

Important Note: This Reasonable Adjustment Policy forms an integral part of and should be read together with the Learner Profile User Agreement (UA).

1. POLICY AIMS AND OBJECTIVES

We aim to facilitate open and fair access to our training for Learners who are eligible for reasonable adjustments and / or special considerations without compromising the assessment of skills, knowledge, understanding or competence being measured. MOTI will achieve this through;

- 1.1. **Reasonable Adjustments:** MOTI will consider requests for Reasonable Adjustments. The Learner must request (in writing) any adjustments that may be needed to reduce the effect of a disability or difficulty, which places the Learner at a substantial disadvantage. Any requests for reasonable adjustments must not affect the quality and reliability of the learning outcomes nor must they give the Learner an advantage over other Learners undertaking the same or similar training. Reasonable Adjustments may not be applied to training that will provide a “licence to practice” or where the Learner needs to demonstrate a practical competence.
- 1.2. **Special Considerations:** A special consideration request can be made to reflect temporary illness, injury or indisposition that occurred at the time of the event. Any special considerations granted can only be a relatively small adjustment to ensure that the integrity of the training is not compromised. Special consideration may not be applied to training that will provide a “licence to practice” or where the learner needs to demonstrate a practical competence.

2. REQUEST PROCESS

MOTI will only consider requests for Reasonable Adjustments and Special Considerations submitted within a timely manner and have completed the MOTI required paperwork for these requests.

3. MOTI ACTION

MOTI will make all reasonable efforts to accommodate and provide solutions for bona-fide Reasonable Adjustments and Special Consideration requests. Importantly, any action (or lack thereof) shall be at the sole discretion of MOTI, taking into consideration all pertinent factors, including the cost to MOTI of accommodating those requests.

1. HOW TO CONTACT MOTI

- 1.1. You can contact MOTI by post, email or telephone if you have any questions about this Policy or to make a complaint.
- 1.2. MOTI can be contacted by:
 - 1.2.1. Email: websupport@mysophia.eu
 - 1.2.2. Telephone: +357-22-040220
 - 1.2.3. Post or Physical: Diagoras House, 16 Panteli Katelari Street, 1306, Nicosia, Cyprus