly by the IQA to ensure our qualifications and programmes are accessible to all whilst maintaining quality in implementation.

It is EDAS's purpose to improve our training processes and our response to learners in the light of learning from the feedback we receive.

Further guidance can be found on the following websites

http://www.awarding.org.uk/documents/files/Documents/FAB_Guidance/FINALGoodPracticeGuideonReasonableAdjustments.pdf

Updated November 2023