



Learner Reasonable Adjustments and Special Considerations Policy

Kate's Training CIC

1. Purpose

This policy explains how Kate's Training CIC supports learners who need a reasonable adjustment or special consideration. We deliver and assess qualifications awarded by First Aid Awards (FAA) and follow FAA policies, qualification specifications and assessment guidance.

2. Our Commitment

Kate's Training CIC is committed to fair access to learning and assessment. We will consider each learner's needs individually and make permitted adjustments where reasonable. An adjustment must not give an unfair advantage, change the competence standard or reduce the knowledge and skills needed to achieve the qualification.

3. Reasonable Adjustments

A reasonable adjustment reduces a disadvantage caused by a disability, medical condition or learning need. It may support access to training or assessment, but it cannot change what the learner must demonstrate.

Examples of adjustments Kate's Training CIC may approve, where allowed by FAA, include:

- A reader who reads instructions and questions exactly as written without explaining them.
- A scribe who records the learner's dictated answers without prompting or helping.
- Up to 25% extra time for a written assessment.
- Coloured paper, enlarged print, coloured overlays or low-vision aids.
- A bilingual dictionary.
- A suitable classroom position or accessibility arrangement.
- A sign-language interpreter during training and, where permitted, practical assessment or oral questioning, but not during a written assessment.

A translator may support training but must not take part in the assessment. FAA assessments must be completed in English. Any adjustment not covered by FAA's permitted arrangements requires FAA approval before assessment.

4. Special Consideration

Special consideration applies when temporary circumstances outside a learner's control affect assessment, for example an injury, accident or bereavement. The usual action is to defer the assessment until the learner can meet all requirements. It is not normally available for avoidable personal commitments such as holidays or moving house.

5. How to Request Support

Learners should tell Kate's Training CIC about any support need as early as possible, preferably when booking or registering. The trainer/assessor will discuss the learner's needs, the assessment method and any safety or competence requirements.

All approved adjustments must be agreed before assessment. Kate's Training CIC will record the decision on the relevant FAA paperwork and online system and keep a centre register for quality assurance.

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



6. Practical Assessment Requirements

Reasonable adjustments cannot remove essential practical requirements. For regulated first-aid qualifications, a learner must independently demonstrate every required skill safely and effectively in the position required by FAA. Where the assessment requires work on the floor, the learner must be able to get to the floor without help and perform the skill with the casualty or manikin on the floor.

This includes:

- Performing CPR effectively and continuously for at least two minutes, including rescue breaths and chest compressions at the current required ratio.
- Using an automated external defibrillator safely on a manikin on the floor.
- Completing the primary survey, recovery position and other required assessments without help.
- Controlling bleeding and applying a suitable dressing independently.
- Completing all other practical skills required by the relevant qualification specification and marking guidance.

Padding may be used for kneeling. Alternative techniques may be accepted only when they still meet the required safety and performance standard. If a learner cannot meet the regulated qualification requirements, Kate's Training CIC may offer an attendance certificate where appropriate but cannot award the regulated qualification.

7. Hearing, Vision and Communication

To achieve the qualification, learners must be able to communicate with a casualty and the emergency services, respond appropriately to AED prompts, identify relevant dangers and signs, and make safe first-aid decisions. Support may be provided during training, but the learner must meet the essential assessment requirements.

8. Dyslexia and Distance Learning

Dyslexia does not prevent a learner from becoming a competent first aider, and permitted support may be provided. For distance-learning qualifications, however, the learner must have sufficient literacy to read and understand the learning materials because this is an essential course requirement.

9. Temporary Injury and Deferred Assessment

A learner with a temporary injury may practise using adapted equipment or a raised manikin during training. To pass, the learner must still complete every practical assessment in the required position and manner. If this is not possible, the assessment may be deferred until the learner has recovered. Any extension beyond the qualification's maximum duration requires FAA approval.

10. Responsibilities

- **Kate's Training CIC:** makes fair and consistent decisions, obtains FAA approval when required, implements agreed support and keeps accurate records.
- **Trainer/assessor** identifies needs, checks qualification requirements, protects assessment integrity and records decisions.
- **Learner:** provides relevant information promptly, takes part in discussions and completes the assessment independently to the required standard.



11. Appeals

A learner who disagrees with a decision should first use the Kate's Training CIC appeals process. If the centre process has been completed and the learner remains dissatisfied, the matter may be referred to FAA in line with the [FAA Appeals Policy](#).

12. Review

Kate's Training CIC will review this policy regularly and whenever FAA requirements, qualification specifications or relevant legislation change. Current FAA requirements take precedence if there is any difference between this policy and FAA guidance.

13. Contact and Policy Review

If you have any questions about this policy, please contact the Instructor, Kate Gorski, by email at kate@katestraining.uk or by phone on 0161 706 2276 or 07362 512257.

This policy will be reviewed every 12 months from the date of last review and as-and when required.

Policy owned and approved by	Board of Directors at Kate's Training CIC
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Applies to	Learners who are attending our courses

