

## **ACCESS TO LEARNING, ASSESSMENT & RESOURCES POLICY**

### **1 Introduction**

Eastwood Park strives to ensure that all learners are given equal opportunity and access to the learning and assessment provision offered through Eastwood Park's centre.

We are committed to promoting equality, engaging with diversity and providing a safe learning environment where discrimination or harassment does not occur on the basis of age, colour, disability, ethnic origin, gender, marital or family status, nationality, race, religion, sexual orientation or economic disadvantage. No learner should be made to feel threatened or excluded from access or participation.

### **2 Special Learning and/or Assessment Requirements**

Where special arrangements might be required, such arrangements will be considered and made as long as required aids are available and can feasibly be used in the learning environment.

At initial assessment and/or registration assessment requirements are identified. Every possible opportunity will be provided to learners with special assessment requirements to enable them to demonstrate attainment. Special arrangements, which may be required, will depend upon a learner's particular circumstances and the requirements of their job role/training. To provide ease of access to assessment, a wide range of assessment methods will be considered, as appropriate to the requirements of a particular qualification/programme.

For qualifications/programmes that are accredited by an Awarding Organisation, the Training Manager (Development, QA & WBL) may need to confirm access arrangements with the Awarding Organisation before they are implemented, ensuring that they do not affect the reliability or validity of assessment outcomes or give the learner an assessment advantage over other learners undertaking the same or similar assessments.

Examples of access arrangements that need to be considered are:

- modifying assessment materials, such as modified print or language
- providing appropriate assistance during assessment, such as a scribe, reader, practical assistant or sign interpreter
- re-organising the physical environment
- using assistive technology, mechanical and electronic aids
- alternative ways of presenting responses, such as a voice recorder

### **3 Supporting Learners**

Support is available for learners who may experience difficulties during a course for reasons, such as:

- Learning difficulties
- Dyslexia
- Dyscalculia
- Dyspraxia
- Social, Emotional and Mental Health (SEMH)
- Visual impairment
- Hearing impairment
- Autism
- Asperger Syndrome
- English as an Additional Language (EAL)

Learners are given the opportunity to inform Eastwood Park of any learning support they may require when the programme/qualification is booked, when joining instructions are completed and at registration.

When Eastwood Park is informed of a learning support requirement, prior to registration or at induction, the Training Administrator makes contact to discuss any requirements they might have. A record of the discussion, details of support and recommended actions are entered on to a Learner Support Plan and emailed to the trainer/assessor prior to the commencement of the programme.

If a learner informs Eastwood Park at registration the Training Administrator will meet with them during the morning of the first day to discuss any requirements and the outcomes will be put on to a Learner Support Plan and passed to the trainer that day.

For work-based learners, an initial assessment is carried out with individual learners before they start their programme/qualification. Any special assessment requirements identified are recorded and a plan to support these are agreed.

### **4 Document Management**

#### **4.1 Version Control**

Version:	4.0
Date of version:	20 <sup>th</sup> July 2021
Approved by:	Lisa Slevin
Confidentiality level:	Public

## 4.2 History

Date	Version	Author	Details of Amendment
12/03/2013	1.0	Lisa Slevin	Approved first version
04/02/2015	1.1	Lisa Slevin	Review
06/04/2017	1.2	Lisa Slevin	Review
08/11/2018	2.0	Lisa Slevin	Change to format
05/03/2019	3.0	Lisa Slevin	Additional information regarding supporting learners
20/07/2021	4.0	Lisa Slevin	Review

## 4.3 Review

This policy will be reviewed annually by the Training Manager (Development, QA & WBL) .

Date set for review: July 2022