Reasonable Adjustment guidelines and information

1. **What is Reasonable Adjustment?**

Reasonable adjustment in Vocational Education and Training (VET) is the term applied to modifying the learning environment or making changes to the training delivered to assist a learner with a disability or additional need.

1. **Why make a Reasonable Adjustment?**

We make reasonable adjustments in vocational education and training to make sure learners with a disability or additional need have:

* The same learning opportunities as learners without a disability
* The same opportunity to perform and complete assessments as those without a disability

The purpose of reasonable adjustment is to make it possible for learners to participate fully. It is not to give learners with a disability or additional need an advantage over others, to change course standards or outcomes or to guarantee success.

The North West Volunteer Centre take a learner centred approach in the delivery of training. We focus on individual learners and their needs and any decisions about reasonable adjustment will be made collaboratively.

1. **Preparing and planning for Reasonable adjustment**
* Sharing accessible information freely means that both the learner and the trainer can make the best decisions about the course and any reasonable adjustments that might need to be made.
* The NWVC will send course information in advance of training to include
	+ Learner information
	+ Unit specification with assessment methods
	+ Reasonable adjustment information

Please get in touch if you would like to discuss your needs confidentially with one of our trainers

3

Trainer discusses the impact of disability / additional need on learning and support needs directly with the learner to agree best accommodation

1

Learner requests that a reasonable adjustment be made

2

North West Volunteer Centre Trainer asks for evidence of disability e.g. school medical report