REASONABLE ADJUSTMENTS 2019
Reasonable adjustments

The Equality Act 2010 (previously the Disability Discrimination Act 1995) aims to end the discrimination that many disabled people face, and it is now unlawful for assessment institutes, among others, to discriminate against disabled people.

ICA is committed to ensuring that all assessments are a fair test of an individual’s knowledge and what they are able to do. If someone has a disability or learning difficulty, the usual format of specific assessments may not be suitable and in certain circumstances adjustments may need to be made for them. They allow an individual to show their ability and knowledge without being disadvantaged by the assessment format itself.

Who is entitled to reasonable adjustments?

The Equality Act 2010 defines disability as a physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to perform normal day-to-day activities.

The following individuals will be considered for reasonable adjustments. Those with:

- permanent physical impairment, e.g., cerebral palsy and multiple sclerosis
- particular behavioural, emotional, social needs, e.g., chronic depression and autism
- a sensory impairment, e.g., hearing impairment and visual impairment
- specific cognitive difficulties, e.g., dyslexia and memory loss
- motor difficulties, e.g., hand–eye coordination and difficulty moving hands/arms.

This list set out above is not exhaustive and it is recognised that certain apprentices may have other reasons for requiring adjustment or may fall within more than one of the categories set out above.

Reasonable adjustments

ICA will endeavour to accommodate the needs of apprentices with a particular assessment requirement, according to individual circumstances, ensuring that such apprentices are not disadvantaged in relation to other apprentices and that certificates accurately reflect apprentice attainment.

All requests will be considered on the basis of information received. Some adjustments may not be considered reasonable if they:

- do not meet the published criteria
- involve unreasonable costs to ICA
- involve unreasonable time frames
- affect the security and integrity of the apprenticeship itself.
Adjustments must not put in jeopardy the health and well-being of the apprentice or any other person.

**Requesting adjustments to an assessment**

An apprentice’s employer or training provider must apply for reasonable adjustments to be made. If the training provider makes the application, the employer must sign to support the application.

Apprentices should be fully involved in any decisions about adjustments/adaptations. This will ensure that individual needs can be met, while still bearing in mind the specified assessment criteria for the EPA.

Applications must be supported by documentary evidence at least one month before EPA activities commence.

ICA will consider each request and the employer, training provider and apprentice will be informed in writing of our decision. If we require further information or clarification, we may request this by telephone or email.

**Responsibilities for the provision of reasonable adjustments**

Arrangements for reasonable adjustments are the responsibility of the employer. Where equipment or external human resources, such as a scribe, are required, the training provider and/or apprentice may have access to, and be able to provide, the equipment/resource.

ICA will take reasonable steps to source equipment and resources if other parties are not able to do so, but such provision is chargeable.

**Disclosure and confidentiality**

Information about an apprentice’s disability is deemed ‘sensitive personal data’ under the Data Protection Act 2018 and therefore ICA, the employer and/or the ATP, if appropriate, are required by that law to process the information ‘fairly and lawfully’. ICA will keep in confidence all correspondence and documentation received in accordance with the Data Protection Act.

An apprentice’s information will only be made available to other parties on a ‘need to know’ basis as allowed by the Equality Act 2010. This will include ICA administrative staff and the assessor as well as people who may be required to assist the apprentice during the assessment or interview, such as a scribe or sign language interpreter.

ICA may be required to provide regular reports to the Institute for Apprenticeships & Technical Education about the total number of requests for extra time owing to disability, and the breakdown of requests. This report will not contain an apprentice’s name or any detailed information about the apprentice.
ICA will not pass on in written form any sensitive information without the apprentice’s written consent.