Quality Assurance System

PP10 - Policy and procedure for Provision of reasonable accommodation

Rev 1.0

Policy and procedure for
Provision of reasonable accommodation

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Responsibility for Review	Programme Co-Ordinator	Date of withdrawal obsolete document	

Amendment History:

Date	Revision Number	Details of amendment
	1.0	New Document

Purpose:
- To ensure that learners are aware of their right to reasonable accommodation, and the process of applying and granting is clear and transparent to all.

- To implement the process in a fair and impartial manner neither advantaging, or disadvantaging, the Learner or other Learners.

Scope

All LASNTG Learners

Definitions/Acronyms:

In the context of assessment, reasonable accommodation is the term for the adaptation of training delivery as necessary to cater for the needs of Learners whose personal situation means that the training would otherwise be unfair e.g. Learners with a disability. Examples of adaptions LASNTG can/have made include: -

- Rest periods during examinations
- Use of a scribe or reader
- Oral (as opposed to written) assessments
- Extended time to complete assignments

Authorities/Responsibilities:

Function	Activities
RTC Manager	• Review Booking Forms • Seek advice from Programme Coordinator if required • Advise employers, Learners and trainers • Implement agreed arrangements locally and monitor implementation
Programme Coordinator	• Provide advice and support to RTC Manager • Agree arrangements and document decisions • Make External Authenticator aware of arrangements
Trainers	• Implement agreed arrangements • Note details on the learner marking sheets • Monitor implementation

Procedure:
- The RTC Manager advises employer to let the RTC know in advance if they need/think Learner may need additional supports when they are applying for a place.
- There is a question on the Booking Form asking the employer if applicant has any special requirements.

- It is the responsibility of the employer to confirm if any applicants have any special requirements on the Booking Form, and to advise the RTC Manager in advance. This is clearly set out in the Information Pack.
- The RTC Manager asks employers to complete a *Reasonable Accommodation Request* Form if an applicant needs reasonable accommodation.
- The RTC Manager reviews requests for reasonable accommodation and signs-off on a request only if it is reasonable and practicable and that it does not affect the standards of the given award.
- Details of the reasonable accommodation policy are in the Learner and Trainer Handbooks
- Reasonable accommodation is discussed at Learner and Trainer Induction.
- The trainers are guided by the RTC Manager with regard to adapting assessment and providing accommodation for assessment.
- The Local Verifier (RTC) makes trainers aware of any adaptations to assessment and informs the LASNTG Verifier of any adaptations made/reasonable accommodation implemented by noting it on the Internal Verification report.
- The LASNTG Verifier makes the External Authenticator aware of any accommodation provided by recording details on the Internal Verification form.
- The RTC Verifier retains a record of requests and accommodations provided and correspondence with applicants and retains details of accommodation on the Learner record, paying particular attention to data protection due to the sensitive nature of the data.

Supporting Documents
- LASNTG Quality Assurance Manual
- Booking Form
- Reasonable Accommodation Request Form
- Guidelines for Employers

Reference Documents
- QQI Quality Assuring Assessment Guidelines for Providers Revised 2013 Section 3.2.8 Pages 11 and 12
- Teaching and Learning: Making learning accessible for Learners with disabilities in further education. Ahead Educational Press 2011
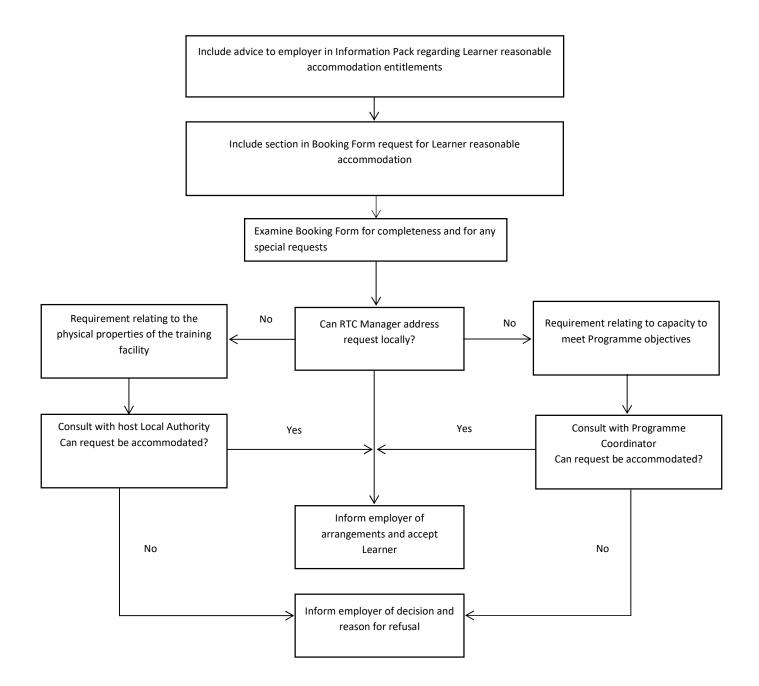
Metrics
- Number of applications
- Number of arrangements made

Flow Chart

Provision of Reasonable Accommodation

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┌─────────────────────────────────────────┐
│ Include advice to employer in            │
│ Information Pack regarding Learner        │
│ reasonable accommodation entitlements     │
└─────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────┐
│ Include section in Booking Form request   │
│ for Learner reasonable accommodation      │
└─────────────────────────────────────────┘
                   │
                   ▼
┌─────────────────────────────────────────┐
│ Examine Booking Form for completeness     │
│ and for any special requests              │
└─────────────────────────────────────────┘
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Requirement relating to the physical properties of the training facility ◄── No ── Can RTC Manager address request locally? ── No ──► Requirement relating to capacity to meet Programme objectives

Consult with host Local Authority Can request be accommodated? ── Yes ──► ◄── Yes ── Consult with Programme Coordinator Can request be accommodated?

Inform employer of arrangements and accept Learner

No (from Consult with host Local Authority)

No (from Consult with Programme Coordinator)

Inform employer of decision and reason for refusal