Highland First Aid Ltd

Access to Fair Assessment Policy

Centre	Highland First Aid Ltd
Policy owner	Simon Wells, Director and Centre Manager
Version	2.0
Previous version	1.3.1, December 2024
Date reviewed and approved	03/11/2026
Next review due	03/11/2027 (or sooner if ITC or regulatory requirements change)

1. Purpose

1.1 This policy sets out how Highland First Aid Ltd makes sure every learner on an ITC First qualification has fair access to assessment, with reasonable adjustments and special considerations that remove barriers without giving any learner an unfair advantage or compromising the qualification. It should be read with the Equality, Diversity and Equal Opportunities Policy and the ITC First Equality, Diversity and Assessment Policy (P8).

2. Identifying learners with particular requirements

- Booking confirmations and joining instructions ask learners to tell us in advance about any disability, medical condition, injury, pregnancy, literacy or language need, or other circumstance that may affect training or assessment.
- At the start of each course the trainer explains the assessment methods and asks again, privately, about any needs.
- Information disclosed is treated confidentially in line with the Data Protection Policy.

3. Reasonable adjustments (planned in advance)

- The trainer discusses the need with the learner and agrees adjustments that keep to the assessment criteria, for example: extra time, rest breaks, adapted positions or equipment (such as a raised manikin for learners who cannot kneel, where the protocol allows), verbal rather than written questioning, or a reader/scribe.
- Adjustments are applied for in advance using ITC First's reasonable adjustment process and the relevant ITC form, and recorded on the assessment documentation.
- Where an adjustment would compromise competence required by the qualification (for example the ability to perform CPR), the learner is advised before the course of the options available.

4. Special considerations (unforeseen events)

4.1 Where a learner is affected by illness, injury or another unforeseen event at the time of assessment, the trainer records the circumstances and applies for special consideration using ITC First's special consideration process and form, or offers a further assessment opportunity.

5. Links to ITC First processes

5.1 All reasonable adjustments and special considerations follow the current ITC First procedures and forms published on the ITC Web Office (Support Resources) and the ITC First P8 policy. Adjustments made are noted on the end of course details submitted to ITC First.

6. Quality assurance

6.1 Adjustments and special considerations are sampled through IQA to make sure they are fair, consistent and properly recorded.

7. Appeals

7.1 Learners who feel they have not had fair access to assessment may use the Appeals Policy, escalating to ITC First and then to Ofqual (www.gov.uk/ofqual) or Qualifications Scotland Accreditation (accreditation.qualifications.gov.scot).

Review record

Date	Version	Summary of changes	Reviewed by
03/11/2026	2.0	Template placeholder headers removed; regulators updated from SQA Accreditation to Qualifications Scotland Accreditation; clearer steps for identifying needs, reasonable adjustments and special considerations with links to ITC P8 and ITC forms.	Simon Wells, Director

Approved by: Simon Wells, Director Signature:  Date: 03/11/2026