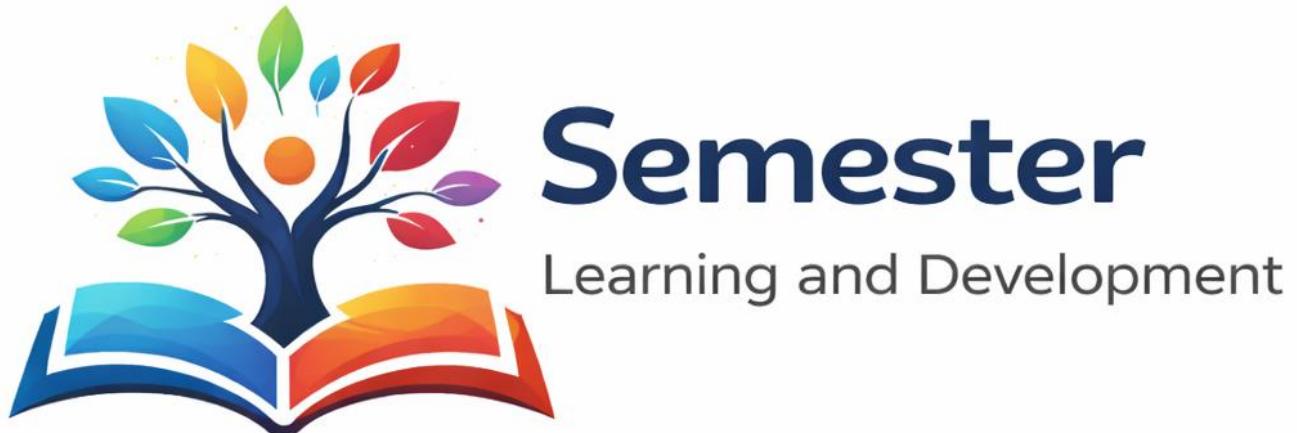


# Reasonable Adjustments and Special Considerations Policy



**January 2025**

## Version History

Date Changed	Version	Reason	Completed By	Comments
06/01/2025	1.0	Document Creation	Michael White	Issue 1 created
08/01/2026	1.1	Annual Review	Michael White	Annual review

## Table of Contents

<b>1. Purpose</b> .....	<b>3</b>
<b>2. Scope</b> .....	<b>3</b>
<b>3. Definitions</b> .....	<b>3</b>
3.1. Reasonable Adjustments: .....	3
3.2. Special Considerations:.....	3
<b>4. Eligibility</b> .....	<b>3</b>
<b>5. Types of Reasonable Adjustments</b> .....	<b>4</b>
<b>6. Types of Special Considerations</b> .....	<b>4</b>
<b>7. Requesting Reasonable Adjustments or Special Considerations</b> .....	<b>4</b>
7.1. How to Request: .....	4
7.2. Assessment of Requests: .....	5
<b>8. Implementation of Adjustments</b> .....	<b>5</b>
<b>9. Review and Appeals</b> .....	<b>5</b>
<b>10. Monitoring and Evaluation</b> .....	<b>5</b>
<b>11. Training and Awareness</b> .....	<b>6</b>
<b>12. Contact Information</b> .....	<b>6</b>
<b>13. Policy Review</b> .....	<b>6</b>

## 1. Purpose

The purpose of this policy is to ensure that all participants in Semester Learning and Development programmes have the opportunity to succeed by providing appropriate support. This includes making reasonable adjustments and offering special considerations for participants facing challenges due to disabilities, health conditions, or personal circumstances. The goal is to ensure fairness, equality, and inclusivity throughout the learning and development process.

## 2. Scope

This policy applies to all participants enrolled in Semester Learning and Development programmes, including both in-person and online learning formats. It covers any reasonable adjustments required for assessments, learning activities, and participation in any part of the program.

## 3. Definitions

### 3.1. Reasonable Adjustments:

Changes made to assessments, learning activities, or environments to enable participants with disabilities or long-term health conditions to access and complete the program successfully. These adjustments are considered "reasonable" based on the individual's needs, the nature of the program, and the feasibility of the adjustments.

### 3.2. Special Considerations:

Temporary provisions made for participants who experience short-term personal or medical issues that impact their ability to complete assessments or participate fully in the program. This may include, but is not limited to, extended deadlines, alternative assessment formats, or additional support during exams or coursework completion.

## 4. Eligibility

Participants eligible for reasonable adjustments and special considerations include those who:

- Have a disability or long-term health condition that substantially affects their ability to engage in learning or assessments.
- Are experiencing temporary circumstances that affect their ability to complete assessments, such as illness, family emergencies, or bereavement.
- Have other conditions that could affect their participation or performance in the program (e.g. mental health conditions, pregnancy-related complications, or temporary injuries).

## 5. Types of Reasonable Adjustments

The types of reasonable adjustments available may include but are not limited to:

- **Extended deadlines:** Allowing additional time for coursework submission or assessments.
- **Alternative assessment formats:** Offering assessments in alternative formats (e.g. oral presentations instead of written reports, digital formats for those unable to attend in-person exams).
- **Assistive technologies:** Providing software or devices that help with learning, such as screen readers or dictation tools.
- **Physical adjustments:** Modifying the learning environment to make it accessible, such as wheelchair-accessible rooms or ergonomic seating.
- **Breaks during assessments:** Allowing regular breaks during examinations or assessments for participants who require them due to medical conditions.
- **Additional support:** Providing additional tutoring, mentoring, or note-taking services for participants who need them.

## 6. Types of Special Considerations

Special considerations can include, but are not limited to:

- Extensions on assignments or coursework deadlines due to illness, injury, or other personal crises.
- Alternative arrangements for participants unable to attend in-person assessments due to temporary health issues or emergencies (e.g. online submission or rescheduled assessment).
- Support for participants with temporary conditions (e.g. pregnancy, recent surgery, or a bereavement) that impact their academic participation.

## 7. Requesting Reasonable Adjustments or Special Considerations

### 7.1. How to Request:

Participants wishing to request reasonable adjustments or special considerations must follow the process outlined below:

- 7.1.1 **Submit a Request Form:** Complete the Reasonable Adjustments and Special Considerations Request Form, available from the Learning and Development office.
- 7.1.2 **Provide Supporting Documentation:** Submit any relevant documentation that supports the need for adjustments or considerations, such as medical certificates, letters from healthcare providers, or statements explaining personal circumstances.
- 7.1.3 **Submit in Advance:** Requests should be submitted at least two weeks before the start of an assessment or before the issue arises. However, we understand that unforeseen circumstances may occur, and requests will be considered on a case-by-case basis.
- 7.1.4 **Confidentiality:** All personal and medical information submitted will be treated confidentially, with access only granted to those who need it to assess the request (e.g. Learning and Development staff).

## 7.2. Assessment of Requests:

Each request will be reviewed on a case-by-case basis, taking into account:

- The nature of the disability or condition.
- The feasibility of implementing the requested adjustment.
- The impact of the adjustment on the participant's learning experience and ability to complete the program.
- Any legal or regulatory requirements related to the adjustments.

Participants will be informed of the outcome of their request within 10 business days of submission.

## 8. Implementation of Adjustments

Once a request is approved, the Learning and Development team will:

- Communicate the details of the approved adjustments to the relevant course instructors or staff.
- Ensure that any necessary resources or supports are in place (e.g. assistive technologies, extended assessment deadlines).
- Provide support to both participants and instructors to ensure adjustments are smoothly integrated into the learning process.

## 9. Review and Appeals

Participants who are dissatisfied with the outcome of their request for reasonable adjustments or special considerations may appeal the decision. The appeal process involves:

1. Submitting a written appeal to the Operations Manager within 10 business days of receiving the decision.
2. The appeal will be reviewed by a panel to assess the appropriateness of the original decision and determine whether further adjustments or considerations are needed.
3. Participants will be informed of the panel's decision within 5 business days of the appeal.

## 10. Monitoring and Evaluation

The Learning and Development team will regularly monitor the effectiveness of the reasonable adjustments and special considerations policy to ensure it is meeting the needs of all participants. Feedback will be gathered from participants who receive adjustments and special considerations, and any improvements to the process will be implemented as needed.

## 11. Training and Awareness

All Learning and Development staff will receive training on the provisions of this policy, including how to assess and implement reasonable adjustments and special considerations. Staff will also be made aware of their role in supporting the needs of participants and ensuring a fair and inclusive learning environment.

## 12. Contact Information

For further information, or if you require assistance with submitting a request, please contact the Learning and Development office at:

- **Email:** [info@semesterlearning.com](mailto:info@semesterlearning.com)
- **Phone:** 01792 732001
- **Office hours:** Monday to Friday 09:00 to 17:00

## 13. Policy Review

This policy will be reviewed on a regular basis. It will be a point of discussion at management reviews and any issues will be debated. If feedback from any course(s) proves that there are any practices occurring that are against the requirements of this policy, an action plan will be put into place.

Corrective and preventive actions will be immediately put in place to ensure that these practices do not re-occur and any changes to the policy are to be properly documented and distributed to all relevant staff.

**Approved by:**



Michael White  
Operations Director  
**Semester: Learning and Development Limited**

**Date:** 8<sup>th</sup> January 2026

**Next Review Due:** January 2027

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This policy aims to ensure that all participants in Semester Learning and Development programmes receive the necessary support to succeed, regardless of their personal circumstances. It is a reflection of our commitment to inclusivity, fairness, and equal opportunity for all.