

Reasonable Adjustment Policy

Murray & Willis Ltd recognise that the Equality Act 2010 requires them to make 'reasonable adjustment' for delegates with special assessment requirements. Delegates can request the assistance of the invigilator, if required. Discussions to accommodate delegates with special requirements should be arranged prior to the course and separate arrangements must be put in place. Delegates will be able to request special assistance when they book the course. The booking form contains information relating to the special assistance request.

Prior to course commencement, Murray & Willis Ltd will identify any special requirements that delegates may have, such as physical disabilities, including sight, hearing or writing, and learning or reading difficulties (for example, dyslexia). It is important to remember that sensitive information about the delegate has been offered voluntarily and it should be respected as confidential and in accordance with Data Protection legislation.

In circumstances where assistance is required Murray & Willis Ltd know that under the Equality Act 2010, they are specifically required to make 'reasonable adjustments' or give 'special consideration' to enable everyone to compete equally. However, this must not affect the integrity of the examination.

Murray & Willis Ltd will check with the delegate to find out what support they need and be prepared to arrange for adaptations (for example, the examination can be held in a separate room and questions can be read to the delegate), which may include additional staff support.

Signed:



Dawn Clempson
HR & Training Manager
Citb Centre Manager

Date:

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