



Reasonable Adjustments Policy

Policy Title	Reasonable Adjustments Policy		
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Author	Venus Training Ltd	Approved By	Director / Governing Body
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Oversight Responsibility	Senior Management		
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Applicable Legislation	Equality Act 2010		
Document Classification	Internal Policy Document		

1. Policy Statement

Venus Training Ltd is committed to providing an inclusive, supportive, and accessible learning environment in which all students are treated with dignity, fairness, respect, and equality of opportunity. The institution recognises that some students may require additional support or reasonable adjustments in order to access learning, participate fully in academic activities, and achieve their educational potential.

The institution is committed to ensuring that students with disabilities, learning difficulties, long-term medical conditions, mental health conditions, neurodiverse conditions, temporary injuries, or other additional support needs are not placed at a substantial disadvantage compared with other students.

Venus Training Ltd acknowledges its responsibilities under the Equality Act 2010 and is committed to taking reasonable and proportionate steps to remove barriers that may affect access to:



- admissions and enrolment processes;
- teaching, learning, and assessment activities;
- student support services;
- digital and online learning systems;
- institutional facilities and resources;
- academic progression and achievement opportunities.

The institution recognises that students may experience different forms of disadvantage and therefore adopts an individual and student-centred approach when considering support needs and reasonable adjustment arrangements.

Venus Training Ltd is also committed to promoting a culture of equality, diversity, inclusion, and widening participation, particularly for students from underrepresented backgrounds, mature learners, women learners, and individuals who may face social, educational, physical, or economic barriers to Higher Education participation.

Reasonable adjustments will be considered fairly, sensitively, confidentially, and in partnership with the student, while maintaining the academic standards, learning outcomes, professional requirements, and integrity of programmes delivered by the institution.

All staff are expected to support inclusive educational practices and contribute to creating an environment where students feel safe, respected, supported, and able to participate fully in institutional life.

2. Purpose of the Policy

This policy establishes the institutional framework for identifying, considering, and implementing reasonable adjustments for students with disabilities, medical conditions, learning difficulties, mental health conditions, or additional support needs.



The policy aims to ensure that students are able to access learning opportunities, assessments, support services, facilities, and wider institutional activities on an equitable basis without unnecessary disadvantage or barriers to participation.

Venus Training Ltd is committed to promoting inclusive educational practices and maintaining compliance with the Equality Act 2010 through appropriate, proportionate, and practical support arrangements which preserve academic standards while supporting student success and wellbeing.

3. Scope

This policy applies to all applicants and students of Venus Training Ltd, including prospective learners, enrolled students, and individuals participating in any educational, training, support, or assessment activities delivered by the institution.

The policy applies across all areas of institutional operation including admissions, enrolment, teaching and learning, assessment, examinations, student support services, online and blended learning, academic progression, and access to institutional facilities and resources.

This policy covers students who may require reasonable adjustments due to disability, medical conditions, mental health conditions, learning difficulties, neurodiverse conditions, sensory impairments, temporary injuries, or other additional support needs which may affect participation in education or access to institutional services.

The policy applies to all staff involved in academic delivery, student support, admissions, administration, assessment, quality assurance, and operational management activities. All staff are expected to support inclusive educational practice and implement agreed reasonable adjustments appropriately, professionally, and confidentially.

The policy applies to all educational provision delivered by Venus Training Ltd, including classroom-based, blended, online, and partnership-related provision.



4. Definitions

For the purpose of this policy, the following definitions apply.

A disability is defined in accordance with the Equality Act 2010 as a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities.

Reasonable adjustments refer to practical, proportionate, and appropriate measures implemented by Venus Training Ltd to remove or reduce disadvantages experienced by students with disabilities or additional support needs. Such adjustments may relate to teaching, learning, assessment, access to facilities, digital accessibility, communication methods, or student support arrangements.

Additional support needs may include physical disabilities, sensory impairments, medical conditions, mental health conditions, learning difficulties, neurodiverse conditions, temporary injuries, or any other circumstances requiring additional educational support.

Inclusive practice refers to institutional approaches designed to ensure fair, accessible, and equitable participation in educational activities for all students regardless of background, disability, health condition, or individual circumstances.

Confidential information refers to personal or sensitive information relating to a student's disability, wellbeing, medical condition, or support requirements, which must be processed securely and confidentially in accordance with data protection legislation and institutional procedures.

5. Principles of Reasonable Adjustments



Venus Training Ltd is committed to ensuring that students requiring reasonable adjustments are treated fairly, respectfully, and without discrimination. The institution recognises that students may experience different forms of disadvantage and therefore adopts an individual, flexible, and student-centred approach when considering support arrangements.

Reasonable adjustments will be considered on the basis of identified student need, available supporting information, academic requirements, professional standards, health and safety considerations, and the practicality of implementation.

The institution aims to remove unnecessary barriers that may affect a student's ability to access learning opportunities, participate fully in academic activities, complete assessments, access institutional facilities, or engage with student support services.

Venus Training Ltd is committed to maintaining confidentiality throughout the reasonable adjustments process and ensuring that sensitive personal information is handled securely and appropriately.

The institution will make reasonable efforts to ensure that agreed support arrangements are implemented consistently and reviewed where necessary to support student participation, wellbeing, retention, progression, and achievement.

Reasonable adjustments will not compromise the academic integrity, learning outcomes, competence standards, or professional requirements of programmes delivered by the institution.

6. Institutional Responsibilities

Venus Training Ltd is responsible for taking reasonable and proportionate steps to support students with disabilities or additional support needs and to promote inclusive educational practices across all institutional activities.



Senior Management is responsible for ensuring that appropriate systems, procedures, resources, and oversight arrangements are in place to support implementation of this policy and compliance with the Equality Act 2010.

Academic, administrative, and student support staff are expected to contribute to an inclusive learning environment and to respond appropriately, professionally, and sensitively to disclosed support needs and agreed reasonable adjustment arrangements.

Staff involved in admissions, teaching, assessment, student support, and operational activities are expected to maintain confidentiality, handle sensitive information appropriately, and support implementation of approved adjustments where relevant to their responsibilities.

Students are encouraged to disclose support needs at the earliest appropriate opportunity to enable the institution to consider suitable support arrangements. Students may also be asked to provide relevant supporting information or professional evidence where necessary to support assessment of reasonable adjustment requests.

Venus Training Ltd is committed to working collaboratively with students to identify practical and appropriate support arrangements that promote participation, engagement, progression, wellbeing, and academic achievement.

7. Types of Reasonable Adjustments

Venus Training Ltd recognises that students may require different forms of support depending on their individual circumstances and educational needs. Reasonable adjustments may therefore vary according to the nature of the disability, medical condition, learning difficulty, mental health condition, or other identified support requirement.

Reasonable adjustments may be implemented within admissions, enrolment, teaching and learning, assessments, examinations, student support services, online learning environments, communication arrangements, and access to institutional facilities.



Examples of reasonable adjustments may include additional time during examinations or assessments, rest breaks, accessible learning materials, alternative assessment arrangements, assistive technology support, accessible classroom arrangements, flexibility relating to attendance where appropriate, additional academic support, or adjustments to communication methods.

The institution recognises that some students may require temporary support arrangements while others may require ongoing adjustments throughout their studies. Each request for reasonable adjustments will therefore be considered individually and proportionately.

Venus Training Ltd will make reasonable efforts to ensure that agreed support arrangements are implemented effectively while maintaining academic standards, programme learning outcomes, professional requirements, and institutional quality expectations.

8. Requesting Reasonable Adjustments

Students are encouraged to disclose any disability, medical condition, learning difficulty, mental health condition, or additional support need at the earliest appropriate opportunity in order to allow Venus Training Ltd to consider suitable support arrangements.

Requests for reasonable adjustments may be made during the admissions process, enrolment, induction, or at any stage during a student's period of study.

Students may be asked to provide relevant supporting information or professional evidence where appropriate to assist the institution in understanding the nature of the support requirement and identifying suitable adjustments.

Venus Training Ltd recognises that some students may not initially disclose support needs and therefore aims to maintain a supportive, respectful, and confidential environment in which students feel comfortable seeking assistance when required.



The institution will consider requests fairly, sensitively, and individually, taking into account the student's circumstances, programme requirements, professional standards, available evidence, and the practicality of the proposed adjustment arrangements.

9. Assessment of Adjustment Requests

All requests for reasonable adjustments will be considered individually and fairly by Venus Training Ltd. The institution will assess each request based on the student's identified support needs, relevant supporting information, programme requirements, and the practicality of the proposed adjustment arrangements.

Where appropriate, students may be asked to provide medical evidence, professional recommendations, or other relevant documentation to support the assessment process.

The institution may consult relevant academic staff, student support staff, or external specialists where necessary to determine appropriate support arrangements.

Venus Training Ltd will make reasonable efforts to implement suitable adjustments that support student participation, engagement, wellbeing, progression, and academic achievement while maintaining academic standards and programme learning outcomes.

10. Confidentiality and Data Protection

All information relating to disabilities, medical conditions, mental health conditions, learning difficulties, or additional support needs will be treated as confidential by Venus Training Ltd.

The institution will ensure that personal and sensitive information is processed securely and only shared with relevant staff members where necessary to support agreed reasonable adjustments or fulfil institutional responsibilities.

All information will be handled in accordance with the institution's Data Protection Policy, UK GDPR, and the Data Protection Act 2018.



11. External Specialist Support

Where appropriate, Venus Training Ltd may refer or signpost students to external specialist support services including counselling services, wellbeing support, disability support organisations, healthcare professionals, or specialist learning support providers.

The institution may also request professional recommendations or supporting evidence where appropriate to support the assessment and implementation of reasonable adjustments.

12. Recording and Monitoring Adjustments

Venus Training Ltd will maintain appropriate records relating to agreed reasonable adjustments and support arrangements.

The institution will monitor and review support arrangements periodically to ensure that adjustments remain appropriate, effective, and supportive of student participation, wellbeing, progression, and academic achievement.

Adjustments may be reviewed or amended where student circumstances or support needs change.

13. Appeals and Complaints

Students who are dissatisfied with decisions relating to reasonable adjustments or support arrangements may raise concerns through the institution's complaints or appeals procedures.

Venus Training Ltd is committed to handling all concerns fairly, professionally, confidentially, and in accordance with institutional procedures.

Students will not be disadvantaged for raising genuine concerns in good faith.



14. Staff Training and Awareness

Venus Training Ltd is committed to promoting awareness of equality, inclusion, disability support, and reasonable adjustment responsibilities among staff.

Relevant staff may receive guidance, training, or institutional support relating to inclusive educational practice, confidentiality, student wellbeing, and implementation of reasonable adjustments.

15. Equality, Diversity and Inclusion Commitment

Venus Training Ltd is committed to promoting equality, diversity, inclusion, and widening participation across all institutional activities.

The institution aims to provide an inclusive learning environment free from discrimination, harassment, victimisation, or unfair treatment and supports equal opportunity for students from diverse backgrounds and circumstances.

16. Monitoring and Review

This policy will be reviewed periodically to ensure continued compliance with legal, regulatory, operational, and partnership requirements.

The institution may update this policy where necessary in response to legislative changes, regulatory developments, institutional requirements, or operational improvements.

17. Related Policies and Procedures

This policy should be read alongside the following institutional policies and procedures:



- Equality, Diversity and Inclusion Policy;
- Data Protection Policy;
- Safeguarding and Prevent Policy;
- Student Support and Welfare Policy;
- Admissions Policy;
- Assessment Policy;
- Student Attendance and Engagement Policy;
- Complaints and Appeals Procedure;
- Health and Safety Policy.