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GBS Reasonable Adjustments Policy

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Approved by (Oversight Committee)	Academic Board
Policy lead (Staff member accountable)	Head of Welfare
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Related GBS policies

- GBS Data Protection Policy
- GBS Equality and Diversity Policy
- GBS Anti-Harassment and Anti-Bullying Policy
- GBS Privacy Policy
- GBS Academic Appeals Policy
- GBS Health and Safety Policy

External Reference Points

1. <https://ico.org.uk/>
2. UK Public General Acts, *Data Protection Act 2018*



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- 3.4. The Equality Act 2010 provides protection against discrimination, harassment, and victimisation on the grounds of disability and other protected characteristics. It is a legal duty for higher education institutions to anticipate needs and make reasonable adjustments so that disabled students are not placed at a substantial disadvantage compared to students who are not disabled.
- 3.5. The purpose of the duty is to take reasonable steps to remove or avoid disadvantage so that disabled students can effectively participate in education and other facilities and services provided for students. Failure to comply with the duty to make reasonable adjustments is considered discrimination.
- 3.6. What is reasonable will depend on the individual circumstances of the student. In assessing what is reasonable, GBS will take the following into account:
 - Recommendations from () DSA) assessor of the effects of the disability on the student.
 - Steps required to remove or overcome disadvantages for the student.
 - Potential health and safety risks.
 - Available resources .
- 3.7. Reasonable adjustments are not designed to compromise the academic standards of programmes, as the Equality Act places no duty to make a reasonable adjustment to a competence standard, which is a standard applied to determine whether a person has a particular level of ability.
- 3.8. There is a duty to make reasonable adjustments to the way a competence standard is assessed, to ensure disabled students are not disadvantaged because of their disability. Reasonable adjustments, however, must not affect the reliability or validity of the assessment outcomes. For example, adapting assessment materials, providing a scribe or reader, and adapting the assessment environment would be acceptable adjustments.

4. Student Responsibilities

- 4.1. Students are responsible for:
 - Disclosing a disability to the welfare team at the earliest opportunity.
 - Providing evidence to support support support support support support support



- 5.1. Reasonable adjustments in assessments can include:
 - Adapting assessment materials.
 - Providing non-medical assistance during assessment.
 - Reorganising the assessment physical environment.
 - Changing or adapting the assessment method.
 - Using Assistive Technology.

- 5.2. Reasonable adjustments must be approved and set in place prior to an assessment commencing. The work produced by a student following a reasonable adjustment must be assessed in the same way as the work from other students.

- 5.3.



10.3. All GBS staff and students should be clearly informed about the limits of confidentiality in terms of information sharing in line with data protection law. Please refer to GBS Data Protection Policy for further guidance.

11. Alternative Format

11.1. This policy can be provided in alternative formats (including large print, audio and



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Annex 2: DSA Process

The information below is intended to highlight the process and procedures for students who have been diagnosed with a learning need or have a disability. The steps below are also for those seeking a dyslexia assessment. The Welfare Team communicate with relevant staff to ensure you receive the right support. For further queries with regards to DSA funding or dyslexia screening, please email welfare@globalbanking.ac.uk.

