**Reasonable Adjustment Policy**

E Laws Training Limited take their responsibilities seriously in ensuring compliance with the Equality Act 2010 which recommends that as far as is reasonably possible, E Laws training Limited will not disadvantage any person in regards to the protected characteristics as outlined under the act in their endeavours to complete their course or training with this company. It is for the proposed learner to provide information about any disability or additional needs. Upon these details being made, we will agree to explore appropriate arrangements which may include:

Extension of the registration and completion period for our courses

Additional times in order to complete any examination or assessment

Providing additional aides during classroom based training, assessments or examination.

Make our premises accessible to wheelchair users.

Any other adjustments which are reasonable and agreed.

It is important that potential learners complete the section on disability on the initial application form, so that our company can address any requirements that the learner may need to satisfactory to complete the course.

**Appeals/Complaints**

Should a learner feel that we have not adequately addressed their concerns, then an appeals process is in place and appeals/complaints can be made through our complaints procedure. In the first instance contact the admin team [info@e-lawstraining.com](mailto:info@e-lawstraining.com) or speak with your tutor.

We also have a feedback sheet, for any recommendations which can be submitted and we shall endeavour to change our policies or procedures wherever reasonably possible.