

A5 Reasonable Adjustments Policy

A5.1 We are committed to ensuring that students and apprentices with disabilities receive the necessary support to succeed in their studies. In line with the Equality Act 2010, we will make reasonable adjustments to prevent any disadvantage to students due to a disability.

A5.2 We follow the definition of a disability within the Equality Act, which states:

"You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities" (Gov.uk, n.d.)

A5.3 This policy applies to all students and apprentices registered on a College module or programme. Students enrolled in modules as part of agreements with partner universities should follow their home university's reasonable adjustment policies and ask their Disability Services Team to coordinate with the College as necessary.

A5.4 We follow the provisions of the Equality Act 2010, which require us to ensure that disabled students are not disadvantaged compared to their non-disabled peers. We achieve this by implementing:

- Anticipatory adjustments which aim to meet the needs of most disabled students without specific requests.
- Reasonable adjustments which are specific to the individual and which may include modifications in teaching delivery, assessment methods, or access to resources.

Anticipatory Adjustments

A5.5 We have implemented several anticipatory adjustments applicable to all students, which aim to meet the needs of most disabled students without specific requests:

- All resources are made available online in advance of teaching sessions.
- SLK and GDL manuals are provided in both hard copy and digital formats.
- SLS Skills Guides are provided in hard copy and digital formats.
- All live group sessions are recorded and accessible via Canvas.
- Students may miss live sessions for disability-related reasons.
- Students can take breaks during taught sessions without seeking permission.
- Audio transcripts and closed captions are provided for all group sessions.
- Each student is assigned a Personal Supervisor for one-on-one support.

A5.6 If these anticipatory adjustments do not meet your needs, you may apply for reasonable adjustments.

Reasonable Adjustments

A5.7 We offer various reasonable adjustments depending on the nature of the disability, including:

- Additional time for assessments.
- Flexibility in grammar, punctuation, and spelling in assessments.
- Alternative assessment formats (where academic standards are not compromised).
- Flexibility in supervision and tutor meeting times.
- Permission to record sessions for note-taking purposes.

A5.8 We cannot provide the following:

- Dedicated study skills support (students may consult their personal tutor for study advice).
- Materials in alternative formats (except in exceptional cases).
- In-person support (the College operates fully virtually).
- Assistant Software is not currently provided by the college. An Immersive Reader is inbuilt within Canvas for use.

A5.9 We cannot facilitate or fund assessments for suspected disabilities.

Applying for Reasonable Adjustments

A5.10 If you require reasonable adjustments, you must complete the Reasonable Adjustment form, outlining your disability and the adjustments requested. We encourage you to submit this form as early as possible, ideally during the application process or before the programme begins.

A5.11 If you have complex needs, you should reach out as soon as possible so that we can make the necessary arrangements. We aim to have adjustments in place from the start of the programme, but complex cases or late submissions may cause delays.

A5.12 We typically process requests within four weeks, so if you are applying for reasonable adjustments 'on-programme', you should apply at least four weeks before your assessments. The Student Services Team will review all requests on a case-by-case basis, in consultation with the student.

A5.13 It is your responsibility to disclose any disability requiring support; failure to do so may limit our ability to provide assistance.

Evidence requirements

A5.14 We require supporting medical evidence, such as a doctor's letter or diagnostic assessment, to implement reasonable adjustments.

A5.15 If you are waiting for documentation, you can still disclose your needs, and we will advise on the adjustments which may be available on receipt of evidence.

Disability diagnosis during study

A5.16 If you become disabled during your studies, you should notify us immediately. We will work with you to implement necessary adjustments for current or upcoming modules,

and may approve deferrals or extensions to assessments through the Exceptional Circumstances policy (A6) while adjustments are put in place.

Information Sharing

- A5.17 We will maintain all information provided in this process in line with our Data Management Policy, available on the website.
- A5.18 We will ask for permission to share details of a declared disability with relevant parties including those involved in module delivery. You may decline to give this permission however this will limit the support we can offer.

SQE

- A5.19 Students on an SQE-preparation module should apply for reasonable adjustments through the Solicitors Regulation Authority (SRA) for their external exams. We will ensure that information regarding this process is available on the College website.
- A5.20 Students in receipt of SQE reasonable adjustments should notify the Student Services Team. We will typically mirror, if possible, the SRA's adjustments to create a consistent preparatory experience on our internal SQE-preparation modules.

Disabled Students Allowance

- A5.21 Students whose disabilities affect their studies and who receive postgraduate loan funding may be eligible for the Disabled Students Allowance (DSA), which can provide funding for specialist support or equipment. Students are encouraged to apply early if they believe they may be eligible.

Complaints

- A5.22 If you experience issues with the implementation of your reasonable adjustments or feel your needs are unmet, you can raise concerns through the Student Complaints Policy and Procedure (A14).

Monitoring and review

- A5.23 The College is committed to the ongoing review of reasonable adjustments. An annual report on the operation of this policy will be considered by the Academic Committee to identify improvements and ensure that student needs continue to be met.