A SECURITY ACADEMY LTD

# Reasonable Adjustments Policy

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| CENTRE | EFFECTIVE FROM | NEXT REVIEW | APPROVED BY |
|---|---|---|---|
| **A Security Academy Ltd** | **1 April 2026** | **By 1 April 2027** | **Hamza Qassim** |

## 1. Our Commitment

A Security Academy Ltd is committed to ensuring that all learners have fair and equal access to learning and assessment. We recognise that some learners may experience barriers due to disability, learning difficulty, medical conditions, temporary injuries or other individual circumstances.

We will make reasonable adjustments where appropriate to reduce disadvantage, while ensuring that assessments remain valid, reliable and secure. All reasonable adjustments are made in line with the Equality Act 2010, Highfield Qualifications requirements, and SIA licence-linked qualification rules.

Reasonable adjustments are intended to support learners to demonstrate their competence and knowledge without giving an unfair advantage over others.

## 2. Scope of This Policy

This policy applies to:

- all learners and potential learners;
- all employees, contractors, trainers, assessors, IQAs and invigilators;
- all qualifications and assessments delivered by A Security Academy Ltd.

It covers all stages of the learner journey, including:

- enrolment and induction;
- teaching and learning activities;
- examinations and practical assessments;
- internal quality assurance (IQA);
- reasonable adjustment requests, approvals and records.

This ensures a consistent and transparent approach across all courses.

## 3. What Are Reasonable Adjustments

A reasonable adjustment is a change or adaptation to the assessment process that helps reduce the impact of a learner’s disability or difficulty.

Reasonable adjustments must:

- be based on the individual learner’s needs;
- reflect the learner’s normal way of working;
- not change assessment criteria or learning outcomes;
- not compromise assessment security or public confidence;
- comply with Highfield and SIA requirements.

Adjustments are considered carefully to balance learner access with the need to maintain assessment standards.

## 4. Identification of Learner Needs

We aim to identify reasonable adjustment needs as early as possible.

This may take place:

- during initial enquiry or enrolment;
- at induction;
- through learner disclosure;
- through observation by tutors or assessors.

Learners are encouraged to inform us of any additional needs at the earliest opportunity. Early identification allows enough time to consider suitable arrangements and, where required, to seek approval from Highfield Qualifications.

## 5. Evidence and Decision Making

Where required, reasonable adjustments must be supported by appropriate evidence.

This may include:

- medical or professional reports;
- diagnostic assessments;
- evidence of previous assessment arrangements;
- workplace or educational support records.

All evidence must be valid, sufficient and relevant. Decisions are made in discussion with the learner and recorded clearly to support transparency, consistency and audit requirements.

> **Resources and capacity.** Whether an adjustment is reasonable also depends on what is practical and affordable for the centre. If A Security Academy Ltd does not have the staffing or financial capacity to provide a requested adjustment, we may decline it. If we do, we will explain our reasons in writing, discuss any alternative arrangements we can offer and, where possible, suggest another approved centre.

Where a reasonable adjustment is requested, A Security Academy Ltd requires a Reasonable Adjustment Request Form to be completed. The form will record:

- the learner's details;
- the nature of the adjustment requested;
- any supporting evidence;
- whether the adjustment is centre-permitted or requires Highfield approval;
- the final decision and rationale.

Completed forms are retained securely and made available to Highfield Qualifications for audit or EQA review.

## 6. Types of Reasonable Adjustments

Depending on the qualification and awarding body rules, reasonable adjustments may include:

- extra time (within permitted limits);
- supervised rest/ breaks;
- modified seating arrangements;

- coloured overlays or low-vision aids;
- readers or scribes (where permitted);
- assistive technology, where allowed.

**Important notes**

- Translators are not permitted.
- SIA licence-linked qualifications have minimum English language requirements that must be met.
- Teaching and assessment must be delivered in English, in line with SIA and Highfield rules.
- Any adjustment that could affect assessment validity must be checked with Highfield before approval.

For practical qualifications such as Emergency First Aid at Work, reasonable adjustments will be considered carefully to ensure learners can safely demonstrate the required practical competencies. Any adjustment must not compromise learner safety, casualty safety, or the assessment outcomes of the qualification.

## 7. Centre-Permitted and Highfield-Approved Adjustments

Some reasonable adjustments can be approved at centre level, while others require prior approval from Highfield Qualifications.

A Security Academy Ltd will:

- follow Highfield's reasonable adjustment guidance and permissions tables;
- apply to Highfield within required timeframes where approval is needed;
- ensure approved arrangements are implemented exactly as agreed;
- ensure adjustments do not exceed what has been authorised.

All approved reasonable adjustments must be supported by a completed Reasonable Adjustment Request Form and recorded on learner assessment records. Where Highfield approval is required, written confirmation will be obtained before the assessment takes place.

## 8. Roles and Responsibilities

### 8.1 Director / Head of Centre

The Director / Head of Centre (Hamza Qassim) is responsible for:

- ensuring this policy is implemented and reviewed;
- ensuring staff understand their responsibilities;
- promoting a consistent and compliant approach to reasonable adjustments.

### 8.2 Staff, Trainers, Assessors, IQAs and Invigilators

All staff are responsible for:

- identifying potential learner needs;
- supporting learners to request reasonable adjustments;
- implementing approved adjustments accurately and fairly;
- maintaining confidentiality at all times;
- ensuring assessment integrity and security are maintained.

### 8.3 Learners

Learners are expected to:

- disclose reasonable adjustment needs as early as possible;

- provide supporting evidence where required;
- engage positively with agreed arrangements;
- follow centre rules and assessment instructions.

## 9. Recording, Monitoring and Audit

All reasonable adjustments will be:

- clearly recorded on learner assessment records;
- supported by a completed Reasonable Adjustment Request Form;
- stored securely in line with GDPR;
- made available to Highfield during audits or EQA visits.

Accurate record keeping protects both the learner and the centre and supports effective quality assurance.

## 10. Monitoring and Review

This policy will be reviewed at least once every 12 months, or sooner if there are changes to:

- legislation;
- Highfield requirements;
- SIA rules;
- the centre's course offer.

The review will be led by the Director / Head of Centre with input from the Lead IQA and trainers.

## 11. Contact Details

For questions or to discuss reasonable adjustment needs before enrolling, please contact:

**A Security Academy Ltd**
2 Ditchfield Road, Hayes, London UB4 9BH
+44 (0)7541 999 007
info@asecurityacademy.com

Signed (Director / Head of Centre)

***Hamza Qassim***

Director / Head of Centre · 1 April 2026