



## Access to Fair Learning and Assessment Policy

### Approval

Approved by	Owner	Dept	Date
BGF Board of Trustees	Louise Roberts	Programmes	10 <sup>th</sup> March 2020

### Document History

Version	Summary of Changes	Document Status	Date
V1.0	Adopted at Board	Live	10 <sup>th</sup> March 2020
V2.0	Amendments to 6. Access arrangement procedures and 7. Fair access appeals Addition of 1.2 to explain our ethos of on-going support. Additional of 5 -day outcome response 5 – stage 1	Draft	20/11/2025

### 1. Commitment

- 1.1 The British Gymnastics Foundation is committed to providing ongoing support to learners with particular requirements and aspires to eliminate discrimination. On this basis, we ensure accessible services, making reasonable adjustments and applying special considerations where these are required, to facilitate learners in completing each course/programme as independently as possible.
- 1.2 The British Gymnastics Foundation aim to support learners on an on-going basis, therefore there are no strict timescales for our offer of support, and we will support learners by making adjustments to the course, resources or mentoring scheme, long after their initial course where needed.

- 1.3 Access arrangements ensure that reasonable adjustments and special considerations reduce substantial disadvantage caused due to a learner's disability or difficulty. In accordance with the Equality Act 2010, we have a commitment to provide access for learners with particular needs to prevent discrimination in the delivery of qualifications and the assessment of learners.

## **2. Reasonable Adjustments**

- 2.1 Reasonable adjustments are any arrangements made prior to the delivery or assessment of a qualification to reduce the effect of a disability or difficulty that places a learner at a substantial disadvantage. These arrangements are required to be granted by the awarding organisation for the assessment of learners with a permanent, long-term or temporary disability, a learning difficulty, illness or indisposition.

## **3. Special Consideration**

- 3.1 Special consideration is the implementation of arrangements during a course or at the time of an assessment to allow competence to be demonstrated by learners who have been disadvantaged or were unable to attend the assessment due to emotional/physical difficulties or adverse circumstances. These arrangements are required to be granted by the awarding organisation for the assessment of learners who experience temporary difficulties.

## **4. Objectives**

Our personnel are welcoming and committed to ensuring accessibility for all. The overall aims are to assist learners in managing their individual situation and create a more accessible learning and assessment environment for all.

**In order for this to be achieved, we aim to determine learners' particular requirements and requests for the provision of access arrangements at an early stage. To ensure we give access to fair assessment and treating all learners equally we intend to:**

- 4.1 ensure the access to fair learning and assessment statement and practice are understood and complied with by any personnel involved in learning and assessment and also by learners
- 4.2 promote equality within each of the learning programmes and in the conduct of all qualification assessments
- 4.3 adhere to related procedures and regulations regarding reasonable adjustments and special consideration
- 4.4 ensure buildings and assessment sites used for face to face delivery and assessments are accessible to all learners, as far as is practicable
- 4.5 ensure appropriate equipment/personnel (including technological equipment or any assistant personnel, i.e. reader, scribe, practical assistant, etc) is available for selected adjustments to delivery and/or assessment
- 4.6 use assistive equipment and personnel for reasonable adjustments, without disadvantaging others who are not affected by particular requirements.

## **5. Access Arrangements Procedure**

### *Reasonable Adjustments and Special Considerations*

**Stage 1:** The learner should request **reasonable adjustments** at the application stage of their course, ideally 4 weeks or more prior to the course start date. This can be done by emailing or phoning [theteam@britishgymnasticsfoundation.org](mailto:theteam@britishgymnasticsfoundation.org) – 07739512197, or completing the additional information form which learners are asked to complete on enrolment. The British Gymnastics Foundation Love to Move team will liaise with the learner to ensure the relevant reasonable adjustments are identified. We will work together to ensure the learner is able to fully access the course. The learner will hear the outcome from the Team within 5-working days of receipt of request. Reasonable adjustments may take longer to put in place depending on resources needed.

A learner may request reasonable adjustments at any time during the course, mentoring period or assessment and every effort will be made to support these adjustments. The Head of Programmes will contact the learner to discuss all needs and assess how quickly they can be put in place. If timescales don't allow adjustments to be put in place in time for their preferred course, the learner will be given the option to move to a later course. The team will inform their tutor before the start of the course of any adjustments needed and a meeting with the tutor will take place to discuss their part in any adjustments needed.

Special considerations will be addressed as and when the need arises. Learners should contact [theteam@britishgymnasticsfoundation.org](mailto:theteam@britishgymnasticsfoundation.org) as soon as they become aware of any special considerations needed.

**Stage 2:** The British Gymnastics Foundation will put the necessary adjustments in place and keep constant communications throughout the course with the learner to evaluate the implementation and audit all outcomes. Any records relating to the application, relevant evidence and monitoring forms are securely retained for five years.

**Stage 3:** Following completion of the course, British Gymnastics Foundation will review the success or otherwise of the adjustments and add this into the annual review of the course, updating the course to include these adjustments if it is deemed an appropriate support for everyone in the future.

### **6. Fair Access Appeals**

Where learners have requested reasonable adjustments or special considerations but are unhappy with the outcomes they have a right to make an appeal via the British Gymnastics Foundation by emailing [theteam@britishgymnasticsfoundation.org](mailto:theteam@britishgymnasticsfoundation.org). This can be done at any stage during consultation, during the course or after the course and every effort will be made to put in place further support, or allow the learner to repeat the course with additional adjustments

### **7. Fair Access Complaints**

Learners have the right to raise any issues related to the implementation of access arrangements or make a formal complaint via the British Gymnastics Foundation Complaints Procedure which can be found on the British Gymnastics Foundation website.