

Reasonable Adjustments and Special Considerations End Point Assessment Policy

Definition and Purpose

iPET Network is committed to ensuring that reasonable adjustments and/or special considerations for End Point Assessment (EPA) are applied fairly where they are justified. This policy is designed for apprentices, employers and training providers acting on their behalf. This policy outlines arrangements for applying and granting reasonable adjustments and special considerations. Reasonable adjustments are alterations to the End Point Assessment process in order to support apprentices and ensure all apprentices are fairly assessed in line with the End Point Assessment plan. Reasonable adjustments will reduce any adverse effect on the apprentice with the agreed adjustments supporting any disclosed disabilities or physical and mental health conditions. Reasonable Adjustments will be agreed upon to ensure The Equality Act 2010 is adhered to.

Responsibilities

iPET Network will ensure the integrity of all End Point Assessments conducted and any Reasonable Adjustments or Special Conditions agreed are adhered to. iPET Network will also ensure that apprentices have access to fair assessment arrangements and conditions. The Training Provider and Employer have a duty to ensure apprentices who are eligible and require a reasonable adjustment understand the End Point Assessment Reasonable Adjustments and Special Consideration Policy.

Scope

The Institute for Apprenticeships has created a Reasonable Adjustment matrix to refer to, this will support training providers and employers with what reasonable adjustments can be agreed depending on the disclosed disability, physical, or mental health condition.

iPET Network will consider all reasonable adjustment requests on an individual and case-by-case basis.

[Reasonable adjustment matrix \(instituteforapprenticeships.org\)](https://www.instituteforapprenticeships.org)

What are Reasonable Adjustments?

A reasonable adjustment is a step taken to remove or prevent a substantial disadvantage that apprentices, who have a disability such as a physical or mental condition within the Equality Act definition.

Procedures for Requesting a Reasonable Adjustment

- The training provider will complete the **Reasonable Adjustment Record – End Point Assessment** document and provide evidence to support the request, the Training Provider will then upload the evidence to ACE360
- The EPAO will review the request and respond within 10 working days
- The EPAO will ensure any additional evidence required to validate the request is evidenced by the training provider and saved in line with GDPR
- Once the Reasonable Adjustment has been agreed the End Point Assessment can be scheduled in line with the EPAOs booking process
- Requests should be mirrored by the support the Training Provider and Employer have provided through the duration of the 'on-program' training

Meeting the End Point Assessment Requirements

The outcome of the EPA will not be compromised, any agreed reasonable adjustments will not compensate for the lack of knowledge and/or skills and behaviours the apprentice must demonstrate.

iPET Network is committed to ensuring that:

- The reasonable adjustment will provide the apprentice with the opportunity to demonstrate occupational competency against the KSs
- The assessment process is rigorous, fair, and reliable, the assessment activity will confirm the validity of the overall assessment grading
- The assessment is practically able to operate in line with the assessment plan following the application of any reasonable adjustments.
- The apprentice is not provided with an unfair advantage that can risk the integrity of the End Point Assessment process or provide the apprentice with an unfair advantage
- The reasonable adjustment will reflect the learner/ apprentice's normal way of working
- Each request is reviewed on the individual needs of the apprentice

Validating Reasonable Adjustment Requests

When requesting a Reasonable Adjustment, apprentices who have previously qualified for Additional Learning Support provided by the Training Provider will need to supply additional evidence to support and validate their request. Below are examples of potential evidence that may be provided, although this list is not exhaustive:

- EHCP (Educational Health Care Plan)
- Hospital or doctors letter to confirm a diagnosis
- Letter to confirm physical or mental health conditions that are currently being supported by a health care professional
- MATB1 Form

Special Considerations

Special considerations can be applied to an End Point Assessment if the IEPA deems it is reasonably practicable due to unforeseen circumstances, the IEPA will contact the EPAO Manager for clarity and confirmation.

For example, special considerations could be applied if an apprentice has a:

- Recent bereavement of a family member or close friend
- Flare up of congenital illness
- A temporary injury or illness
- Completing assessments in a varied format, such as completing knowledge tests paper-based

A special consideration can be applied before or during an assessment if the apprentice has/ or is suffering from an illness or injury that is imposing an adverse effect on their performance.

Requests to approve a special consideration should be done so the following the same process as a reasonable adjustment.

Adjustments to grades, if made, will be small in these circumstances, and will be applied according to the severity of the difficulty faced by the candidate. Adjustments will not be applied if:

- an assessment requires the demonstration of competence or is a licence to practice.
- the end point assessment plan does not allow it.
- results have already been validated and confirmation issued.

Appeals

If an apprentice, employer or Training Provider for any reason consider they have been wrongly refused access to a fair assessment and wishes to appeal they should follow the EPAOs **Complaints and Appeals End Point Assessment Policy**

Document Control

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