

# Hartlepool Jobs and Skills Service



## Fair Access Policy

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## 1. OVERVIEW

Fair access ensures that all learners have an equal chance of success by implementing appropriate reasonable adjustments. The adjustments must not advantage the candidate nor affect the integrity of their assessment.

This policy sets out the principles Hartlepool Borough Council follows to ensure fair access. We are committed to ensuring that we meet the needs of an individual learner without affecting the integrity of the assessment. Our access arrangements ensure that we comply with the Equality Act 2010.

Those handling any requests for reasonable adjustments should also refer to relevant quality assurance, assessment information and/or course documentation. (This may be provided by the qualification awarding organisation or other stakeholders such as the Tees Valley Combined Authority or Education and Skills Funding Agency).

This policy uses as its reference the Joint Council of Qualifications guidance on access arrangements and reasonable adjustments.

## 2. PROCEDURE

1. Access Arrangements: access arrangements are agreed upon before an assessment. They allow learners with special educational needs, disabilities or temporary injuries to:
  - Access the assessment;
  - Show what they know and can do without changing the demands of the assessment.
2. The intention behind an access arrangement is to meet the needs of a learner without affecting the integrity of the assessment. Access arrangements are the principal way awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'.
3. Reasonable Adjustments may be unique to that individual and may not be included in the list of available adjustments listed below.
4. Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to the:
  - Needs of the learner;
  - Effectiveness of the adjustment;
  - Cost of the adjustment; and,
  - Likely impact of the adjustment upon the candidate and other candidates.

5. Hartlepool Borough Council's policy on fair access will relate to industry-specific aspects such as the Driving Standards Agency requirements for drivers of large 4 goods vehicles and specific features relevant to the logistics industry and road transport industry.
6. We aim to involve learners in any decisions about adjustments/adaptations. This will ensure that individual needs can be met whilst still considering the specified assessment criteria for a particular qualification.
7. As each learner's needs and circumstances differ, a request for a reasonable adjustment is reviewed on a case-by-case basis. We aim to do this at least six weeks before an assessment.
8. Record of the evidence and the agreed adjustment are to be stored and made available to the External Quality Assurance body.
9. Reasonable adjustments may include the following, but others may be available depending on the needs of the learner:
  - Supervised rest breaks
  - Extra time
  - Computer reader/reader
  - Read aloud and/or use an examination reading pen
  - Scribe/Speech recognition technology
  - Word processor
  - Prompter
  - Oral Language Modifier
  - Live speaker for pre-recorded examination components
  - Sign Language Interpreter
  - Practical assistant
  - Alternative site for the conduct of examination