

Learner Reasonable Adjustment Process

This policy is for Learners completing any Parkour UK Coaching qualification.

What is a Reasonable Adjustment?

Reasonable adjustments are defined as any arrangements made prior to the delivery of a qualification to reduce the effect of a disability or difficulty that places a learner at a substantial disadvantage. These arrangements relate to the assessment of learners completing the qualification with a permanent, long-term or temporary disability, learning difficulty, illness or indisposition.

Some adjustments may require time for preparation, so Parkour UK needs to be able to determine Learners' particular needs and requests for the provision of reasonable adjustments at an early stage.

If a Reasonable Adjustment is not received

It is important that any request for adjustment is made through the correct procedure and as early as possible. Parkour UK is unable to accommodate learners who have not requested a reasonable adjustment early enough in advance of the course. If a request is received after the start of the course, there may not be enough time for Parkour UK to make the arrangements.

If a Learner makes a request directly to the Tutor on the course, the adjustment will not be fulfilled. Tutors do not have appropriate authority to make adjustments without permission. This means that Tutors aren't faced with having to make a decision which could potentially give a Learner an unfair advantage.

Procedure to Request a Reasonable Adjustment

Stage 1: Learner submits request

The Learner informs Parkour UK of their request for reasonable adjustment as early as possible in advance of the course starting using the Reasonable Adjustment Request Form at the end of this guide.

At this stage, the Learner may wish to briefly provide supporting evidence to demonstrate the condition or reason affecting their performance.

Stage 2: Parkour UK evaluates request

Once Parkour UK has received the Reasonable Adjustment Request Form it will be evaluated within 7-10 working days.

Stage 3: Request is accepted or rejected

If the request for reasonable adjustment is accepted, the decision will be communicated to all staff involved in the delivery and assessment of the qualification. The necessary arrangements will be made as soon as practicable to assist the Learner.

All records relating to the request, relevant evidence and monitoring forms will be securely retained for a minimum period.

If the adjustment requested by the Learner is not considered to be appropriate, the request will be rejected and other alternatives will be suggested, where required.

Reasonable Adjustment Request Form

Return this form to:

E-mail: julie.standen@parkour.uk

Please use this form if you require a reasonable adjustment arrangement to support you through the delivery and assessment of the course. Depending on the type of request we may request further information and supporting evidence from you.

Reasonable adjustment:

Reasonable adjustments are any actions/arrangements made prior to start of a course to reduce the effect of a disability or difficulty that places a learner at a substantial disadvantage. These adjustments support the assessment of learners with a permanent, long-term or temporary disability, a learning difficulty, illness or indisposition.

Special consideration:

Special consideration is the implementation of arrangements at the time of an assessment to allow competence to be demonstrated by learners who have been disadvantaged or were unable to attend an assessment due to emotional/physical difficulties or adverse circumstances. Adverse circumstances may prevent some learners from completing their qualification within their given registration period. Where this occurs, learners might request extension to registration via special consideration.

Recognised centre name:	Parkour UK	
Qualification title:		
Course dates:	From:	To:
Venue/Location:		
Name: (Of the person completing this form)		
Role: (What is your role is in relation to the learner)		
Learner name:		
Learner date of birth:		
Address:		

Email address:			
Telephone number:			
Learner registration number: (If known)			
Type of request: (Please tick or highlight one answer)	<input type="checkbox"/> Reasonable adjustment request		
	<input type="checkbox"/> Special consideration request		
Please provide a description of the disability, difficulty or adverse circumstances:			
What is the type of qualification assessment affected? (e.g. practical, written, both)			
Please explain what is required to be put in place to meet the learner's needs:			
Evidence			
You may be asked to provide evidence to support your request. You may choose to enclose this to speed up the processing of your application.			
Declaration			
I confirm that the information included in this form is accurate, to the best of my knowledge. I have read and understand Parkour UK's 'Learner Reasonable Adjustment Process'.			
Name:			
Signature:		Date:	

(Forms submitted by e-mail will be accepted as signed)