

# Xyrius Training Limited

## ALN and Access Arrangements Policy

Additional learning support (ALS) is intended to enable a learner to achieve their learning goal by providing additional support to help them overcome any barriers to learning. This support is intended to be flexible and to support learners who have learning difficulties and / or disabilities.

Under the Equality Act 2010, all service providers are subject to the duty to make reasonable adjustments which ensure that disabled people are not put at a substantial disadvantage compared to other Learner.

If a learner identifies ALS is required when completing their enrolment for the course, this should be added to the Learners record and the trainer informed of their requirements.

Additional Learning Needs (ALN) – needs related to the learner’s intrinsic ability.

Learners who may be eligible for ALN include:

- Learners suffering from Dyslexia, Dyspraxia or Dyscalculia formally diagnosed with report available
- Physical, sensory or mental impairments
- Temporary disability or sudden onset of a condition/circumstance requiring special consideration

### Particular Access Arrangements:

Reasonable adjustments frequently must be made to give the Learner every opportunity to achieve. These must be confirmed in advance of the examination/ course to appropriate party’s (for example, awarding organisation, governing body etc.) This should be documented on the booking paperwork.

Adjustments to assessments/ examinations:

- Should not invalidate the assessment requirements for the qualification/ examination
- Should reflect the Learner’s normal way of working
- Should not detrimentally affect other Learners
- Should be based on the individual need of the Learner

These examinations are not available to anyone suffering with a serious visual impairment.


### ALN Arrangements:

These can be made for Learners who submit a formal report outlining their additional learning needs.

The intention behind an access arrangement is to meet the needs of an individual Learner.

- Transcript - This arrangement is only used in exceptional circumstances, e.g., a temporary injury at the time of the exam or the use of a word processor is not appropriate
- Extra time can be made available
- One to one examination with a reader and a scribe can be organised at an extra cost but this is not covered in the standard course/ examination costs

## Document control

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This document should be a reviewed a minimum of annually.