

Reasonable Adjustments – NELT Centre Information

Centre information

PLASA has laid out its commitment to Equality of Opportunity for all of its qualifications, in the Equal Opportunities, Reasonable Adjustment and Special Considerations policy. This policy is available to every training centre and trainer. It should be held in the Centre and Training Manuals. It is also issued to every trainee who enrolls and should be available to trainees to review at the centre.

The following is to assist centres with the procedural aspects of meeting the policy, should a trainee request a Reasonable Adjustment to enable them to participate in the National Event Lifting Training.

Reasonable Adjustment

A Reasonable Adjustment is 'any action that helps to reduce the effect of a disability or difficulty that places the trainee at a substantial disadvantage in the training observation situation. All centres must accept trainees that they have identified have potential to complete on the course and identifying actions which may limit the impact of issues identified.

- Any adjustments made must be agreed before commencing the training.
- The adjustment must not affect the reliability and validity of the training outcome.
- Care must be taken to ensure that adjustments are reasonable and proportionate to the individual need (e.g. a candidate with dyslexia may require extra time to take notes, but may not in the practical sessions).
- The need to meet competence and health and safety standards will not be compromised and will be taken into consideration when coming to a decision.
- The evidence produced by the trainee is assessed exactly the same as for any other trainee on the same programme. They must meet the same criteria.
- Each reasonable adjustment will be reviewed on the basis of practicality, cost and effectiveness.
- Any reasonable adjustments must be applied in an unbiased manner.
- All adjustments must be signed off by the Centre Manager before the trainee is notified of any decisions.

Centres are responsible for treating all trainees fairly and without prejudice.

A record of any adjustments must be kept on the Reasonable Adjustment form and a copy held at the centre, in the trainee file.

Examples of types of Reasonable Adjustment that could be given by Centres:

1. Additional Time Request

Allowing additional time to complete tasks or providing supervised rest breaks during training activity.

Evidence required

Depending on the adjustment, a confirmation of the condition from a registered educational psychologist or medical doctor that states a) the % additional time that may be required, and b) that the individual is fit to carry out any specific 'risk' type activities. If it exceeds 25 % of the total time for the training then the application may be determined as not reasonable.

2. Adaptation of Assessment Material

Adapting assessment materials, such as providing materials with the font enlarged, Braille.

Evidence required

Depending on the adjustment, a statement from a registered educational psychologist or medical doctor that defines the condition and states the action that may be required.

3. Use of Assistance

Providing assistance during training, such as a sign language interpreter, or a reader.

Evidence required

Depending on the adjustment, a statement from a registered educational psychologist, or medical doctor that defines the condition and states the action that may be required.

4. Environment

Re-organising the training room or location for the training

Evidence required

Depending on the adjustment, a statement from a registered educational psychologist, or medical doctor that defines the condition and states the action that may be required.

5. Change of Training method

Changing the Training method, for example from a written training observation to a spoken observation.

Evidence required

Depending on the adjustment, a statement from a registered educational psychologist, or medical doctor that defines the condition and states the action that may be required.

6. Assistive technology

Using assistive technology, such as screen reading or voice activated software.

Evidence Required

A statement from a registered educational psychologist or medical doctor that defines the condition and states the action that may be required.

Centre Reasonable Adjustment Procedure

Steps	Procedure for Centres for Implementing Reasonable Adjustments.
Step 1	Trainee enrolls with PLASA and is sent the trainee pack containing the Equal Opportunities policy.
Step 2	The Trainee contacts the centre and enquires or requests a reasonable adjustment for their training. The centre sends the application form to the trainee before booking them onto the training.
Step 3	<p>The trainee returns the completed Reasonable Adjustment form with evidence as identified in the policy.</p> <p>The centre manager reviews the evidence and the information against the policy criteria and decides on the course of action:</p> <ul style="list-style-type: none"> • To permit the training undertaking the reasonable adjustment required. • To request support from PLASA on the decision to allow the reasonable adjustment. • Not to permit the reasonable adjustment for reasons identified in the policy being given to the trainee. <p>The trainee is notified of the course of action.</p>
Step 4	If not agreed the centre informs the candidate and PLASA of the outcome and PLASA will refund the registration fee to the trainee.
	If agreed, the centre prepares for the reasonable adjustment and informs the trainer and centre personnel.
Step 5	The training takes place.
Step 6	Outcomes of the training process follow normal training procedures.
Step 7	Records of the reasonable adjustment are kept in the trainee file. A copy of the adjustment form is sent to PLASA and recorded on the Trainee activity sheet as RA that is sent to PLASA.
Step 8	Reasonable Adjustments are then moderated through Moderation Visits.

Reasonable Adjustment Application Form

Before completing this form you should read the PLASA Equal Opportunity, Reasonable Adjustment and Special Consideration Policy, which is included in the trainee pack, or contact us - details are at the bottom of the page. Please return the form to the Centre, address details are in the trainee pack.

1. TRAINEE INFORMATION	
Trainee Reference Number	
Training Applied For	
Training Centre	

2. YOUR DETAILS			
First Name		Surname	
Address			
County		Postcode	
Country		Nationality	
Telephone		Mobile	
E-mail		Date of Birth	

3. CIRCUMSTANCES AND REASONABLE ADJUSTMENT REQUIRED
<p>Circumstances - Please give a brief explanation of the condition that led to this request for this reasonable adjustment.</p>
<p>Reasonable Adjustment Requested - Please indicate the support required.</p>

4. SUPPORTING EVIDENCE			
<p>PLASA require a statement from a medical professional that confirms the nature of the problem that requires reasonable adjustments to be made for your assessment.</p> <p>Please ensure that the document is signed and the originator can be clearly contacted with address and telephone number as we may need to contact them for clarification if we are unsure about the adjustment that we need to make.</p> <p>Please list below the documents you are providing.</p>			
Evidence 1		Evidence 2	
Evidence 3		Evidence 4	
Please indicate which, if any of the following adjustments would meet your needs by ticking the boxes			
Someone to read the questions to you	<input type="checkbox"/>	Someone to record your answers	<input type="checkbox"/>
Sign Language Interpreter	<input type="checkbox"/>	Large typeface	<input type="checkbox"/>
		Size requested	<input type="checkbox"/>
Additional Time Request	<input type="checkbox"/>	How long? Note: this should not exceed 25% of time allocation	<input type="checkbox"/>
Room or Environment Change - please describe below			
Other requests - please describe below			

4.DECLARATION - We will process your data in accordance with the principles of the UK data protection Act (2018)			
I confirm that by completing and submitting this form:			
I give consent to the processing of this data			<input type="checkbox"/>
I have read the PLASA reasonable adjustment policy and understand it			<input type="checkbox"/>
I have supplied information that is correct to the best of my knowledge			<input type="checkbox"/>
Sign below	Date	Office use: Is evidence listed attached? Yes / No	
		Adjustment Approved Yes / No	Date
		Candidate Advised Yes / No	Date