



## Court Craft Reasonable Adjustment / Special Consideration

Court Craft's reasonable adjustment and special considerations process aims to ensure qualifications and courses are accessible for all, which is why it is vital that all learners, where possible, outline any reasonable adjustments/or special considerations you may require prior to attending the course. To allow Court Craft panel to consider requests, please submit this form no later than 14 days before the start of the course / workshop / online learning.

Court Craft will ensure requirements and methods used are sufficiently flexible, to enable the widest range of learners to demonstrate competence fairly and reliably within Court Craft learning and development opportunities.

The application should be completed for learners who require reasonable adjustments / special considerations, who are completing face to face and / or online learning opportunities for LTA Qualifications, workshops and webinars being managed and delivered by Court Craft.

**PLEASE NOTE:** learners who need to request RA / SC linked to LTA Qualification Readiness Tests (pre course), or LTA Qualification Summative Assessments (post course), need to apply to the LTA separately as they manage these stage of the qualification framework. Please apply to the [LTA here](#).

### Definitions

**Reasonable adjustments** are adjustments made prior to the delivery of a qualification, workshop or other learning and development opportunity and should be in place before a learner starts the course / learning session.

**Special considerations** are defined as the implementation of arrangements given to learners who have temporarily experienced



an illness, injury, or some other event outside of their control which has affected their ability to take part of a course / event.

Reasonable Adjustments and Special Considerations are considered for people who have a disability, impairment or a lifelong health condition. Please note that we cannot consider applications for ongoing injuries.

The final decision made by the Court Craft Reasonable Adjustment & Special Consideration Requests panel will be made within 14 working days of submission and cannot be challenged.

For further information regarding the above, please read Court Craft's Reasonable Adjustment Policy available on the 'Learner Policies and Procedures' page [Court Craft website](#)

To apply for reasonable adjustment / special consideration linked to Court Craft learning and developing opportunities, [please apply here](#). Please see note above about a separate application to the LTA for LTA Readiness Tests and LTA Summative Assessments