



## Reasonable Adjustments & Special Considerations Policy

It is the policy of Good Skills Training Ltd to follow the policies and guidance of the appropriate awarding body for the course being run.

### 1. Pre Course

- 1.1. When booking a course the admin team will ask the booking contact about any learning difficulties or other special considerations that are required for the course.
- 1.2. The admin team will review any requests and take any appropriate action. If permission is required from the awarding body prior to the course then this will be sought
- 1.3. The admin team will discuss with the tutor the agreed special considerations or reasonable adjustments for the course
- 1.4. The admin team will send any appropriate forms to the course regarding the reasonable adjustment or special consideration

### 2. During the Course

- 2.1. The tutor will identify the learners that require any reasonable adjustments or special considerations.
- 2.2. If any learners identify themselves that had not been identified prior to the course the tutor will inform the admin team
- 2.3. If this cannot be approved by Good Skills Training Ltd the admin team will contact the relevant awarding body for approval or guidance on what action is required
- 2.4. All paperwork will be completed by the tutor for the special consideration

### 3. Post Course Administration

- 3.1. The admin team will review any appropriate paperwork
- 3.2. It will be scanned with other course paperwork and attached to the relevant course in the database
- 3.3. Any paperwork required by the awarding body will be sent



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