

1. Introduction

1.1 SET is committed to equality of opportunity and accessibility by supporting their members undertaking a professional formation programme (QTLS and ATS) to reach their full potential on programme.

1.2 The purpose of this document is to ensure fair treatment of all participants who require reasonable adjustments in the professional formation process leading to QTLS and developmental process leading to ATS in line with the [Equality Act 2010](#)

2. Scope and audience

2.1 This policy applies only to the provision of reasonable adjustments for any participant undertaking the professional formation process leading to QTLS and developmental process leading to ATS. All other issues pertaining to SET members should be addressed using the appropriate SET policies.

3. Responsibilities

3.1 Participants

3.1.1 In order to support participants who intend to undertake the professional formation process leading to QTLS and developmental process leading to ATS should disclose any requirement for reasonable adjustments at least one month before your programme is due to start. Disclosure will prompt a conversation with a member of the Professional Status Team to ascertain your needs and to ensure that relevant support is allocated in a fair, consistent and timely manner. The Professional Status Team will not be able to allocate support requests received after the start of the programme.

3.2 Professional Status Team

3.2.1 The Professional Status Team will endeavour to apply the support described in section 6 of this document in a timely, fair and consistent manner within each cohort and across cohorts.

4. Data protection

4.1 The Society for Education and Training takes its duty to process your personal data seriously. Our [Privacy and Cookie Policy](#) explains how we collect, manage, use and protect your personal data.

5. Reasonable adjustments procedures

5.1 Application for reasonable adjustments

5.1.1 Participants who intend to register for the professional formation process leading to QTLS and developmental process leading to ATS should identify whether any action is needed to help reduce the impact of a disability or difficulty that may place them at a disadvantage accessing or completing the programmes.

5.1.2 In order to ensure that reasonable adjustments are fairly and consistently allocated and organised, participants in the professional formation process leading to QTLS and developmental process leading to ATS are encouraged to disclose any additional needs at least one month before the programme commences by completing the [application form](#) and emailing it to professional.formation@etfoundation.co.uk for the professional formation leading to QTLS programme, and ATS@etfoundation.co.uk for the developmental process leading to ATS programme. In order to support you effectively, we will discuss and aim to put in place reasonable adjustments before your programme commences.

5.1.3 Unfortunately, we cannot guarantee a reasonable adjustment will be made if the application is made after the portfolio has been issued.

5.2 Confidentiality

5.2.1 SET will ensure that the application for reasonable adjustments remains strictly confidential and is referred to for the sole purpose of making support arrangements.

5.3 Types of reasonable adjustments

5.3.1 Reasonable adjustments will be discussed with each participant, who will be able to indicate which type of support will best meet their individual needs. They might include, but not restricted to:

- A 2-week extension to the submission deadline.
- Completion of the e-portfolios in an alternative paper format.
- Support phone calls or emails with the Participant Experience Manager: 2 communications for QTLS programmes and 5 for ATS programmes.

5.3.2 Reasonable adjustments must not give an unfair advantage to participants.

5.4 Appeals

5.4.1 Participants who wish to appeal against the support allocation outcomes following their application for reasonable adjustments, must email membership.enquires@etfoundation.co.uk outlining their case for appeal, including any relevant background information. The Professional Status Team will respond in writing within 10 working days. See the [Appeals Procedures](#) document.

Appendix: Application for reasonable adjustments form.

Application for reasonable adjustments



NAME	
DATE	
MEMBERSHIP NUMBER	
Please state the reasons why you may not be able to access the e-portfolio and complete an online application.	
Additional needs and reasonable adjustments: Please explain any additional needs you may have and how we can support you. Attach relevant documentation to support your request for reasonable adjustments where available (Eg: medical certificates, assessments, etc.)	
Please select the format in which you wish to submit your completed portfolio:	
Paper based portfolio including copies of certificates, sent by post	
Word or PDF files, scanned copies of certificates, saved to zip folder and emailed to Professional Formation inbox or ATS inbox.	
Contact Details	
Home Number:	
Mobile Number:	
Email	

Please note you must apply for reasonable adjustments prior to the date when the portfolio is issued.

Please complete and return this form to professional.formation@etfoundation.co.uk for professional formation leading to QTLS and ATS@etfoundation.co.uk for the developmental process leading to ATS programme. A member of the Professional Status team will contact you via email or telephone to discuss your requirements.

For Office Use Only			
Approved		Not Approved	
Decision Confirmed By		Date Confirmed	