



Reasonable Adjustments in Training Delivery Policy

This policy outlines the commitment of MBKB Training to provide reasonable adjustments in training delivery to ensure equal access and opportunities for all apprentices/learners, including individuals with disabilities or other specific needs. This policy aims to create an inclusive and accessible learning environment that promotes diversity and accommodates the unique requirements of our apprentices/learners.

This policy applies to all training programmes, courses, workshops, and educational activities conducted by MBKB Training. It extends to all participants, including employees, contractors, students, and external learners. We have an internal team reasonable adjustments policy in place.

MBKB Training is dedicated to the following principles:

Equal Access: All individuals, regardless of their disabilities, special needs, or circumstances, have the right to equal access to training opportunities.

Individual Assessment: Reasonable adjustments will be made based on individual needs and assessments, considering the nature of the training and delivery, the specific requirements of the participant, and the available resources.

Confidentiality: Information related to an individual's disability or special needs will be kept confidential, shared only with those directly involved in providing the necessary adjustments.

Collaboration: We will collaborate with apprentices/learners to determine the most appropriate and effective adjustments for their needs.

Apprentices/learners are responsible for disclosing their specific needs or disabilities and working with MBKB to develop a reasonable adjustment plan. This can be identified by the apprentice through the onboarding process with documents available to share individual needs and/or disabilities, alternatively an apprentice will be allocated a personal tutor who an apprentice can disclose to at any stage in their learning, welfare contact information is also made available to all apprentices.

MBKB Team members are responsible for ensuring that reasonable adjustments are made in a timely and effective manner. This includes communicating with apprentices/learners, identifying necessary adjustments, and coordinating support services.

Types of Reasonable Adjustments

MBKB Training will consider a range of reasonable adjustments based on individual needs. These may include:

Alternative Formats: Providing training materials in alternative formats such as large print or electronic text.

Flexible Scheduling: Adjusting training schedules to accommodate medical appointments or other specific needs.



Physical Accessibility: Ensuring that training venues are physically accessible to all participants, including those with mobility impairments.

Extra Time: Providing additional time for assessments or tasks as required.

Personalised Support: Assigning a mentor, tutor, or support person to assist with learning or communication.

We strongly advise learners/apprentices to provide evidence to support any disability/additional need where possible, such as a diagnostic assessment for learning impairments, medical or GP's letters/reports for physical or mental health conditions, this enables MBKB to work with awarding bodies on the learner/apprentices behalf to request further reasonable adjustments for assessment and examinations.

Requesting Reasonable Adjustments

Apprentices/learners should request reasonable adjustments by contacting the designated point of contact at MBKB if identified since enrolment/onboarding documents have been completed. Requests should be made as early as possible to ensure adequate time for assessment and implementation. The apprentice can discuss this with their tutor or the welfare team.

Review and Monitoring

MBKB will regularly review and monitor the effectiveness of this policy and the reasonable adjustments provided. Feedback from apprentices/learners and team members will be considered to continuously improve our practices.

Review Date

This policy will be reviewed annually or as needed, with updates made to reflect changes in legislation or best practices.

Conclusion

MBKB is committed to fostering an inclusive learning environment where all individuals have equal opportunities to succeed. This Reasonable Adjustments in Training Delivery Policy reflects our dedication to accommodating the diverse needs of our apprentices/learners and ensuring their full participation in our training programmes.

A handwritten signature in black ink, appearing to read 'Lisa Elcocks'.

Lisa Elcocks

Chief Operating Officer

31/10/23

MBKB Training

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