Equality Inclusion and Reasonable Adjustments Policy

This policy explains the fair treatment and learning support you can expect as an IJF Academy applicant or student. It covers online study, assessment, practical sessions, placements and programme-related communication.

Equal treatment and respect

The Academy is committed to treating you fairly, including in relation to disability, sex, pregnancy or maternity, family responsibilities, sexual orientation, gender identity or expression, sex characteristics, age, religion or belief, racial or ethnic origin, colour, nationality, language and socioeconomic background.

Discrimination, bullying, harassment and retaliation are not acceptable. You should be able to request support or raise a concern without being disadvantaged for doing so. Treat other students, tutors, staff and training partners with the same respect.

Support for individual needs

A **reasonable adjustment** is an appropriate change that helps remove a barrier to participation or learning. Requests are considered individually, taking account of your needs, the activity, effectiveness, feasibility and safety. An adjustment supports access while preserving the essential knowledge and skills required for the qualification.

You may need support because of a physical or sensory disability, a long-term health condition, mental health needs, neurodivergence or a learning difficulty. Temporary injury, pregnancy, caring responsibilities or other circumstances may also affect participation. You may ask for support before enrolment, during your studies or when your circumstances change.

Examples of support to discuss

- **Learning materials and communication:** accessible documents, readable formats, captions or text alternatives, and a suitable way to communicate with your tutor.
- **Digital access and assessment:** help with an inaccessible platform feature or an individually agreed use of assistive technology that preserves the required assessment and identity checks.
- **Practical sessions and placements:** accessible facilities, equipment, adapted instructions or arrangements for safe participation that still allow you to demonstrate the required competence.

These are examples for individual consideration. Tell the Academy about the barrier you experience so that suitable support can be discussed. A disability or health condition should not, by itself, be treated as evidence that you cannot participate safely.

Programme entry requirements, learning outcomes and assessment standards remain those set out in the **Student Handbook** and programme requirements. Read this policy with the **Assessment and Academic Integrity Policy**.

Requesting support and raising concerns

How to request support

Contact your tutor, email **academy@ijf.org** or use **Contact Us** on the Academy website. If you need help explaining your request or using the form, tell your tutor. Include:

- Your name, country and programme.
- The learning activity, assessment, practical session or placement affected, and the barrier you experience.
- The support that may help, any relevant scheduled activity date, and how you can be contacted.

You can begin the discussion by explaining the practical difficulty. If supporting information is needed, the Academy will explain what is relevant and why. You should not have to provide an unrelated medical history or disclose sensitive information in a public forum.

Agreed support and assessment requirements

The Academy will discuss your needs with you and provide a written explanation of the outcome, including any agreed arrangement, its scope and how it will be used. If the requested support cannot be provided, you should receive an explanation and information about any suitable alternative. Tell your tutor if agreed support is not working or your needs change. You will not be charged for an adjustment that the Academy is legally required to provide.

A request does not itself change an examination time limit, pass mark, attempt limit, monitoring date or submission deadline. Any individual assessment arrangement must be confirmed by the Academy and preserve the required competence, authenticity and safety. Contact the Academy if a disability or health need creates a barrier to the Handbook's camera or identity requirements.

If illness, injury or another difficulty affects your progress, use the options for your programme in the Handbook. This includes its arrangements for incomplete examinations, re-enrolment or taking a break, where applicable.

Your privacy

Provide information relevant to the support you need. Personal and health information is handled under the **Privacy and Data Protection Policy**, which identifies **GC Academy Limited** as the data controller. Supporting information is shared only where necessary and lawful; staff arranging support normally need the practical requirements, not your full medical history.

Complaints and appeals

If you experience discrimination, support is refused or ineffective, or you wish to challenge a decision, use **Contact Us** and select **"Complain"** or **"Appeal"**. Include your name, country, programme and a detailed description. The Head of Institution communicates the final appeal decision to you, following the Handbook procedure.

You may also seek external advice or make a complaint within the relevant authority's remit: CRPD for disability discrimination or the National Commission for the Promotion of Equality. Your statutory rights remain available.

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