

EPA Special Arrangements and Considerations Policy

Background

LWB Training recognises that some apprentices may have circumstances which require special arrangements for them to be assessed without putting them at any disadvantage. This policy provides information on how we will deal with requests for special arrangements or special considerations.

Although we want to make apprentices as comfortable as possible during end-point assessment so that they can perform to their best ability, we must balance this with ensuring that the assessment is rigorous and effective.

No special arrangements or considerations will be agreed that give an apprentice an unfair advantage over other apprentices who do not request special arrangements or considerations. Any special arrangement or consideration that is agreed will be to put the apprentice on a level playing field with other apprentices.

Definitions

Special arrangements – This is an action to reduce the effect of a disability or other circumstance that could place the apprentice at a disadvantage during the assessment. These must be agreed before the assessment takes place.

Examples of special arrangements could be:

- Apprentice has learning difficulties and needs coloured or enlarged papers
- Apprentice has sensory needs and requires papers to be read aloud
- Apprentice has a disability and requires supervised rest breaks during the assessment

Special considerations – This is a consideration applied after the assessment takes place because the apprentice was disadvantaged in some way at the time of the assessment.

Examples of special considerations could be:

- At the time of the assessment, the apprentice has a temporary injury which affects their performance
- At the time of the assessment, the apprentice has a temporary illness which affects their performance

Requesting a special arrangement

An employer must request a special arrangement at the earliest opportunity, ideally when booking the end-point assessment, but at a minimum of 2 weeks before the date booked for the assessment.

This must be done in writing, and must include the following information:

- The name of the apprentice
- The reasons for the request
- Evidence of the disability or condition that has led to the request
- Details of any special arrangements that have been in place in the workplace or the training environment

Considering a request for a special arrangement

LWB Training will consider all requests for special arrangements seriously.

We may need to ask for additional information or evidence from the employer before we can make a decision. We may also need to request advice from other organisations before making a decision.

We will not agree a special arrangement where:

- The request would give an apprentice an unfair advantage
- The request would incur unreasonable costs to LWB Training

We may agree a special arrangement where:

- The request will allow the apprentice to perform on a level with other apprentices
- The request will meet the specific need of the apprentice

Requesting a special consideration

If possible, the employer should notify LWB Training before the assessment date if there are likely to be circumstances that could lead to a request for special consideration. It may be best to rearrange the assessment for when the apprentice has recovered from the temporary incapacity.

If this has not happened, a request for special consideration may be submitted by the employer within 1 week of the assessment. This must be in writing and must include:

- The name of the apprentice
- The date of the assessment
- The reason for the request

Depending on the reason for the request, there may need to be evidence provided to support the request.

Considering a request for special consideration

LWB Training will consider all requests for special consideration seriously.

We may need to ask for additional information or evidence from the employer before we can make a decision. We may also need to request advice from other organisations before making a decision.

We will not agree a special consideration where:

- The request would give an apprentice an unfair advantage
- The request would reflect the apprentice's potential rather than their performance
- The end-point assessment plan requirements do not allow for such arrangements, such as where a point in the standard must be fully met

Special consideration may result in a small adjustment to the mark of the apprentice. This will only be possible when the requirements in the published end-point assessment plan allow this to be done.