

Ginger Nut Training.



Document Title

Reasonable Adjustments Policy

Originator

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Responsible Person

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Date of Approval

March 2025

Policy Due for Renewal

March 2026

Version 2.0

Ginger Nut Training

Reasonable Adjustments Policy

We must ensure we comply with government guidelines regarding reasonable adjustments for learners with disabilities or other health issues. As part of the sign-up process the client engagement team must take details of any disability, learning difficulty or other reason why the learner would need additional support or other adjustments. This is added to One File confidential Notes which can then be discussed and agreed with the tutor, the learner and the line manager.

Ginger Nut Training has in place the Additional Learning Support (ALS) Policy and Process that links to Reasonable Adjustments.

Should the learner's circumstances change during the Apprenticeship we will be flexible within the parameters of Ginger Nut Training's provision and incorporate any required adjustments mid-course.

Per the government website, reasonable adjustments include:

- [changing the recruitment process](#) so a candidate can be considered for a job doing things another way, such as allowing someone with social anxiety disorder to have their own desk instead of hot-desking.
- making physical changes to the workplace, like installing a ramp for a wheelchair user or an audio-visual fire alarm for a deaf person.
- letting a disabled person work somewhere else, such as on the ground floor for a wheelchair user
- changing their equipment, for instance providing a special keyboard if they have arthritis
- allowing employees who become disabled to make a phased return to work, including flexible hours or part-time working
- offering employees training opportunities, recreation, and refreshment facilities

More government guidance can be found here: [Reasonable adjustments for workers with disabilities or health conditions - GOV.UK](#)

Access to Work government guidance can be found here: [Access to Work: get support if you have a disability or health condition: What Access to Work is - GOV.UK](#)

Depending on the learner's circumstances, it may also be necessary to arrange adjustments with the Functional Skills examining board – the Functional Skills/ALS Tutor will be responsible for setting this up.

The End Point Assessment Organisations that Ginger Nut Training use all have their own reasonable adjustments guidance. Learners have the opportunity to access and apply for these in accordance with their need. It is tutor responsibility to provide the relevant organisation information and process the request with support of the relevant ALS department where applicable.

Should you have any questions about this Strategy, please discuss them with Dan Williams.