



HOPES SAFETY
CONSULTANCY LLC SPC

REASONABLE ADJUSTMENT & SPECIAL CONSIDERATION POLICY & PROCEDURE

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1. Purpose

The purpose of this policy is to ensure that **Hopes Safety Consultancy LLC SPC** provides equitable opportunities for all learners by addressing their individual needs through reasonable adjustments and special considerations. These measures aim to minimize barriers to learning and assessment for individuals with specific requirements, enabling them to fully participate in training and achieve their qualifications. The organization is committed to fostering an inclusive learning environment where fairness and equal access are prioritized.

2. Scope

This policy applies to all learners enrolled in the training courses and programs offered by **Hopes Safety Consultancy LLC SPC**. It encompasses all aspects of training and assessment, including theoretical instruction, practical activities, and examinations. The policy is designed to support learners with disabilities, medical conditions, learning difficulties, or other circumstances requiring additional support. It ensures compliance with industry standards and regulatory requirements while maintaining the integrity of the qualifications provided.

3. Definitions

- **Reasonable Adjustment:** A modification or alteration made to the learning environment, teaching methods, or assessment processes to accommodate the specific needs of a learner. These adjustments do not compromise the competency standards of the qualification but aim to provide equal access.
- **Special Consideration:** A temporary provision applied during assessments or training to account for unforeseen circumstances that may adversely affect a learner's performance. Examples include medical emergencies, personal challenges, or natural disasters.

4. Responsibilities

- **Management:**
 - Ensure the effective implementation of this policy across all training programs.
 - Allocate appropriate resources to support reasonable adjustments and special considerations.

- Oversee compliance with regulatory and accreditation requirements.
- **Trainers and Assessors:**
 - Identify learners who may require adjustments or considerations and address their needs appropriately.
 - Ensure that modifications align with the competency standards of the qualification.
- **Learners:**
 - Notify **Hopes Safety Consultancy LLC SPC** of any specific needs or circumstances as early as possible.
 - Provide valid and appropriate documentation to support their requests.
- **Administration Team:**
 - Process requests for reasonable adjustments and special considerations promptly and efficiently.
 - Communicate outcomes to learners, trainers, and other relevant parties.

5. Reasonable Adjustments

Reasonable adjustments are long-term modifications made to accommodate learners' needs and ensure equal access to training and assessments. Examples include:

- Providing course materials in alternative formats, such as large print, Braille, or audio.
- Allowing additional time during assessments or exams.
- Offering assistive technologies, such as screen readers or speech-to-text software.
- Adjusting physical environments, such as providing wheelchair access or ergonomic furniture.
- Allowing the presence of a support worker, interpreter, or scribe during training sessions or assessments.

Requests for reasonable adjustments must be submitted in writing to the administration team. Learners should include supporting documentation, such as a medical report or an educational psychologist's assessment. Each request will be reviewed on a case-by-case basis, taking into account the learner's individual needs, the nature of the training program, and the requirements of the qualification.

6. Special Considerations

Special considerations are temporary provisions applied to account for short-term issues affecting a learner's ability to participate fully in training or assessments. Situations eligible for special consideration may include:

- Illness, injury, or medical emergencies during the training or assessment period.
- Bereavement or significant personal challenges.
- Unforeseen events, such as accidents or natural disasters.

Learners must notify **Hopes Safety Consultancy LLC SPC** as soon as they are aware of the need for special consideration. The notification should include a detailed explanation of the circumstances and relevant evidence, such as a doctor's note or legal documentation. The organization will assess each case individually to determine the most appropriate course of action.

7. Procedure

The following steps outline the procedure for requesting and implementing reasonable adjustments and special considerations at **Hopes Safety Consultancy LLC SPC**:

1. **Submission of Request:**
 - Learners must submit a written request to the administration team, clearly stating the type of adjustment or consideration required. Supporting documentation must be included.
2. **Assessment of Request:**
 - The administration team, in consultation with trainers and assessors, will review the request to determine its validity and feasibility. For complex cases, input from external specialists may be sought.
3. **Decision and Communication:**
 - A decision will be made within a specified timeframe, and the learner will be informed of the outcome. If the request is approved, a plan for implementation will be developed.
4. **Implementation:**
 - Approved adjustments or considerations will be communicated to relevant staff and implemented in a timely and effective manner. The learner will be briefed on how the changes will be applied.
5. **Monitoring and Feedback:**
 - The effectiveness of the adjustment or consideration will be monitored throughout the training or assessment period. Feedback from the learner and staff will be used to ensure the measures are working as intended.

8. Appeals

If a learner disagrees with the decision regarding their request, they have the right to appeal. Appeals must be submitted in writing to the training center manager, outlining the reasons for the appeal and providing any additional evidence. The appeal will be reviewed by an independent panel, and a final decision will be communicated within 10 working days. The appeals process ensures transparency and fairness in handling learner concerns.


9. Confidentiality

All information related to requests for reasonable adjustments and special considerations will be treated with strict confidentiality. Details will only be shared with staff directly involved in implementing the measures to ensure that the learner's privacy is respected.

10. Monitoring and Review

Hopes Safety Consultancy LLC SPC will review this policy annually to ensure it remains effective and relevant. Feedback from learners, staff, and stakeholders will be incorporated into updates. Regular reviews ensure that the policy aligns with best practices, regulatory standards, and the evolving needs of learners.

Hopes Safety Consultancy LLC SPC is dedicated to fostering an inclusive and supportive learning environment. By providing reasonable adjustments and special considerations, the organization ensures that all learners have the opportunity to succeed in their training and achieve their qualifications. These measures reflect our commitment to equity, accessibility, and the highest standards of educational integrity.



Director
Hopes Safety Consultancy LLC SPC