

Reasonable Adjustments Guidelines

In the case of training courses, assessments & examinations Powys Safety Solutions will provide an opportunity during our booking process for the individual to identify themselves as a disabled person and to inform us of any reasonable adjustments or special considerations. Based on this information and any appropriate supporting evidence - medical certificate or similar - we will endeavour to make the following provisions available, if deemed necessary, **upon receipt of our completed Reasonable Adjustments/Special Considerations Request Form (www.powyssafety.co.uk/training) at least 5 working days before the training/assessment/examination date:**

- use of a candidate's own paper dictionary, approved by the examination invigilator, if an assessment/examination is not in the candidate's native/official language
- extra time to complete an assessment/examination
- an alternative approved location, subject to suitable invigilation procedures
- permission for candidate/attendee to bring along a support person to assist with their needs e.g. interpreter, scribe, personal care assistant, sign language support, reader, etc.

Where Powys Safety Solutions is acting as an approved centre for training, assessment and/or examination we will follow the awarding body's procedures for implementing any reasonable adjustments.