

Reasonable Adjustment(s) Policy for GAI Education

The GAI will ensure that prospective students have the correct information and advice on their selected qualification(s) and that the qualification(s) will meet their needs.

The enrolment process will include assessing each potential student and making justifiable and professional judgements about their potential to successfully complete the course, coursework and examinations to achieve the relevant qualification.

The enrolment process will aim to identify, where appropriate, the support that can be reasonably made available to the student to facilitate access to the qualification(s). Where the process identifies that the student may not be able to demonstrate attainment and thus gain achievement in all of the assessments for the selected qualification, this will be communicated clearly to them.

The GAI will ensure that students are aware of:

- the range of options available, including any reasonable adjustments that may be necessary, to enable the demonstration of attainment across all of the required courses, assessments and examinations

and

- any restrictions on progression routes to the student because of not achieving certain outcomes.

It is important to note that not all of the adjustments (as above) will be reasonable, permissible or practical in particular situations. The student may not need, nor be allowed the same adjustment for all courses, assessments and examinations.

An adjustment will not be deemed as reasonable if it:

- involves significant fiscal costs when considered against the overall benefit
- is requested within an unfeasible timeframe
- gives unfair advantage on individuals in relation to their peers

Students must apply in a reasonable timeframe for any special accommodations or access requirement through GAI Education Team - email: education@gai.org.uk. This will ensure that the individual student adjustments need can be met, whilst still bearing in mind the specified assessment criteria for a qualification. As the needs and circumstances of each student are different, all requests will be considered on a case-by-case basis by the GAI Education Committee. Evidence of need will be required.

Access arrangements to classroom courses or examination centres:

The student must contact GAI Education Team to discuss their needs and make contact as early as possible to notify any medical condition, disability or mental health need that might affect their learning to ensure the appropriate support can be provided.

Access arrangements are agreed before an examination or course. The intention behind an access arrangement is to meet the needs of an individual student without affecting the integrity of the course or examination.