

ILLUMIN ACADEMY

Reasonable Adjustment Policy - V1.0

1. Purpose

This policy outlines Illumin Academy's approach to supporting learners who may require reasonable adjustments to access learning materials or undertake assessments. The aim is to provide equitable access to learning and ensure that learners are not unfairly disadvantaged due to disability, health conditions, or specific learning needs, while maintaining the integrity of the qualification.

2. Scope and Eligibility

This policy applies to all learners registered with Illumin Academy who are undertaking qualifications awarded by OTHM, NCFE CACHE, or other recognised awarding bodies. Reasonable adjustments are available for individuals with:

- Physical disabilities
- Learning difficulties (e.g., dyslexia)
- Mental health conditions
- Chronic illnesses
- Temporary impairments resulting from injury or illness

3. What Adjustments Could Be Made

Adjustments may include (but are not limited to):

- Extended time to complete assessments
- Use of assistive technology or adapted materials
- Modified assessment methods (e.g., oral presentation instead of written exam)
- Provision of large print or Braille materials
- Use of a scribe or reader during assessments
- Flexible scheduling of assessments
- Alternative formats for learning resources (e.g., audio or screen-reader compatible versions)

4. How to Request a Reasonable Adjustment

Learners should submit a formal request to the Student Support Team at info@illuminacademy.com. The request must include:

- Full name and learner ID
- Description of the adjustment required
- Reason for the request (with supporting medical or professional evidence, if applicable)
- Any previous adjustments granted in past educational settings

Requests should ideally be submitted at the start of the programme or as soon as a need is identified.

5. Timelines for Reviewing the Request

- All requests will be acknowledged within 3 working days.
- The request will be reviewed by the Student Support and Quality Assurance teams within 10 working days.
- Additional information may be requested from the learner.
- The outcome will be communicated in writing, including any agreed adjustments and implementation plans.
- If necessary, the awarding body will be consulted before finalising certain adjustments.

6. Policy Review

This policy will be reviewed annually or in response to updates in legislation, awarding body guidance, or learner feedback.

Contact Information:

Student Support Team

Email: info@illuminacademy.com

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