

## Zen Pilates Training

### Reasonable Adjustments Policy

**Version 1:** 04.07.2026

**Review Date:** July - 2027

#### Purpose & Scope

Zen Pilates Training is committed to providing an inclusive learning environment where all learners have the opportunity to achieve their full potential.

This policy outlines our approach to identifying and implementing reasonable adjustments for learners who have a disability, long-term health condition, learning difficulty or other additional support need.

The policy applies to all training delivered by Zen Pilates Training, including:

- Qualifications delivered through an awarding organisation.
- Continuing Professional Development (CPD) courses.
- Workshops and educational programmes delivered in person or online.

Our aim is to ensure that no learner is disadvantaged where reasonable adjustments can be made without compromising the integrity, validity or competence requirements of the qualification or assessment.

#### Responsibilities

##### Policy Lead

As the owner of Zen Pilates Training, **Zenny Middleton** is responsible for overseeing the implementation of this policy and ensuring reasonable adjustments are managed appropriately.

Responsibilities include:

- Responding to requests for reasonable adjustments.
- Discussing individual learning needs with learners.
- Requesting approval from the relevant awarding organisation where required.
- Maintaining confidentiality.
- Keeping appropriate records of agreed adjustments.
- Reviewing this policy annually.

##### Policy Contact

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## Learners

Learners are encouraged to inform Zen Pilates Training of any disability, medical condition, learning difficulty or other circumstance that may affect their learning or assessment as early as possible.

Providing this information enables appropriate support and reasonable adjustments to be considered.

Any information shared will be treated confidentially and only disclosed where necessary to provide appropriate support or where required by law.

## Policy Statement

Zen Pilates Training is committed to promoting equality, diversity and inclusion in accordance with the **Equality Act 2010**.

We recognise that some learners may require reasonable adjustments to remove barriers to learning or assessment. Where appropriate, we will work with learners to identify suitable adjustments that allow them to demonstrate their knowledge, understanding and practical competence fairly.

Reasonable adjustments are intended to remove unnecessary disadvantage. They are not designed to make assessments easier or give learners an unfair advantage.

Where a qualification is regulated by an awarding organisation, any reasonable adjustments relating to assessment will be requested and implemented in accordance with that awarding organisation's policies and procedures.

## Reasonable Adjustments

Reasonable adjustments are considered on an individual basis and will depend on the learner's circumstances and the requirements of the course or qualification.

Examples of reasonable adjustments may include:

- additional assessment time where permitted
- adapted learning materials
- enlarged print or alternative formats
- additional rest breaks
- use of assistive technology
- modified teaching approaches
- alternative assessment arrangements where permitted by the awarding organisation
- adjustments to the learning environment to reduce unnecessary barriers.

Some qualifications include practical competence or professional standards that must be achieved by every learner. In these situations, reasonable adjustments cannot compromise the competence standards or learning outcomes required.

## Requesting Reasonable Adjustments

Learners are encouraged to inform Zen Pilates Training of any support requirements during the enrolment process or as soon as a need becomes known.

Where appropriate, learners may be asked to provide supporting evidence. This may include:

- medical evidence
- diagnostic reports
- educational assessments
- recommendations from a qualified professional
- other relevant documentation.

Each request will be considered individually.

Where approval from an awarding organisation is required, Zen Pilates Training will submit the request on the learner's behalf and will communicate the outcome as soon as possible.

### Implementing Reasonable Adjustments

Once approved, reasonable adjustments will be put in place wherever practicable before learning or assessment takes place.

Zen Pilates Training will work with learners to ensure agreed arrangements are implemented effectively while maintaining the integrity and fairness of the qualification or assessment.

Where a requested adjustment cannot be approved, the reasons will be explained clearly and alternative support options will be explored where appropriate.

### Concerns and Appeals

If a learner is dissatisfied with a decision relating to a reasonable adjustment, they should discuss the matter with Zen Pilates Training in the first instance.

Where appropriate, learners may also use the Complaints or Appeals Policy if they believe the matter has not been resolved satisfactorily.

### Confidentiality

Information relating to a learner's disability, health condition or additional learning need will be treated confidentially and managed in accordance with the **Privacy and GDPR Policy**.

Information will only be shared with those who need it to implement agreed support arrangements or where required by law.

### Monitoring and Review

Zen Pilates Training is committed to continually improving accessibility and inclusion.

This policy will be reviewed annually or sooner if required due to:



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- changes in legislation
- updates from awarding organisations
- organisational changes
- learner feedback
- identified improvements to practice.