

Voscur Training and Events - Reasonable Adjustments

Definitions and Scope

Voscur is committed to providing high quality and accessible training to the staff and volunteers of organisations in Bristol and therefore will do all we can to ensure that we meet the needs of all those attending training.

A reasonable adjustment is any action that helps reduce the effect of a disability or difficulty that places a candidate or delegate at a substantial disadvantage in a teaching or assessment situation.

The reasonable adjustment should be approved and in place before the activity takes place.

The **Equality Act 2010** defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

It is unlawful for institutions to discriminate in the provision of goods, services and facilities to disabled people including;

- all aspects of teaching and assessment
- e-learning and distance learning including virtual learning environments
- website
- learning resources including libraries and computer facilities
- aspects of the physical environment where teaching/learning takes place, including buildings and equipment

Voscur training follows the following general policy in relation to access to training:

We use community venues where possible

We use accessible buildings where possible – this includes ramps, hearing loops and lifts

We make adjustments to presentation, materials and media where possible. Voscur will always consider any application for reasonable adjustments in regard to attending its training.

We expect participants who need particular physical or other aids to attend to notify us of this on the booking form.

It is the **employer's responsibility** to provide for **reasonable adjustment** to attend training, as well as the responsibility of the training provider.

The Training Provider or Employer should deem what is reasonable depending on the individual circumstances of the case, including how important the adjustment is, how practical it is, and the financial implications and effects on other resources of the Training Provider or Employer.

It is the financial resources of the Training Provider or Employer **as a whole** and not the budget of an individual department or service area that counts.

Voscur expects organisations sending staff or volunteers to training will meet their responsibilities in respect of providing any reasonable adjustments. Where the organisation is not able to provide this Voscur will consider an application for reasonable adjustments.

Voscur cannot commit to always providing 100% of any adjustments but only those that they deem reasonable in terms of:

- the ability of Voscur to provide it (including timescale and sourcing),
- resources available to provide it (including staffing, and financial costs) and
- whether the adjustment is commensurate with the training provided.

Procedure for applying for Reasonable Adjustment

The course booking form asks you to identify any particular additional needs you have.

If, in order to attend and access the training you have requirements that you or your organisation cannot meet, you may apply for additional support including reasonable adjustments to enable you to gain equal access to the course.

You will be asked to describe your need in detail. If you use any physical aids e.g. a wheelchair, electronic reader, please notify us.

Voscur will explore the ability, resource and commensurate nature of the adjustment in order to decide if it is reasonable. **This may differ from course to course.**

In particular Voscur will consider whether:

- there is time to make arrangements (for example to change the venue),
- whether we have the resources to make the adjustment and
- the relative costs in providing the adjustment in relation to the course applied for.

We will also consider the impact of the adjustment on other learners.

In the case of human aids such as an interpreter, personal assistant or scribe we would expect your employer, the organisation you are representing or the organisation that benefits to cover the costs. If this is not possible you will need to include the reasons in your application.

You may request a free place for any human aid attending with you.

After consideration of your requirements, you will be contacted by a member of staff to notify you of our decision and to discuss your needs and how they may be met.

If we are unable to make an adjustment and you disagree with our decision you may use the complaints procedure to appeal against it.