

## Reasonable Adjustments and Special Considerations

As an awarding body of professional qualifications, The CIOB is committed to ensuring that all candidates are treated fairly.

That is why we will always consider requests for reasonable adjustments and special considerations from candidates, to ensure that they do not suffer a substantial disadvantage as the result of disability or other extenuating circumstances.

A **reasonable adjustment** can help reduce the negative impact of a disability or impairment that places the candidate at a substantial disadvantage in the assessment process.

Examples of reasonable adjustments for the PR application that have been provided include:

*Adapted forms available for people with Dyslexia or a disability that affects literacy skills.*

*Interviews – Mentoring and interviews can be arranged for example for people with a visual impairment.*

*Transcripts – a call(s) can be arranged with a member of the PR team and a transcript of the call(s) can be submitted for a visual impairment.*

Candidates who would like to request a reasonable adjustment must contact the CIOB and do so *before* the application is submitted.

CIOB recognises that reasonable adjustment may be unique to an individual and we encourage you to speak to us about a disability that impacts your ability to produce a Professional Review application. The conversation will centre on your needs and what options we can offer you. Please contact the PR team for further advice.

Requests from candidates will be considered and met if it is deemed a reasonable request. If the request is *not* deemed to be reasonable, an alternative approach to ensuring a fair assessment may be suggested by CIOB.

Evidence may be requested and could be in the form of

- supporting letter from a doctor/medical professional
- copy of psychological assessment report
- supporting letter from education provider/employer

This approach is in accordance with the UK's Equality Act (2010) (s57). The Equality Act 2010 requires an organisation to offer reasonable adjustments, where a learner who is disabled would be at a substantial disadvantage in comparison to someone who is not disabled.



A **Special Consideration** is applied where there has been a temporary period of unemployment of 6 months or more for the following reasons.

- Caring for a dependant
- Studying for further qualifications
- Illness
- Parental leave
- Redundancy

There may be other reasons you would like us to take into consideration. We can extend the experience you are expected to demonstrate in your application from 3 years to 5 years. Approval must be gained before you submit your application and your application must be submitted within 6 months of gaining approval.