



## Supporting Students with Disabilities



This document sets out CLT International's policy for supporting students with disabilities, the key objectives and the way in which these objectives will be achieved.

### Policy Statement

CLT International aims to:

- Eliminate discrimination, harassment and victimisation of disabled people on courses run by CLT International
- Advance equality of opportunity by ensuring that teaching and assessment methods and strategies are as inclusive as possible and that disabled students have equal access to learning opportunities
- Provide an environment in which students feel able and encouraged to disclose any disabilities in order to facilitate the appropriate adaptation of administration, teaching and assessment
- Actively elicit and respond to feedback from disabled students with the aim of improving their experience, and the experiences of future disabled students, of the CLT International programme
- Work to continuously improve provision for all students to ensure equality and inclusion for all

### The Equality Act 2010

CLT International is committed to meeting the legal requirements around disability placed upon them by the Equality Act 2010.

A person is considered to have a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to perform day-to-day activities.

'Substantial' is defined as more than minor or trivial, for example, it takes much longer than it usually would to complete a daily task like getting dressed. 'Long-term' means 12 months or more from the point of diagnosis. However, illnesses such as cancer, HIV and multiple sclerosis are classed as disabilities from the point of diagnosis.

A disability can arise from a wide range of impairments including:

- Sensory impairments, such as those affecting sight or hearing
- Impairments with fluctuating or recurring effects such as epilepsy
- Progressive, such as muscular dystrophy
- Organ specific, including respiratory conditions, such as asthma
- Developmental, such as autistic spectrum disorders (ASD) and dyslexia
- Learning difficulties
- Mental health conditions
- Long-term illnesses such as cancer.

CLT International is committed to eliminating direct discrimination, indirect discrimination, harassment and victimisation because of disability, as well as discrimination arising from a disability, whereby a disabled person is treated less favourably because of something arising in consequence of a disability rather than the disability itself.

## Reasonable Adjustments

The Equality Act 2010 requires that reasonable adjustments are made for disabled people so that any barriers to full participation are removed. CLT International is committed to making reasonable adjustments for disabled students throughout all of its practices, including but not limited to; the promotion of programmes, and information exchanges between CLT International and participants including the website, delivery of workshops and the examination process.

It is the responsibility of students to inform CLT International of any reasonable adjustments which are required. Disabled students are invited to inform CLT International of their disability(ies).

Where a student requests that reasonable adjustments be made for an examination, CLT International is required to ask for medical evidence of the condition – see the section on examination procedures.

Information about adjustments made are added to the CLT International bookings system. Details of students' disabilities are not recorded. All supporting medical documentation is securely destroyed by the Reasonable Adjustments Committee once a decision has been made.

## The CLT International procedure for examination arrangements: Applications

In the administration of its examinations, CLT International will seek to ensure that no student is treated less favourably because of their disability(ies) and that every effort is made to accommodate their specific needs.

Applications from disabled students should be made at the time the student enrolls on the course but, if not, at least **8 weeks** prior to the examination. After this time CLTI cannot guarantee that it will be able to put the necessary arrangements in place in time for that examination sitting. At this point, the Reasonable Adjustments Committee will recommend a deferral of the examination to the next available sitting.

The request should be accompanied by an appropriate medical certificate or psychological/needs assessment that is no more than two years old and should refer to the nature and degree of the condition and specific recommendations as to its management during the examinations and the course, if appropriate. If there is any doubt about the validity or accuracy of the assessment provided, the condition should be assessed as soon as possible by an appropriately qualified practitioner approved by CLT International and an assessment provided. A student with an assessment that is more than two years old will normally be required to obtain a review assessment.

In the case of accidental injuries or acute illness, or if a student's disability is diagnosed after enrolling on the course, applications should be made as soon as possible after the event. Applications should be made to CLT International in writing. Each request should be accompanied by a medical certificate indicating the nature of the injury or illness and recommendations as to how this should be managed during the examinations and the course, if appropriate.

CLT International will seek to ensure that a student who is ill or otherwise disabled is able to take their examination, should they so wish.

Each application will be considered on an individual basis.

## The CLT International procedure for examination arrangements: Allowances

Appropriate allowances will be granted for students who meet the definition of disability as set out in The Equality Act 2010. The most frequent allowance granted is that of additional time. Allowances are normally based on recommendations made in writing by an appropriately qualified medical practitioner as to the material impact of the disability upon the student's ability to complete the examination.

In cases when it is considered that a student would benefit from extra time, this would normally be at the rate of up to a **maximum** of 15 minutes per hour of the examination.

A student shall not normally be allowed rest periods as such, but should be granted a specified period of additional time which they may manage as required according to the professional advice they have received. Any student granted both extra time and rest periods will be treated as an exceptional case.

If a student is taken ill during an examination, but is capable of continuing after treatment, and it is considered to be justified and suitable, arrangements can be made for extra time to be added to the end of the examination in compensation for the disturbing effects of the illness suffered.

In certain cases, students who are unable to type for any reason may use a scribe or technological aid, as is most appropriate both to the student and to the examination they are taking.

A scribe would ideally know enough about the subject to be familiar with the vocabulary but must not be an expert. Normally only the usual examination time will be allowed for dictation, but for certain examinations and/or medical conditions, or where the scribe is unfamiliar with the terminology, it may be appropriate to allow additional time. For parts of certain examinations - e.g. multiple choice questions - the use of a scribe may not be appropriate. In this case it may be possible to arrange for the student to type these parts and dictate only the essay-style answers.

A record will be maintained of all cases that have been considered and allowances made to disabled students to facilitate monitoring and ensure consistency.

### Review

CLT International will carry out annual **impact assessments** to evaluate the effect of policy and procedures on disabled students. Reviews will also take place in response to statutory changes, changes in CLT International procedure or structures or as a result of the monitoring of the application of the policy. Reviews will take place at least every two years.

### Communication

This policy is available to all CLT International students and the public on the CLT International website. Alternative formats can be obtained by contacting CLT International directly.

### Breach of the Policy

CLT International will take seriously any allegations of breach of the policy. Any instances of breach will be investigated with the intent of resolving such matters as quickly and efficiently as possible.

Students who believe there has been a breach of the policy may make a complaint through the complaints procedure.

Please refer to the CLT International complaints procedure for the escalation process.

If agreement cannot be reached between CLT International and the student on an issue relating to disability, both parties may agree to use the conciliation service offered by ACAS or equivalent.

All complaints should be put in writing or by email to:

CLT International  
Fort Dunlop  
6th Floor  
Fort Parkway  
Birmingham  
B24 9FD

Email: [cltinternational@centlaw.com](mailto:cltinternational@centlaw.com)

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