



Global-CPD Reasonable Adjustments Policy

1. Purpose

This policy outlines Global-CPD's commitment to providing fair access to all CPD activities by offering reasonable adjustments for participants with disabilities, health conditions, or learning differences. We aim to remove barriers to participation without compromising the integrity or outcomes of training and evaluation.

2. Scope

This policy applies to:

- All Global-CPD participants who experience physical, sensory, cognitive, emotional, or mental health challenges
- All modes of delivery (in-person, online, blended)
- Trainers, facilitators, and administrators responsible for program delivery and support
- Institutional clients hosting or organizing CPD activities

3. What Are Reasonable Adjustments?

Reasonable adjustments are proactive steps taken to ensure equal participation and access for individuals who would otherwise be disadvantaged by a health condition or disability.

Examples may include:

- Extended time for reflection or discussion activities
- Use of assistive technologies or alternative materials
- Modified session formats or flexible delivery schedules
- Adjusted participation expectations (e.g., smaller group work, recorded access)
- Additional one-to-one support or clarification sessions

4. Request Process

Participants may request reasonable adjustments by emailing:

 support@global-cpd.org

Requests should be made:

- Ideally at least 7 days prior to the start of the training activity
- Including a short explanation of the need and, where possible, supporting documentation
- Confidentially, with information shared only with staff directly involved in providing support

We may contact the participant to clarify needs and agree on suitable arrangements.

5. Approval and Implementation

- The Academic Coordinator or Program Leader will review requests promptly.
- Where adjustments are reasonable and feasible, implementation will be coordinated with the relevant trainer.
- In cases where adjustments cannot be accommodated (e.g., due to venue limitations or content structure), alternative participation options may be offered.

6. Responsibilities

- **Participants** are responsible for requesting adjustments in a timely manner.
- **Trainers** must cooperate fully in implementing agreed accommodations.
- **Global-CPD management** ensures this policy is applied consistently across programs and locations.

7. Policy Review

This policy is reviewed every **two years** by the Internal Quality Assurance Team or earlier if required by changes in delivery format, technology, or stakeholder needs.

For questions or concerns related to this policy, please contact:

Global-CPD Administrative Office

 Email: support@global-cpd.org

 Website: www.global-cpd.org

Document Control

Policy Title: Reasonable Adjustments Policy

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Policy Owner: Academic Coordinator, Global-CPD

Approval Authority: Director, Global-CPD

Status: Active

Revision History:

Version	Date	Author	Description / Changes
1.0	04.09.2008	Osman Bedel	Initial policy draft and approval
2.0	01.09.2010	QA Team	Added examples of adjustments
3.0	03.09.2012	QA Team	Clarified documentation and request process
4.0	02.09.2014	QA Lead	Added trainer responsibilities
5.0	01.09.2016	Osman Bedel	Included confidentiality safeguards
6.0	03.09.2018	QA Team	Linked with Data Protection and Equal Opportunity policies
7.0	01.09.2020	QA Team	Expanded examples for online learning contexts
8.0	02.09.2022	Policy Officer	Updated request timeline and support contact structure
9.0	04.05.2024	Osman Bedel	Full revision and formatting under new Document Control