

Ginger Nut Training.



Document Title

Reasonable Adjustments Policy

Originator

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Responsible Person

Quality and Compliance Lead

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Purpose and Intent

Ginger Nut Training is committed to creating an inclusive learning environment where all learners can access, participate in, and achieve their programme outcomes.

Reasonable adjustments are implemented to **remove barriers to learning**, ensuring that learners with disabilities, learning difficulties, or health conditions are able to achieve their full potential and make sustained progress in line with their peers.

This policy supports our commitment to **high-quality education, equality of opportunity, and positive learner outcomes**, in line with current government guidance and the Education Inspection Framework (EIF).

Scope

This policy applies to all learners enrolled with Ginger Nut Training, including:

- Apprentices
- Functional Skills learners
- Learners requiring Additional Learning Support (ALS)

It covers all aspects of the learner journey, including:

- Recruitment and onboarding
- Teaching, learning, and assessment
- Workplace environments (where applicable)
- End Point Assessment (EPA)

Definition of Reasonable Adjustments

Reasonable adjustments are changes made to remove or reduce disadvantage related to a learner's disability, learning difficulty, or health condition.

Adjustments may include (but are not limited to):

- Adaptations to teaching methods (e.g. differentiated delivery, pacing, or format)
- Provision of specialist equipment or resources

- Adjustments to assessment methods where permitted
- Flexible delivery arrangements (e.g. remote learning or adjusted schedules)
- Workplace adaptations in collaboration with employers

All adjustments will be made in line with awarding organisation and regulatory requirements to ensure the integrity of qualifications is maintained.

Identification of Learner Needs

Learner needs are identified through:

- Initial assessment and enrolment processes
- Information gathered by the Client Engagement Team
- Self-declaration by the learner
- Ongoing review throughout the programme

Any identified needs are recorded securely within OneFile confidential notes and shared appropriately with relevant staff, in line with data protection requirements.

Learners are actively involved in discussions regarding their support needs to ensure a person-centred approach.

Implementation of Reasonable Adjustments

Reasonable adjustments are agreed collaboratively between:

- The learner
- The tutor
- The employer (where applicable)
- The Additional Learning Support (ALS) team

Adjustments will be tailored to individual learner needs and may include:

- Adaptive teaching strategies
- Additional support sessions or interventions
- Modified resources or formats
- Use of assistive technology

Ginger Nut Training will remain flexible and responsive. Where a learner's circumstances change, adjustments will be reviewed and adapted promptly to ensure continued support and progress.

Roles and Responsibilities

Client Engagement Team

- Gather initial information on learner needs
- Record information accurately and securely

Tutors/Assessors

- Implement agreed reasonable adjustments
- Adapt teaching and assessment practices
- Monitor learner progress and review support regularly
- Liaise with ALS and employers

Additional Learning Support (ALS) Team

- Provide specialist advice and support
- Conduct further assessments where required
- Support applications for exam and assessment adjustments

Employers

- Support workplace-based adjustments where applicable
- Work collaboratively to ensure learners can apply their learning

Quality and Compliance Team

- Monitor the effectiveness of reasonable adjustments
- Ensure consistency and compliance with policy and external requirements

Review and Monitoring

The effectiveness of reasonable adjustments will be reviewed regularly through:

- Progress reviews
- Learner feedback

- Achievement and progress data

Adjustments will be updated where necessary to ensure they continue to meet learner needs and support successful outcomes.

Ginger Nut Training is committed to ensuring that reasonable adjustments have a positive impact on learner progress, retention, and achievement.

Functional Skills and End Point Assessment (EPA)

Where required, reasonable adjustments for Functional Skills assessments will be arranged by the Functional Skills/ALS Tutor in line with awarding organisation requirements.

End Point Assessment Organisations (EPAOs) used by Ginger Nut Training have their own reasonable adjustment policies. Tutors will:

- Provide learners with relevant information
- Support learners in applying for adjustments
- Liaise with ALS where appropriate

Learner Voice

Learners are central to the reasonable adjustments process. Ginger Nut Training will:

- Involve learners in planning their support
- Seek regular feedback on the effectiveness of adjustments
- Encourage learners to raise any concerns or changes in need

Links to other Policies

This policy should be read in conjunction with:

- Additional Learning Support (ALS) Policy
- Equality and Diversity Policy
- Safeguarding Policy

External Guidance

This policy aligns with current government guidance, including:

- Reasonable adjustments for workers with disabilities or health conditions – GOV.UK
- Access to Work – GOV.UK
- Equality Act 2010

Further Information

For further information or clarification regarding this policy, please contact Jacqui Celino.

Version Control

Version	Date	Author	Summary of changes
2.0	April 2026	Q&C Lead	Policy updated to align with Ofsted Education Inspection Framework (EIF) expectations. Strengthened intent to focus on removing barriers to learning and improving learner outcomes. Expanded sections on adaptive teaching, learner voice, and inclusive practice. Clarified roles and responsibilities across teams. Introduced monitoring and review processes to evidence impact on learner progress, achievement, and retention. Improved alignment with Additional Learning Support (ALS), Equality & Diversity, and safeguarding policies.

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