CIWM | Qualifications

0054, Version 1, December 2021

Reasonable Adjustment Policy

Together, we stand for a world beyond waste

Copyright ©2021 CIWM

Copyright in this document is owned by CIWM. Any person viewing, printing and distributing this document is subject to the following conditions:

- The document may be used for informational purposes only
- The document may be used for non-commercial purposes only
- Anyone using information provided in this document should acknowledge CIWM
- Reproduction and copying of these materials is not allowed

Changes are made periodically to the information contained within the document so for the latest version please refer to QuartzWeb (for CIWM (WAMITAB) Qualifications Centres and Training Providers) or contact us directly for further information at info.admin@ciwm.co.uk.

For further information on Intellectual Property matters contact info.admin@ciwm.co.uk.

Please note that all images have been sourced from i-stock.

Disclaimer

Every effort has been made to ensure that the information contained in this publication is accurate at the time of going to press. The information in this book is for guidance only and CIWM cannot be held responsible for any inaccuracies.

Contents

The Equality Act 2010: Definition of Disability 4
Disability and Qualification Assessment 4
Definition of 'Reasonable Adjustments' 5
Recruitment of Learners 6
Reasonable Adjustments for CIWM qualifications 7
Reasonable Adjustments for CIWM (WAMITAB) Qualifications Centre-Set Assessments 8
Reasonable Adjustments for Assessments Set by CIWM 8
Appendix A: Guidance for Implementing Reasonable Adjustments 10

Copyright ©2021 CIWM

The Equality Act 2010: Definition of Disability

In general, impairments have to meet the statutory requirements set out in Section 6 and Schedule 1 of the Equality Act 2010 and associated regulations.
http://www.legislation.gov.uk/ukpga/2010/15/section/6

The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:

- identifying a physical or mental impairment;
- looking into adverse effects and assessing which are substantial;
- considering if substantial adverse effects are long term;
- judging the impact of long term adverse effects on normal day to day activities.

Disability and Qualification Assessment

Factors that might reasonably be expected to increase the potential for a substantial disadvantage of a learners' ability to demonstrate skills, knowledge and understanding in assessment include:

- persistent and significant difficulty in reading and understanding written material (in the persons native language)
- persistent difficulty in concentrating and distractibility
- difficulty understanding or following simple verbal instructions

Factors that might reasonably be expected NOT to increase the potential for a substantial disadvantage of a learners' ability to demonstrate skills, knowledge and understanding in assessment include:

- minor problems with writing or spelling

Copyright ©2021 CIWM

Definition of 'Reasonable Adjustments'

As a Regulated Awarding Organisation, CIWM is required by the Equality Act 2010 to make reasonable adjustments where a learner, who is disabled within the definition of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. Reasonable Adjustments take steps to overcome that disadvantage, for example, provision of a bilingual dictionary and extra time for English Speakers of Other Languages.

The following information provides guidance on the availability of reasonable adjustments; however, the adjustment may be unique to an individual and may not be included in the list provided. CIWM will consider applications for reasonable adjustments on a case by case basis.

Whether an adjustment will be considered reasonable will depend on a numbers of factors, including but not limited to:

- The needs of the disabled learner
- The effectiveness of the adjustment in meeting those needs
- The cost of the adjustment
- The likely impact of the adjustment upon the learner, and upon other learners

An adjustment will not be approved if it is considered unreasonable, for instance, if it:

- Involves unreasonable costs to the CIWM (WAMITAB) Qualifications Centre or CIWM
- Involves unreasonable timeframes
- Affects the security and integrity of the assessment

Section 53 of the Equality Act 2010 states that; Awarding Bodies must not discriminate, harass or victimize when conferring vocational qualifications.

CIWM has a duty to make reasonable adjustments, and is committed to doing so fairly.

In most cases it will not be reasonable to make adjustments to assessment objectives within a qualification, as to do so would likely undermine the effectiveness of the qualification in providing a reasonable indication of the knowledge, skills and understanding of the learner. There is no duty to make adjustments to competence standards within vocational qualifications, particularly where ability to perform assessment tasks is in line with normal working requirements, or where qualifications confer a 'Licence to Practice'.

Copyright ©2021 CIWM

Recruitment of Learners

It is vital that CIWM (WAMITAB) Qualifications Centres recruit with integrity with regard to vocational qualifications. CIWM (WAMITAB) Qualifications Centres must ensure that learners have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs. The recruitment process must include the CIWM (WAMITAB) Qualifications Centre assessing each potential learner and making justifiable and professional judgments about the learner's potential to successfully complete the assessment and achieve the qualification. CIWM (WAMITAB) Qualifications Centres are required to comply with the requirements set out under the Equality Act 2010 in relation to charging disabled private candidates for reasonable adjustments.

Such an assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to the qualification(s). Where the recruitment process identifies that the learner may not be able to demonstrate attainment and thus gain achievement in all of the assessments for the selected qualification, this must be communicated clearly to the learner. A learner may still decide to proceed with a particular qualification and not be entered for all or some of the assessments.

CIWM (WAMITAB) Qualifications Centres must ensure that learners are aware of:

- the range of options available, including any reasonable adjustments that may be necessary,
- to enable the demonstration of attainment across all of the required assessments; and
- any restrictions on progression routes to the learner as a result of not achieving certain outcomes.

Copyright ©2021 CIWM

Reasonable Adjustments for CIWM qualifications

CIWM vocational qualifications accredit competence against learning outcomes and assessment criteria based on National Occupational Standards (NOS) and within the requirements of approved Assessment Strategies. Any reasonable adjustment made for learners to access assessments must reflect the normal learning or working practice of a learner in the CIWM (WAMITAB) Qualifications Centre or working within the occupational area.

Learners may, however, use mechanical, electronic and other aids in order to demonstrate competence. The aids must either be generally commercially available and readily able to be used in the CIWM (WAMITAB) Qualifications Centre or on the employer's premises.

Reasonable adjustments are agreed at the pre-assessment planning stage and include any action that helps to reduce the effect of a disability or difficulty which places the learner at substantial disadvantage.

Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes or give the learner unfair advantage over other learners undertaking the same or similar assessments.

The following adaptations are examples of what may be considered for the purposes of facilitating access, as long as they do not impact on any competence standards being tested. It is important to note, however, that not all of the adjustments listed below will be reasonable, permissible or practical in particular situations. The learner may also not need or be allowed the same adjustment for all assessments:

- adapting assessment materials;
- adaptation of the physical environment for access purposes;
- adaptation to equipment;
- assessment material in an enlarged format or Braille;
- assessment material on coloured paper or in audio format;
- British Sign Language (BSL);
- changing or adapting the assessment method;
- changing usual assessment arrangements;
- extra time, e.g. assignment extensions;
- language modified assessment material (translation in line with CIWM policy 0088 Use of Languages)
- practical assistant;
- prompter;
- providing assistance during assessment;
- reader;
- scribe;
- transcript;
- use of assistive software;
- using assistive technology;
- use of CCTV, coloured overlays, low vision aids;
- use of a different assessment location;
- use of ICT/responses using electronic devices.

Copyright ©2021 CIWM

Some guidance documents for the following reasonable adjustments are provided in Annex A.

- Guidance for 'Readers'
- Guidance for 'Scribes' and 'Assessment Assistants'

Reasonable Adjustments for CIWM (WAMITAB) Qualifications Centre-Set Assessments

For qualifications which are internally assessed, CIWM (WAMITAB) Qualifications Centres do not need to apply to CIWM prior to implementation of the adjustment for a learner assessment.

However, CIWM (WAMITAB) Qualifications Centres must make reasonable adjustments that are in line with CIWM policy and procedures, and maintain records of decisions and actions for access arrangements, to be held in-Centre for External Quality Assurance monitoring. The CIWM (WAMITAB) Qualifications Centre Coordinator (or designated nominee) must ensure that the reasonable adjustment implementation is based on firm evidence of a barrier to assessment and is in line with this guidance.

Failure to do so may result in advice or action for the CIWM (WAMITAB) Qualifications Centre through the implementation of steps to manage CIWM (WAMITAB) Qualifications Centre malpractice, with potential to lead to the recall of certificates, removal of qualification approval or removal of CIWM (WAMITAB) Qualifications Centre approval.

Where CIWM (WAMITAB) Qualifications Centres are unsure if the proposed reasonable adjustment is in line with this guidance, the CIWM (WAMITAB) Qualifications Centre must contact CIWM for advice.

Reasonable Adjustments for Assessments Set by CIWM

CIWM aims to ensure open and fair access to its vocational qualifications, and those assessments which it sets centrally. CIWM (WAMITAB) Qualifications Centres who wish to make an application for reasonable adjustment to a Controlled Assessment set by CIWM must refer to document 0056 Access Requirements Form.

Individual advice setting out required timelines for application is dependent on the qualification and assessment required, and provided in the supporting documentation for all CIWM qualifications, where applicable.

Each application will be considered individually. The response will relate primarily to the effect the requested adjustment might have on the competence and ability being tested in the qualification, as well as the reliability and validity of the assessment. Some adjustment may not be considered 'reasonable' if they;

- Do not meet the published criteria
- Involve unreasonable costs to the CIWM (WAMITAB) Qualifications Centre or CIWM
- Involve unreasonable timeframes
- Affect the security and integrity of the qualification standards

The following evidence is required to justify a reasonable adjustment and make access arrangements:

Copyright ©2021 CIWM

- Diagnostic assessments of reading, comprehension, writing, spelling or cognitive processing ***and/or***
- A letter from a consultant/ doctor

If a full assessment for a learner with learning difficulties is not available then a supporting letter from their workplace supervisor will be considered by CIWM. CIWM (WAMITAB) Qualifications Centres should keep copies of access arrangement evidence and confirmation from CIWM on file as EQAs may request to see copies of evidence held for specific learners. CIWM will liaise direct with CIWM (WAMITAB) Qualifications Centres regarding applications for reasonable adjustments.

Copyright ©2021 CIWM

Appendix A: Guidance for Implementing Reasonable Adjustments

Guidance for 'Readers'

Readers may be permitted as a reasonable adjustment, for example, where a learner is dyslexic or partially sighted. Readers must adhere to the following guidelines whilst supporting the assessment of learners;

- Readers should inform the learner that they are available to read for them during the assessment, and that the learner should make clear what they would like to be read
- Readers can only read the instructions and questions (and all potential answers in multiple choice assessments)
- Readers are permitted to repeat instructions or questions when requested to do so by the learner
- Readers cannot tell learners which questions to choose (where there is an option)
- Readers cannot tell learners when to move to the next question
- Readers cannot tell learners which questions to answer first (where there is an option)
- Readers are permitted to spell out words that appear on the question paper/screen when requested to do so by the learner
- Readers can read back to the learner their answer, but only if requested to do so by the learner
- Readers must make learners aware of the rules prior to the start of the examination
- Readers must not use intonation or inflection in spoken words

Guidance for 'Scribes' and 'Assessment Assistants'

'Scribes' may be permitted as a reasonable adjustment, for example, where learners do not meet the literacy requirements of the assessment. 'Assessment Assistants' may be permitted as a reasonable adjustment, for example, where learners are not IT literate but required to complete online Multiple Choice Tests. Scribes and Assessment Assistants must adhere to the following guidelines whilst supporting the assessment of learners;

- Scribes/Assessment Assistants must inform the learner that they are available to navigate the provided IT and/or scribe for written assessments
- Scribes/Assessment Assistants must only answer exactly as indicted by the learner
- Scribes/Assessment Assistants can change answers, but only is asked to by the learner
- Scribes/Assessment Assistants must tell the invigilator if problems are encountered with communication with the learner
- Scribes/Assessment Assistants cannot provide any help with answers or suggest when an answer is finished
- Scribes/Assessment Assistants cannot tell learners which questions to choose (where there is an option)
- Scribes/Assessment Assistants cannot tell learners when to move to the next question
- Scribes/Assessment Assistants cannot tell learners which questions to answer first (where there is an option)
- If learners are permitted rest breaks, Scribes/Assessment Assistants are not permitted to complete answers during those breaks

Copyright ©2021 CIWM

- Scribes/Assessment Assistants can read back what has been answered, but only if requested to do so by the learner

Scribes/Assessment Assistants must make learners aware of the rules prior to the start of the examination

Copyright ©2021 CIWM

CIWM | Qualifications

Together, we stand for
a world beyond waste

Our purpose is to move the world beyond waste

Help us protect the environment by only printing this document if absolutely necessary and, where possible, please only print the pages you need.

This document has been designed to use minimal ink when printed.

More for professional life

Our mission is to unite, equip and mobilise our professional community to lead, influence and deliver the science, strategies, businesses and policies for the sustainable management of resources and waste.

For more information about how we can support you, visit **ciwm.co.uk.**

CIWM
Quadra
500 Pavilion Drive
Northampton Business Park
Northampton
NN4 7YJ

Tel: 01604 620426
Email: qualifications@ciwm.co.uk