

Reasonable Adjustments Policy

The Building Safety Competence Foundation takes into consideration the individual needs and circumstances of each candidate at application stage. Wherever feasible, arrangements may be made to make reasonable adjustments within specified limitations of individual validation schemes. Candidates are required to be clear from the outset about their specific requirements and how this may affect their assessment. Any reasonable adjustment is required to reflect the normal learning or working practice of a candidate within their occupational area.

‘Reasonable adjustments’ will not compromise the assessment of the skills, knowledge, understanding or competence being measured in an assessment. Any adjustments will not affect the reliability or validity of assessment outcomes nor will they allow a candidate an unfair assessment advantage over others undertaking the same or similar assessments.

A "reasonable adjustment" is implemented to prevent a candidate with a disability or recognised learning need from experiencing a substantial disadvantage as a result of their disability and, therefore, to allow them to achieve their maximum potential. However, in defining ‘reasonableness’, BSCF is permitted to apply competence standards to all candidates.

‘Competence standards’ are defined as the *‘academic, medical or other standard[s] applied for the purpose of determining whether or not a person has a particular level of competence or ability’*. A competence standard must not in itself be unlawfully discriminatory. It must, therefore, apply equally to all candidates, be genuinely relevant to the assessment outcomes, and be a proportionate means of achieving a legitimate aim.

Candidates with a Disability or Specific Needs

A disability is defined in the Equality Act 2010 as: *“A person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities”*. The Equality Act 2010 definition of disability includes substantial and long-term sensory impairments such as those affecting sight or hearing, mental health difficulties and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

If anything provided by BSCF puts a candidate with a disability or specific learning need at a substantial disadvantage in comparison with candidates who are not disabled, BSCF is required to take reasonable steps to avoid that disadvantage. A substantial disadvantage is defined by the Equality Act as *“one that is more than minor or trivial”*. The key factor, therefore, in assessing whether adjustments are required is whether the disabled candidate is at a substantial disadvantage compared to non-disabled candidates. The sole purpose is to remove barriers to assessment, where it is reasonable to do so.

Assessment of Support and Adjustment Requirements

When a candidate makes a disclosure of disability to BSCF, appropriate procedures are put in place to establish the support required. All candidates who disclose a disability to BSCF and who require support or adjustments will be recorded as having reported this. It is the responsibility of BSCF to ensure that reasonable adjustments to assessments are considered and put in place.

"Reasonable Adjustments" in Assessment and Alternative Modes of Assessment

A number of adjustments can be permitted in respect of assessment including, but not limited to;

- additional time
- supervised rest breaks
- adapted assessment materials
- adapted physical environment for access purposes
- use of coloured CCTV, coloured overlays, low vision aids
- use of a scribe
- use of mechanical, electronic and other aids

Aids must either be generally commercially available, or available from specialist suppliers, and can feasibly be used in the assessment centre or on the employers' premises.

These adjustments are determined on a case-by-case basis and are based on evidence of need provided by the candidate. In the case of additional time, it would be unusual for any allowances to be in excess of 25%, but each case is judged against individual requirements and evidence provided.

Requests for consideration of an alternative mode of assessment will be for exceptional cases, and will also be considered on a case-by-case basis. In determining whether an alternative form of assessment is appropriate, the awarding organisation's requirements and the nature of the candidate's disability and/or learning need will be taken into account. The aim is to ensure that reasonable steps are taken to ensure a candidate with a disability and/or specific learning need is not placed at a substantial disadvantage in comparison with other candidates, and not to give any candidate an advantage over others.

It may not always be possible to provide an alternative method of assessment, but where a request is declined the reasons for this decision will be stated with reference to the core competencies of the assessment.

Agreement by BSCF to any alternative method of assessment for one candidate will not be taken as precedent for others. Not all the adjustments will be reasonable, permissible or practical in some situations and the candidate may not need, nor be allowed, the same adjustment for all assessments.

Candidates will be fully involved in any decisions about adjustments/adaptations to ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria for a qualification.