

Reasonable Adjustments Policy

1. Aims and Objectives

LENS has a duty under the Equality Act 2010 to make reasonable adjustments to ensure that learners are not disadvantaged.

We aim to facilitate fair and open access to training without compromising assessment standards.

2. Reasonable Adjustments

LENS will consider requests for reasonable adjustments and special considerations at the point of booking or registration.

Requests must be made within a reasonable timeframe and must not affect the quality or reliability of outcomes.

Examples may include:

- Accessible online learning formats
- Assistance during assessment
- Adapted learning materials
- Modified learning environments
- Assistive technology
- British Sign Language support

All adjustments must be approved before learning or assessment takes place.

3. Special Considerations

Special consideration may be granted for temporary illness, injury, or adverse circumstances.

It cannot remove difficulty entirely and must not compromise assessment integrity.

Special consideration may not apply to licence-to-practice training.

4. Requests and Approval

Requests must be submitted within:

- 7 days of registration, or
- 28 working days before assessment

All requests are reviewed individually and must not:

- Affect quality
- Provide unfair advantage
- Influence final outcomes

5. Exclusions

Special consideration will not be granted for:

- Minor illness
- Personal arrangements
- Unauthorised absence

6. Records

All records are retained for a minimum of five years and reviewed regularly.

7. Approval and Review

Approved by: Joe Booker

Position: Director / Lead Practitioner

Organisation: Leading Educational and Neurodiversity Support

Date approved: 12.01.26

Review date: 12.01.27