



# Reasonable Accommodation Policy & Procedure

Working at Height Limited

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# **Working at Height Limited - Reasonable Accommodation Policy & Procedure**

## **Reasonable Accommodation Policy**

It is Working at Height Limited's policy that reasonable accommodation will be made for learners with disabilities or who fall under the nine grounds for discrimination under the Equal Status Acts 2000-2018.

Reasonable accommodation is a process intended to mitigate, as far as possible:

- the impact of a disability on a learner's engagement with a training programme; and/or
- ensure that appropriate supports are available to any individual covered by equality legislation.

The overall aim is to take positive action, as far as is reasonably possible, to facilitate the learner in their training and assessment during the programme, thereby ensuring that the learner can access and participate in the programme on an equal basis when compared with other learners.

In relation to programme access and participation, Working at Height Limited will use its best endeavours to provide reasonable accommodation to meet the needs of any learners with a disability or facilitate those learners covered by equality legislation, subject to the learner meeting the minimum entry requirements for a programme.

In relation to assessment, the aim is to achieve fairness and consistency in Working at Height Limited's approach to this area. Reasonable accommodation must incorporate suitable adaptation of assessment when necessary to cater for learners whose personal situation may mean that an assessment would be otherwise unfair.

## **Reasonable Accommodation Procedure**

### **1. Purpose**

The purpose of this procedure is to ensure that all requests for reasonable accommodation by learners are considered and dealt with efficiently and fairly

### **2. Scope**

This procedure relates to all requests for reasonable accommodations.

### **3. Responsibility**

The Head of Training & Quality is responsible for considering all requests for reasonable accommodation.

The Academic Board has oversight of this policy and procedure.

### **4. Records**

Reasonable Accommodation Request form

### **5. Procedure**

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Reasonable accommodation is made for students with disabilities or other issues covered under the nine grounds for discrimination and in accordance with the Equal Status Act 2000-2018.

The Learner must indicate that they require Reasonable Accommodation when booking the course. They will be sent a Reasonable Accommodation form which they must complete and return for consideration with supporting evidence. The full process is outlined below.

The trainer must be informed before the course commencement of any reasonable accommodations required.

Working at Height Limited will provide reasonable accommodation to meet the needs of any learners with a disability. In relation to assessment, reasonable accommodation incorporates adaptation of assessment when necessary to cater for learners whose personal situation may mean that an assessment would be otherwise unfair.

- This can include a reading out questions for learners that may have literacy issues.
- This will be carried out on a one-to-one basis to ensure that other learners are not disturbed or cannot hear the answers.
- This may also include allowing students to perform skills from a seated to perform skills from a seated or table height position if necessary.
- Appointment of scribes
- Modified briefs
- Rest periods and/or additional time
- Adaptive technology equipment and/or software
- Oral or video evidence

This will be noted on the Assessment Sheet.

Information pertaining to reasonable accommodation will be made available to learners at the enrolment stage and it is available in the learner handbook.

It is the learner's responsibility to make a request for reasonable accommodation to the trainer at the time of booking or before the course commences.

Learners indicate that they require reasonable accommodation when booking and registering on the course.

The learner will be forwarded a Request for Reasonable Accommodation Application form.

The learner will complete the Reasonable Accommodation Application form at least a week in advance of the course.

The following may be required as supporting evidence:

- Medical Report
- Occupational Therapist Report
- Educational Psychologist Report
- Evidence of previous support provided during a state exam

All requests will be held in confidence as per Working at Height Limited confidentiality and security of personal data.

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The Request for Reasonable Accommodation will be forwarded to the Head of Training and Quality for consideration.

The Head of Training and Quality will inform the learner and trainer about the decision and arrangements that will be put in place to accommodate the learner.

These arrangements include:

- Extra time/rest periods
- Oral/video evidence
- Modified assessment
- Physically adapted skills demonstration and assessment.

Use of reasonable accommodation and adaptations will be noted on the assessment sheet.

### **Implementation steps:**

#### **Step 1.**

During registration, the learner is required to advise Working at Height Limited of any requirement for Reasonable Accommodation(s). The learner will be supplied with a pro-forma which they must complete and submit to the Working at Height Limited Administrator.

#### **Step 2.**

The Head of Training & Quality will consider the request and liaise with the learner to discuss how best the needs of the learner can be met (within the constraints of the requested support and Working at Height Limited's capacity to provide same).

#### **Step 3.**

Once the supports have been agreed, the Head of Training & Quality will organise the provision of the supports, bearing in mind that QQI guidance states that *"Reasonable accommodations are concerned with adapting the assessment approach, not with diluting the standard of learning to be attained, interfering with or amending the intended learning outcomes. Assessments which involve reasonable accommodations should be consistent with those which do not"*.

#### **Step 4.**

Learner assessments conducted under Reasonable Accommodation Provisions are noted. This is to ensure that any of the future processing of these assessments (e.g., Internal Verification, External Authentication, Results Approval or Appeals) may be informed by this data.

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## Reasonable Accommodation: principles and process

### Working at Height Reasonable Accommodation: Principles and Process

