



TRA-L1-INT-005.

## Reasonable Adjustments and Special Considerations Policy.

### Introduction

The Rail Academy (TRA) is committed to ensuring that all apprentices are granted equal opportunity to assessment, in line with the Equality Act 2010 and to undertaking assessments in a fair and inclusive way where allowed in accordance with relevant legislation. As part of this, we recognise that in agreed and specified instances an apprentice may require alternative arrangements for aspects of their assessment(s) so that they are not disadvantaged by the assessment format itself, or that an apprentice may experience events which have an effect in their ability to take the assessment or demonstrate their level of attainment during the assessment.

This policy sets out TRA’s commitment on reasonable adjustments and special considerations, with ‘TRA-L3-INT-003e Guidance for Reasonable Adjustments’ providing the requirements and guidance on how TRA will apply, how decisions are made and apprentice rights to appeal decisions.

All applications are unique to each apprentice and will be considered on the information received.

### Regulatory Requirements

The Rail Academy (TRA) approach to reasonable adjustments and special considerations is led by our commitment to equality but shaped by the requirements of the qualification’s regulator Ofqual, and railway legislation. For example, Railway legislation and regulations place restrictions on assessment requirements and medical requirements of staff undertaking safety critical tasks. These restrictions include requirements on age, BMI, hearing, sight, health impairments, physical and mental disability, which are included in:

- Railway interoperability: National Technical Specification Notices (NTSNs),
- Railway Group Standards,
- Railway Industry Standards.

Our approach to reasonable adjustments is also guided by the Institute for Apprenticeships and Technical Education guidance on reasonable adjustments and its associated reasonable adjustment matrix.

### Confidentiality

Information about an apprentice’s disability is deemed ‘sensitive personal data, and therefore we are required by law (under General Data Protection Regulation) to process the information ‘fairly and lawfully’, and also in accordance with TRA-L1-INT-013 General Data Protection Policy. The applications, and associated learner / apprentice information, will only be made available to those on a ‘need to know’ basis in accordance with the policy and will include administrative staff, the assessor, and any people who may be required to assist the learner / apprentice during the assessment.

**Cath Bellamy, Managing Director**

The Rail Academy Limited

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