

BPIF
TRAINING

REASONABLE ADJUSTMENTS POLICY

BPIF TRAINING LIMITED

Version 4.0 | Effective July 2026

Policy owner	Head of Quality & Performance
Approved by	Managing Director
Version	4.0
Effective date	July 2026
Review date	July 2027

1 POLICY STATEMENT

BPIF Training is committed to creating an inclusive learning environment where all learners have the opportunity to participate fully and achieve their potential.

We recognise that some learners may require additional support to access learning, training and assessment. We are committed to identifying and removing barriers wherever possible and to ensuring that learners with disabilities, learning difficulties, health conditions, neurodivergence, temporary injuries or other additional support needs are not placed at a disadvantage.

Reasonable adjustments are intended to provide fair access to learning and assessment while maintaining the integrity, validity and reliability of qualifications and assessment decisions.

This policy supports BPIF Training's commitment to equality, diversity and inclusion and complies with the requirements of the Equality Act 2010, UK GDPR, awarding organisation requirements and relevant apprenticeship and funding regulations.

2 PURPOSE

The purpose of this policy is to:

- ◆ Promote equality of opportunity for all learners.
- ◆ Ensure learners can access learning and assessment fairly.
- ◆ Provide a clear framework for requesting and implementing reasonable adjustments.
- ◆ Define responsibilities for learners, staff and employers.
- ◆ Ensure compliance with legal and awarding organisation requirements.
- ◆ Support learner achievement by removing unnecessary barriers to participation.

3 SCOPE

This policy applies to:

- ◆ Apprentices
- ◆ Tutors

- ◆ Adult learners
- ◆ Commercial learners
- ◆ Prospective learners
- ◆ Employers involved in apprenticeship programmes
- ◆ Assessors
- ◆ Internal Quality Assurers
- ◆ Managers
- ◆ Contractors and associates involved in programme delivery

The policy applies throughout the learner journey, including:

- ◆ Recruitment and enrolment
- ◆ Initial assessment
- ◆ Teaching and learning activities
- ◆ Reviews and progress monitoring
- ◆ Assessments and examinations
- ◆ Gateway preparation
- ◆ End-Point Assessment (where permitted by the EPAO)

4 PRINCIPLES

BPIF Training believes that:

- ◆ Every learner should have equal opportunities to succeed.
- ◆ Learners should be supported according to their individual needs.
- ◆ Barriers to learning and assessment should be identified and addressed as early as possible.
- ◆ Support arrangements should be person-centred and proportionate.
- ◆ Information should be handled sensitively and confidentially.
- ◆ Adjustments should enable access without giving unfair advantage.
- ◆ Decisions should be fair, transparent and evidence-based.

5 WHAT ARE REASONABLE ADJUSTMENTS?

A reasonable adjustment is an action taken to reduce the effect of a disability, learning difficulty, medical condition, neurodiversity, mental health condition or other support need that may place a learner at a substantial disadvantage.

REASONABLE ADJUSTMENTS MAY BE AGREED WHERE THEY

- ◆ Enable fair access to learning.
- ◆ Reduce barriers to assessment.
- ◆ Improve participation and engagement.
- ◆ Support learner wellbeing and achievement.

REASONABLE ADJUSTMENTS MUST NOT

- ◆ Change qualification standards.
- ◆ Compromise assessment validity.
- ◆ Affect the reliability of assessment decisions.
- ◆ Give a learner an unfair advantage over others.

6 EXAMPLES OF REASONABLE ADJUSTMENTS

Depending on individual need, reasonable adjustments may include:

LEARNING SUPPORT

- ◆ Additional tutor support
- ◆ Adjusted learning materials
- ◆ One-to-one support sessions
- ◆ Alternative methods of communication
- ◆ Flexible delivery arrangements

ASSESSMENT SUPPORT

- ◆ Additional time for assessments
- ◆ Rest breaks
- ◆ Alternative assessment locations
- ◆ Modified assessment materials
- ◆ Oral questioning where permitted
- ◆ Assessment materials in accessible formats
- ◆ Audio recordings
- ◆ Large print materials
- ◆ Coloured paper or overlays
- ◆ British Sign Language (BSL) support

TECHNOLOGY - BASED SUPPORT

- ◆ Assistive software
- ◆ Screen readers
- ◆ Speech-to-text software
- ◆ Text-to-speech software
- ◆ Specialist keyboards or equipment
- ◆ Recording devices where approved

Reasonable adjustments will always be considered individually and may vary depending on qualification requirements and awarding organisation regulations.

7 IDENTIFYING SUPPORT NEEDS

BPIF Training encourages learners to disclose any support needs at the earliest opportunity. Support needs may be identified through:

- ◆ Application and enrolment processes
- ◆ Initial assessment activities
- ◆ Learning support referrals
- ◆ Employer discussions
- ◆ Tutor observations
- ◆ Learner self-disclosure
- ◆ Medical evidence or professional reports

Learners may request support at any stage of their programme.

A learner is not required to have a formal diagnosis before support can be considered.

8 REQUESTING A REASONABLE ADJUSTMENT

A request may be made by:

- ◆ The learner
- ◆ A parent, guardian or advocate where appropriate
- ◆ An employer
- ◆ A tutor or assessor
- ◆ A member of the quality or support team

Requests should be discussed with the learner's tutor or relevant member of staff and may require supporting evidence where appropriate.

Each request will be considered on its individual merits.

9 DECISION-MAKING PROCESS

When reviewing a request, BPIF Training will consider:

- ◆ The learner's individual circumstances.
- ◆ The nature of the learning difficulty, disability or support need.
- ◆ The impact on learning or assessment.
- ◆ Evidence provided.
- ◆ Qualification requirements.
- ◆ Awarding organisation regulations.
- ◆ Practicality and effectiveness of the proposed adjustment.

Decisions will be made collaboratively with the learner and, where appropriate, employers, tutors, quality staff and awarding organisations.

The learner will be informed of the outcome and any agreed support arrangements.

10 SPECIAL CONSIDERATION

Special consideration differs from a reasonable adjustment. It applies when a learner experiences unforeseen circumstances immediately before or during an assessment which may affect their performance.

Examples include:

- ◆ Illness
- ◆ Injury
- ◆ Bereavement
- ◆ Family emergencies
- ◆ Significant adverse events
- ◆ Serious disruption during assessment

Where appropriate, BPIF Training will submit applications for special consideration in accordance with awarding organisation requirements.

Each request will be considered individually and may require supporting evidence.

11 CONFIDENTIALITY AND DATA PROTECTION

Information relating to learning difficulties, disabilities, health conditions or support needs will be treated sensitively and confidentially.

BPIF Training will:

- ◆ Process information in accordance with UK GDPR and the Data Protection Act 2018.
- ◆ Store information securely.
- ◆ Share information only with individuals who need it to provide appropriate support.
- ◆ Obtain consent where required.

Further information can be found in the BPIF Training Privacy Notice and Data Protection Statement.

12 RESPONSIBILITIES

BPIF Training will

- ◆ Promote an inclusive learning environment.
- ◆ Identify and remove barriers to learning.
- ◆ Consider all reasonable adjustment requests fairly.
- ◆ Implement agreed support arrangements.
- ◆ Monitor the effectiveness of adjustments.
- ◆ Ensure staff receive appropriate training.
- ◆ Maintain accurate records of support arrangements.

Tutors and assessors will

- ◆ Encourage learners to disclose support needs.
- ◆ Identify potential barriers to learning and assessment.
- ◆ Implement agreed reasonable adjustments.
- ◆ Maintain confidentiality.
- ◆ Refer concerns to appropriate staff members.

Learners will

- ◆ Inform BPIF Training of support needs where possible.
- ◆ Provide relevant information to support requests.
- ◆ Engage with agreed support arrangements.
- ◆ Notify BPIF Training if circumstances change.

Employers will

- ◆ Work collaboratively with BPIF Training to support apprentices.
- ◆ Assist in implementing reasonable adjustments in the workplace where appropriate.
- ◆ Raise concerns if additional support needs become apparent.

13 APPEALS

Where a learner disagrees with a decision regarding a reasonable adjustment request, they may raise the matter through the BPIF Training Appeals Procedure or Complaints Procedure.

All appeals will be considered fairly and objectively.

14 MONITORING AND REVIEW

BPIF Training will regularly review reasonable adjustment arrangements to ensure they remain effective and meet learner needs.

This policy will be reviewed annually or sooner where there are changes to legislation, awarding organisation requirements or organisational processes.

Policy owner	Head of Quality & Performance
Approved by	Managing Director
Version	4.0
Effective date	July 2026
Review date	July 2027
Related documents	Equality, Diversity and Inclusion Policy; Privacy Notice; Data Protection Statement; Appeals Procedure; Complaints Procedure

BPIF TRAINING

EQUALITY COMMITMENT

BPIF Training is committed to ensuring that every learner can access learning, participate fully and achieve their potential. We will continue to promote an inclusive culture where differences are valued, barriers are challenged and appropriate support is available to all who need it.