



NET Guidance including Centres: Reasonable Adjustments

Document History

Version History

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1 Process for Requesting or Applying Reasonable Adjustments and/or Special Considerations

Candidates should be fully involved in any decisions about reasonable adjustments. This will ensure that individual needs can be met, whilst still bearing in mind the specified assessment criteria.

As the needs and circumstances of each candidate are different, centres must consider any request for a reasonable adjustment on a case-by-case basis.

There are two routes through which a learner may be granted reasonable adjustments to assessment, these routes are to:

- Apply to NET for permission.
- Use reasonable adjustments permitted at the discretion of the centre.

In cases where NET have permitted the centre to implement reasonable adjustments without seeking prior permission, details of these adjustments can be found within this document. NET requires centres to keep records for inspection during a centre monitoring visit (including any declarations that are signed and dated by a member of the centre staff who has formally been given delegated authority for this by the Centre Manager). These records should normally be kept for 12 months following the assessment to which they apply and uploaded to the notes section of the candidate details.

If a centre is making a request on behalf of its candidates, it should complete a Reasonable Adjustments and Special Consideration request form from the NET website and in doing so supply relevant supporting information. One unique request form should be submitted for each candidate. Failure to produce the appropriate authentic evidence of need will lead to the application being rejected.

Supporting evidence for reasonable adjustments may include but is not limited to:

- Medical Letter
- SEN Statement
- Education, Health and Care Plan
- SpLD Reports
- Individual education/learning plans or development/support plans
- JCQ (Joint Council for Qualifications) type documents or confirmation from Awarding Organisation.

Supporting evidence for special considerations may include but is not limited to:

- Original medical certificate
- Letter from an appropriate medical professional
- Letter from an appropriate independent individual/authority
- Death certificate or a letter confirming the death

All evidence must:

- Be on headed paper (as appropriate)
- Be dated
- Include the name of author and capacity
- Be signed
- Be no older than 12 years old
- Detail the candidate's disability or requirements or statement of events.

Applications for reasonable adjustments must be processed and approved by NET before an assessment is undertaken. These must be submitted at least **10 working days** prior to the assessment and confirmed by the Centre on return of any approval.

2 Reasonable Adjustments - prior permission required from NET

If NET centres require the following reasonable adjustments, they must apply to NET in line with the process and timeframes contained within the policy:

- Extra time for online assessment (including 25%)
- Attendance structure (rest gaps) to be documented and recorded. No additional time is permissible for the actual practical assessment.
- Practical assistant
- Reader /Computer Reader (non-electrical)
- Scribe (non-electrical)
- Separate invigilation
- Modified enlarged paper
- Sign language interpreter

NET will send written confirmation of the request's decision and it is expected that this will be confirmed by the Centre on receipt. The Centre is expected to supply appropriate support.

3 Reasonable Adjustments – without seeking prior permission from NET

Centres can permit certain adjustments without prior consultation with NET, such as:

- Bilingual translation dictionaries without extra time of up to 25%
- Supervised rest breaks
- Amplification equipment
- Coloured overlays
- Low vision aid / magnifier

However, appropriate records for all such adjustments must be kept on the centre's files.

4 Colour deficiency (Colour blindness)

If a candidate confirms colour deficiency, then this must be notified to NET and stated on the Reasonable Adjustment form. Confirmation is required as to:

- Employer statement of awareness
- Self-employed statement
- Evidence of appropriate optician's test results.

During the assessment, the candidate must:

- Wear corrective glasses if appropriate
Or
- Request confirmation of colour of circuits and conductors from assessor when installation complete (clock stopped). Correct, assessment continues, incorrect assessment stops.

5 Centre Advice

- All reasonable adjustments should be discussed with candidate/Training provider at the point of uploading candidate details to MMS (Management and Marking System) system.
- Any reasonable adjustments must be applied for before Gateway submission to NET as appropriate.
- Extra time is only permissible on the online assessment (Section E).
- All practical assessments have no additional time added. The candidate can request breaks where the clock is stopped for reading, emergency, medical or conditions outlined in the approved reasonable adjustment application.
- The centre has the responsibility of providing readers, signers, additional equipment in line with the reasonable adjustment request.
- Documentary records must be taken of additional breaks and uploaded to the notes section of the candidate details.
- NET personnel may be present during the assessment as part of an audit.

6 Contact Us

On completion of the request form, please return with the appropriate evidence to NET, PO Box 78046, London N4 9LN or email: SEND@netservices.org.uk.



7 About NET

National Electrotechnical Training (NET) is an independent charity (Registered charity number: 1068863), which provides End Point Assessments for apprenticeship standards, assessments of occupational competence (AOC) and experienced worker assessments (EWA) in support of industry recognised qualifications utilised by the electrical installation, electrical maintenance, electrical engineering and fire and security industries throughout the UK.

More information about NET and its activities can be found on our website: www.netservices.org.uk