



ORNAMENTAL AQUATIC TRADE ASSOCIATION LTD

"The voice of the ornamental fish industry"

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OATA Training Programme Policy Document – Access arrangements and Special Consideration

For the purposes of the OATA Training Programmes (Foundation and Advanced), the definitions of Access arrangements and Special Consideration and measures are based upon those as given on the City & Guilds website here: <https://www.cityandguilds.com/delivering-our-qualifications/centre-development/centre-document-library/policies-and-procedures/access-arrangements-reasonable-adjustments>. These measures enable OATA to comply with the requirements as per the Equality Act 2010.

Access arrangements

These are arrangements made between the candidate and OATA before they undertake the assessment (both written and verbal). Such arrangements are intended to overcome any barriers to learning which may be encountered by candidates with special educational needs and/or disabilities, to enable them to undertake the assessments and meet their individual needs without compromising the integrity of the assessments.

Please note that OATA is a small organisation, and as such our capability to provide reasonable adjustments is limited to:

- Extra time (up to and including 25% extra time);
- Provide online course in hard copy (pdf) format to enable text to speech¹ conversion by candidate using freely available software;
- Modified Assessment papers e.g. provide on coloured background in hard copy format, enlarged text on screen;
- Permit the use of a scribe for dyslexic candidates when answering written questions²
- Permit the presence during the verbal assessment of a 'Support person' for the candidate, where this would be justified by mitigating circumstances³.

¹ Please note that currently text to speech conversion is not available via the Learning Management System used by OATA. However, it is envisaged that this capability will come online as new versions of the online platform are released. Text to speech software such as WordTalk, are available as free downloads via the internet.

² Please note that where this is agreed with OATA, candidates will be required to complete a Declaration attesting that the answers provided are their own work and that they have a good understanding of spoken and written English.

³ The requirement for a 'Support person' will only be considered where mitigating circumstances exist. Any candidate requiring a 'Support person' will need to provide OATA with a letter from their GP which supports their reasons for such a request.

Access arrangements for learning materials

Whilst OATA is a forward thinking organisation which aims to deliver training in the most effective and efficient way possible, making use of the latest available technology, we do accept that some candidates may not have access to a computer/smartphone/tablet. In such circumstances, we are able to provide the online coursebooks in hard copy format (for which a fee will be payable to cover OATA's production and postage costs).

Special Consideration

These are arrangements made between the candidate and OATA post-assessment if OATA is made aware, within a suitable timeframe i.e. 30 days post-assessment, that the candidate had mitigating circumstances or a medical condition which detrimentally impacted on their written and/or verbal assessment performance.

How to request access arrangements and supporting evidence accepted

Information on how candidates may apply for Access arrangements will be given as per the joining instructions (as appear on both OATA's website – training section and in addition in the Introduction section of the online courses).

Candidates requiring Access arrangements are to be advised that such applications must be made to OATA in writing (either via email to: info@ornamentalfish.org or by post to: OATA Ltd, 1st Floor Office Suite, Wessex House, 40 Station Road, WESTBURY, Wiltshire BA13 3JN). Such applications must be made and allow **THIRTY DAYS before** the written/verbal assessments take place. Applications for special consideration must also be made in writing as per above and must be received by OATA within **THIRTY DAYS** of the assessment (written and/or verbal) having taken place.

For candidates who are undertaking the OATA training programmes sponsored by their employer, requests for both access arrangements and special consideration must be made to OATA via their company HR department or Line Manager on company headed paper. For both company sponsored candidates and individual candidates, supporting evidence of need must be provided to OATA. For companies, acceptable forms of supporting evidence will be a letter of confirmation by their HR department/Line Manager or a letter from a medical professional/educational psychologist on their company headed paper. For individuals, supporting evidence accepted by OATA will be a letter from a medical professional/educational psychologist on their company headed paper.

Requests for access arrangements/special consideration will be assessed in the first instance by the OATA training programme Marker and Assessor, with advice sought from the OATA Internal Verifier as appropriate. All requests will be considered on an individual case by case basis. All sensitive and confidential information received will be held in compliance with data protection regulations⁴. The decision from OATA will be notified to candidates in writing from either the OATA Marker or Assessor with confirmation as to which access arrangements have been agreed. Failure to provide sufficient supporting evidence as required by OATA will result in applications being

⁴ See website here for further details on GDPR compliance: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

rejected. Any candidate found to have submitted false evidence will be subject to OATA's malpractice procedure.

Dependent on the margin by which the candidate failed the assessment (5% below the pass mark will be considered by OATA to be the borderline margin) and where special consideration measures are agreed by OATA, the candidate will be informed. The candidate will subsequently be given an opportunity to re-sit the written/verbal assessment(s) based on a different question bank generated by the OATA Assessor at no extra cost. For instances whereby access arrangements or special consideration is agreed by OATA, the subsequent verbal assessments will be forwarded to the OATA Internal Verifier for quality assurance purposes.