

England Football Learning – Reasonable Adjustment Policy For Learners

PURPOSE

England Football Learning is committed to helping make football a game for all. This policy aims to ensure that Learners (being those individuals who have been accepted on an FA course, conference or CPD activity) with disabilities are provided with reasonable adjustments wherever it is possible to do so, to support them in their learning journey, enabling them to participate fully and excel.

SCOPE

This policy is applicable to all England Football Learners.

England Football Learning is committed to providing equal opportunities for all. This policy does not seek to explain how we will approach every situation; it is intended as a general statement of our commitment to providing a fair and flexible opportunity for Learners that does not discriminate, with courses that are accessible for all our Learners. This policy also seeks to set out some of the basic principles of our legal duty to provide reasonable adjustments for people with a disability and some of the factors that we will consider in dealing with requests for reasonable adjustments. However, all requests will be considered on a case-by-case basis.

Applications for a reasonable adjustment should be made at least 35 days prior to the first day of your course. Where a request is made after this time, we will process your request but cannot guarantee it will have been fully considered by day one of your course. The request form can be found here: [RA form](#). Any supporting evidence can be emailed to education@thefa.com once this form has been completed quoting your name and FAN.

If you are an applicant and would like us to consider an adjustment in connection with your application for a course, conference, or CPD event, please contact us by emailing education@thefa.com or calling 0800 085 2012, with further information on how we can meet your access requirements.

POLICY STATEMENT

Accessibility and Inclusivity – England Football Learning is committed to promoting inclusivity and ensuring that Learners, regardless of their disability or special learning needs, can participate across our learning offering.

Individual Needs – We recognise that an individual's circumstances and requirements may vary; therefore, we will assess the needs of each Learner on a case-by-case basis, considering their disability or specific needs.

Reasonable Adjustments – Reasonable adjustments are modifications that reduce or eliminate barriers that someone with a disability might face. Adjustments could relate to equipment, alterations to a building or working environment and/or changes to the way a Learner participates in a course. Adjustments need to be effective in helping the person as well as being sustainable for the organisation. Examples of adjustments include but are not limited to:

- Physical Environment – e.g. Ensuring our venues are accessible for the particular Learner's needs.
- Reasonable Arrangements – e.g. Extension on deadlines, receiving course material in advance, allowing the use of technology as an alternative to handwritten.
- Communication Support – e.g. Captioning service or sign language.
- Adjustment to materials – e.g. A resource printed in a larger font.

We acknowledge that requests for adjustments may vary, or be unique, and as such separate to some of the more established adjustments listed above. It is possible that an adjustment may not be determined as reasonable (for example, if it involves immoderate or excessive costs). If we determine your request is not reasonable, then we may seek to discuss with you ways in which it can be amended, or it may be declined.

Confidentiality – We will endeavour to treat any information shared with England Football Learning pursuant to a reasonable adjustment application sensitively and confidentially. However, the information will need to be shared with others on a need-to-know basis, such as any individual implementing any reasonable adjustment on behalf of the learner and/or those delivering the learning opportunity. We will also treat any information provided in accordance with our data protection obligations. A copy of our data protection policy can be found [here](#).

Implementation – England Football Learning is responsible for implementing this policy.

Acceptance of Reasonable Adjustment Request – if your reasonable adjustment request is accepted without any amendments, we will confirm this to you in writing prior to the start of the relevant course. If we feel we can accept your request with some amendments, we will discuss this with you.

Appeal - If you would like to appeal the outcome of a request for reasonable adjustment or support for special learning needs, you will have 5 working days from receipt of that outcome to submit your appeal. Your appeal should set out the reasons why you disagree with the outcome of your request for a reasonable adjustment or additional support and should be made in writing to education@thefa.com.

Feedback – England Football Learning is committed to improving our processes and policies. We encourage feedback, and you can provide such feedback via the following email education@thefa.com