

Black Mountains College

Reasonable Adjustments Policy

Applies To: Students

1. Purpose

Black Mountains College is committed to providing an inclusive learning environment in which all students have equitable opportunities to participate, succeed and achieve their potential.

This policy explains how the College meets its duties under the Equality Act 2010 by identifying, implementing and reviewing reasonable adjustments for disabled students. It also clarifies the responsibilities of students and staff and explains how decisions relating to reasonable adjustments may be reviewed or appealed.

This policy aims to:

- promote equality of opportunity and inclusion;
- ensure compliance with the Equality Act 2010;
- explain how reasonable adjustments are identified and implemented;
- clarify the relationship between reasonable adjustments and academic standards;
- define the responsibilities of students and staff; and
- ensure that decisions are fair, transparent and consistent.

2. Scope

This policy applies to all students enrolled on accredited further education and higher education programmes delivered by Black Mountains College.

Separate arrangements may apply to short courses where appropriate to the nature, duration and delivery of the programme.

Where a student is also employed by the College, this policy applies only to their role as a student. Workplace adjustments are managed separately through the College's employment procedures.

3. Legal Framework

This policy is based upon the Equality Act 2010 and associated guidance.

Under the Act, a disabled person is someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

The College has a legal duty to take reasonable steps to remove or reduce barriers that place disabled students at a substantial disadvantage compared with non-disabled students.

This duty is anticipatory. Wherever reasonably practicable, the College seeks to identify and remove barriers before they affect individual students through inclusive policies, teaching practice, assessment design and accessible learning environments.

4. Principles

Black Mountains College is committed to:

- creating an inclusive learning environment for all students;
- embedding accessibility within learning, teaching and assessment;
- considering requests for reasonable adjustments on an individual basis;
- maintaining academic standards whilst removing unnecessary barriers to learning;
- respecting the dignity, independence and confidentiality of students;
- working collaboratively with students to identify appropriate support; and
- reviewing adjustments where student needs change.

5. Reasonable Adjustments

Reasonable adjustments are changes made to policies, practices, learning environments, teaching methods or assessment arrangements that enable disabled students to participate fully in College life.

The College will consider each request individually, taking account of:

- the student's circumstances and evidence of need;
- the effectiveness of the proposed adjustment;
- the practicality of implementation;
- health and safety considerations;
- the impact on other students where relevant;
- available resources; and
- the requirement to maintain academic standards.

Examples of reasonable adjustments may include:

- accessible learning materials;
- assistive technology;
- specialist equipment;
- additional support during teaching sessions;
- alternative assessment arrangements;
- rest breaks during timed assessments;
- extra time where appropriate;
- accessible learning spaces; and
- specialist study support or guidance.

The examples above are illustrative rather than exhaustive.

6. Academic Standards

Reasonable adjustments are intended to enable students to demonstrate achievement of the required learning outcomes without reducing the academic or professional standards of the programme.

The College is not required to alter competence standards. However, it will consider reasonable adjustments to the way those standards are assessed wherever this can be achieved without compromising the validity, reliability or integrity of the assessment.

7. Identification of Support

Students are encouraged to disclose any disability, long-term health condition or specific learning difficulty as early as possible so that appropriate support can be considered.

Students may disclose information to any member of College staff. Where appropriate, and with the student's consent, this information will be referred to the Student Support Coordinator.

The Student Support Coordinator will normally:

- discuss the student's individual needs;
- consider appropriate supporting evidence;
- identify appropriate reasonable adjustments;
- advise on eligibility for Disabled Students' Allowance (where applicable);
- prepare or update an Individual Support Plan (ISP); and
- review arrangements where circumstances change.

Reasonable adjustments are determined individually and will reflect the student's specific needs and the requirements of their programme.

8. Individual Support Plans

Approved reasonable adjustments will be recorded within an Individual Support Plan (ISP).

The ISP provides the formal record of agreed adjustments and will be shared only with staff who require the information in order to implement the agreed support.

Individual Support Plans will be reviewed whenever:

- student needs change;
- programme requirements change;
- adjustments are found to be ineffective; or
- a review is requested by the student or the College.

All records relating to reasonable adjustments will be managed in accordance with UK GDPR and the College's Data Protection Policy.

9. Responsibilities

Chief Executive Officer

The Chief Executive Officer has overall responsibility for ensuring that the College fulfils its legal obligations under this policy and that appropriate systems are in place to monitor its implementation.

Student Support Coordinator

The Student Support Coordinator is responsible for:

- assessing requests for reasonable adjustments;
- developing and reviewing Individual Support Plans;
- coordinating support across the College;
- maintaining appropriate records;
- providing advice to staff and students; and
- monitoring the effectiveness of adjustments.

Course Leaders and Tutors

Course teams are responsible for:

- implementing agreed adjustments;
- ensuring teaching materials are accessible wherever reasonably practicable;
- contributing to an inclusive learning environment;
- identifying concerns and referring students for support where appropriate.

Students

Students are encouraged to:

- disclose relevant disabilities or health conditions as early as possible;
- provide appropriate supporting evidence where requested;
- engage with agreed support arrangements;
- notify the College if their circumstances change; and
- report promptly where agreed adjustments are not being implemented.

10. Requests That Cannot Normally Be Approved

The College will carefully consider every request for reasonable adjustment.

However, adjustments will not normally be approved where they would:

- compromise academic or professional competence standards;
- conflict with awarding organisation or validating partner requirements;
- create unacceptable health and safety risks;
- fundamentally alter the nature of the programme; or
- place a disproportionate burden on the College.

Where a requested adjustment cannot be approved, the reasons will be explained clearly to the student, and alternative solutions will be explored wherever possible.

11. Appeals

Where a student disagrees with a decision relating to reasonable adjustments, they should first discuss the matter with the Student Support Coordinator.

If the matter cannot be resolved informally, the student may submit a written request for review to the Chief Executive Officer.

The Chief Executive Officer will normally respond within five working days.

If the student remains dissatisfied, they may submit a complaint under the College's Student Complaints Policy.

12. Monitoring

The Chief Executive Officer and Student Support Coordinator will monitor the implementation of this policy through:

- review of Individual Support Plans;
- feedback from students;
- quality assurance activities;
- periodic audits of accessibility and inclusive practice; and
- monitoring of complaints and appeals relating to reasonable adjustments.

Findings will inform continuous improvement across the College.

13. Related Policies

This policy should be read alongside:

- Equality, Diversity and Inclusion Policy
- Student Complaints Policy
- Safeguarding Policy
- Fitness to Study Policy
- Data Protection Policy
- Admissions Policy (where applicable)

14. Review

This policy will be reviewed every two years, or earlier where legislative or regulatory changes require.

Responsibility for review rests with the Chief Executive Officer.

The policy and any subsequent revisions will be approved by the Black Mountains College Education Committee.

Version	Date Reviewed	Who reviewed	Next review date
1	5/7/26	Christianne Wakeham	July 2027