

Educ8tions Ltd.



Additional Learner Needs Policy  
(ALNP)  
Apr 2018 – Apr 2019



### Document Control

**Document Title:** Additional Learner Needs Policy  
**Document Number:** **G8C1**  
**Author:** Vonley Joseph  
**Change Authority:** The Board of Directors

### Change History

Version	Date	Reason for change	Change by
0.1	01 <sup>st</sup> August 2016	First draft	Vonley Joseph
0.2	02 <sup>nd</sup> April 2018	Updated	Vonley Joseph

### Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

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# Educ8tions Limited

## Developing People for Sustainable Careers

67-68 Hatton Garden, London EC1N 8JY

Website: [www.globaleduc8tions.org](http://www.globaleduc8tions.org)

Educ8tions Ltd recognises that candidate's may require extra support due to a range of special assessment requirements. These requirements could include (This list is not exhaustive):

- ESOL
- Diabetes
- Shift Work
- Dyslexia / Dysbraxia
- Visual Impairment
- Physical Impairment
- Hearing Impairment
- Social Commitments
- Childcare requirements

Educ8tions Ltd will work in support with candidate's who advise us of any special assessment requirement and whom Educ8tions Ltd.'s staff identifies as having a special assessment requirement.

This can be identified via the Candidate's Initial Questionnaire, 1:1 Interview, and feedback documentation. All details to be recorded on an Identified Assessment Needs Record Form and to be placed into the candidates centre record file.

Extra support can be given to these candidates' through extra assessor visits, advisor support, differing methods of assessment such as taped evidence etc.

In accordance with Awarding Organisaition requirements and in line with the Code of Practice the centre External Quality Assurer will be contacted and advised of any candidates with Special Assessment Needs.

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