

## **REASONABLE ADJUSTMENTS POLICY**

McCaine Wine Education is committed to treating its pupils and applicants fairly. We will take reasonable steps to ensure that disabled pupils and applicants are not put at a substantial disadvantage by comparison with pupils and applicants who are not disabled, these may include but not limited to space, lighting, larger print or someone to scribe for a student.

The declared aim of McCaine Wine Education is to meet the unique needs of every pupils. This policy does not seek to cater for every situation but is intended as a general statement of our policy which sets out the principles underlying our approach to making adjustments for disabled pupils and the factors the centre will take into account when considering requests for adjustments.

### **WHEN DOES THE DUTY ARISE?**

We shall consider making reasonable adjustments for pupils and applicants who are disabled if they are put at a substantial disadvantage compared with pupils and applicants who do not have disabilities. A pupil or applicant is disabled if (s)he suffers from a physical or mental impairment that has substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. In most cases, disabilities will have lasted or be likely to last for 12 months or more. Special support will be given to any pupil suffering from a temporary disability caused, for example, by an accident.

### **WHAT IS THE SCOPE OF THE DUTY?**

McCaine Wine Education seeks to ensure that disabled pupils and applicants are not put at a substantial disadvantage by making reasonable adjustments:

- 1) To our policies, criteria and practices and
- 2) By providing auxiliary aids and services (ie additional support or assistance). There is no standard definition of an auxiliary aid or service. Examples include:

- pieces of equipment;
- extra staff assistance;
- note-taking;
- audio-visual fire alarms;
- readers; and
- assistance with guiding.

### **WHAT IS NOT COVERED?**

We are not required to remove or alter physical features to comply with the duty to make reasonable adjustments for disabled pupils. Similarly, we do not need to provide auxiliary aids for personal purposes unconnected with the education and services provided by the

centre.

### **HOW DO I REQUEST AN ADJUSTMENT?**

McCaine Wine Education prides herself on considering whether there is any adjustment it could make to overcome any substantial disadvantage suffered by a disabled applicant or pupil. However, we do not always think of all possible adjustments and we want to work with pupils to think as creatively as possible about this matter. If a pupil is disabled and you believe that (s)he is being put at a substantial disadvantage compared with pupils without disabilities and there is an adjustment that we could make which would overcome this, you may write to the Director at the Centre setting out in full the adjustment and (if necessary) how the centre could put this into practice.

Reasonable Adjustment Application Form need to go to the Exams Manager at least 6 weeks before the examination date in the case of WSET qualifications at Levels 1-3.

### **THE CENTRE'S RESPONSE**

In some cases, we will be able to agree to and implement the requested adjustment as soon as possible. In other cases, for example where the adjustment would be logistically difficult or more financially costly, we may need to consider in more detail how best to overcome the substantial disadvantage that the pupil or applicant is suffering and what measures it is reasonable for the centre to take. In these cases, the centre may seek input from teachers, other experts (such as doctors and/or educational psychologists), you and the child in question.

### **HOW WILL THE CENTRE DECIDE WHETHER AN ADJUSTMENT IS REASONABLE?**

When considering whether it would be reasonable to make the adjustment, the centre will consider the following factors:

- whether it would overcome the substantial disadvantage the disabled pupils are suffering;
- the practicability of the adjustment;
- the effect of the disability on the pupil;
- the cost of the proposed adjustment;
- the centre's resources;
- health and safety requirements;
- the need to maintain academic standards; and
- the interests of other pupils (and potential pupils).

**CONFIDENTIALITY**

You may request that the existence or nature of your disability be treated as confidential by the centre. We will take any such request into account when considering whether an adjustment is reasonable.

**OUTCOME**

Once the centre has determined whether the relevant adjustment is reasonable, we will write to you, setting out the decision and the reasons.

**WHAT CAN YOU DO IF YOU ARE NOT HAPPY WITH THE CENTRE'S DECISION?**

If you are not happy with the centre's decision about the reasonableness of the adjustment, you may lodge a complaint using the centre's Complaints Procedure – please contact [wset@mcwe-edu.com](mailto:wset@mcwe-edu.com)

The Centre will keep records of all reasonable adjustment applications Please visit WSET Quality Assurance Team [qa@wsetglobal.com](mailto:qa@wsetglobal.com) for any other enquiries.