




ACCESS TO FAIR ASSESSMENT POLICY

Version 4	28.09.23
Author	Rebecca Hague
Review date	28.09.24
Signed	

28.09.23 – added awarding body procedures and timescales

ACCESS TO FAIR ASSESSMENT STATEMENT

BMH Training Limited is committed to providing on-going support to clients with requirements and aspires to eliminate discrimination as per the Equality Act (2010). On this basis, we ensure accessible services and make appropriate adjustments, where required, to facilitate clients in completing the course/programme as independently as possible. Our employees are committed to contributing to this practice and the overall aims are to assist clients in managing their individual situation and create a more accessible learning and assessment environment for all.

For this to be achieved, we aim to determine clients' particular requirements and requests for the provision of access arrangements at an early stage. In making sure our access to fair assessment statement is implemented effectively and all clients are treated fairly, we aim to:

- ensure the access to fair assessment statement and practice are understood and complied with by any employees involved in assessment and by the clients using Individual Learning Plan/Portfolio.
- promote equality in relation to the provision of the learning programme and assessment of the qualification.
- adhere to related procedures and regulations regarding reasonable adjustments to assessment and special considerations.
- ensure the building and assessment sites used for delivery and assessment are accessible to all clients, as far as is practicable.
- request permission for the implementation of specific adjustments from the awarding body where required.
- ensure appropriate equipment/personnel (technological equipment or any assistant personnel, i.e. reader, scribe, practical assistant, etc.) is available for selected adjustments to delivery and/or assessment.
- use assistive equipment and personnel within the reasonable adjustments framework without disadvantaging others who are not affected by requirements.

It is ultimately the responsibility of the **HUMAN RESOURCES**, to ensure that this statement and related procedures are published and accessible to all employees, clients and any relevant third parties. However, the **QUALITY MANAGER** is responsible for ensuring this information is fully understood by employees, third parties and by the clients who commence courses/programmes with BMH Training Limited.

Clients have the right to raise any issues related to the implementation of access arrangements or make a formal complaint via the BMH Training Limited complaints procedure or the BMH Training Limited learner appeals procedure, if they are not satisfied with the outcome of the decision in relation to the access arrangements applied.

Procedure for Access Arrangements - Courses

STAGE 1

BMH Training Limited evaluates and identifies the need for the implementation of access arrangements due to a learner's particular requirements where a learner reports the request to the tutor/assessor or where it is identified via other acceptable means. At this stage, the learner must provide all necessary evidence (medical evidence/certification, diagnostic test results, a statement from the invigilator/tutor/assessor or any other appropriate information) to demonstrate the condition or reason(s) affecting his/her performance.

STAGE 2

The tutor/assessor communicates the request to the QUALITY MANAGER, who checks the learner's eligibility. The QUALITY MANAGER collates all evidence required and helps the learner to make the application for reasonable adjustments/special consideration.

STAGE 3

If the access arrangements requested by the learner are not appropriate and the application is rejected by BMH Training Limited or third parties, other alternatives will be suggested, where required. If the application for access arrangements is accepted, the decision is communicated to all employees involved in the delivery and/or assessment and arrangements are made as soon as practicable to assist the learner.

STAGE 4

Monitoring of the eligibility of decisions made outcomes of the applications and effectiveness of the procedure is conducted via the BMH Training Limited Statement on Student Support procedure. The QUALITY MANAGER will ensure that the learner completes the relevant feedback forms at the end of the course/qualification.

All records relating to the application, relevant evidence and monitoring forms are securely retained for five years.

Procedure for Access Arrangements – Remote Examinations

STAGE 1

Learner/Candidate indicates that they have a learning need through application/enrolment form, evidence is uploaded/requested via the enrolment form or issued to the DISTANCE LEARNING team for review.

If the evidence is robust enough to be accepted, the DISTANCE LEARNING team instruct the QUALITY MANAGER to apply for reasonable adjustments.

If the evidence is not robust enough, the DISTANCE LEARNING team will request further evidence from the Learner/Candidate, outlining requirements.

STAGE 2

The QUALITY MANAGER completes the application on behalf of BMH TRAINING LIMITED, following the AWARDING BODY procedure regarding reasonable adjustments.

Open Awards – Quartz Tracking Application – 20 working day timescale

STAGE 3

Accepted Application – in the instance that an application is accepted by the AWARDING BODY, the QUALITY MANAGER will confirm the information and reasonable adjustment with the DISTANCE LEARNING TEAM, who will email the Learner/Candidate with their outcome.

STAGE 4

Monitoring of the eligibility of decisions made outcomes of the applications and effectiveness of the procedure is conducted via the BMH Training Limited Statement on Student Support procedure. The QUALITY MANAGER will ensure that the learner completes the relevant feedback forms at the end of the course/qualification.

All records relating to the application, relevant evidence and monitoring forms are securely retained for five years.

Visual Procedure for Access Arrangements - Course

