

Special Considerations Policy

Effective Date: 12/03/2026

Review Date: 12/04/2027

Scope

This policy relates to our clients, including delegates, who are undertaking training with Delyn Safety UK. It applies the principles of diversity, equality and inclusion, and the practical ways in which Delyn Safety UK can ensure individual learning needs are free from unfair and unlawful discrimination.

Our Aims

The aim of this policy is to ensure that no Delyn Safety UK client is subjected to disadvantages due to temporary circumstances, in comparison to a non-affected individual, where special considerations can be put in place. In practical terms, Delyn Safety UK are catering for individual learning needs by considering special considerations to the assessment process.

Purpose

The purpose of this policy is:

- to define and explain what special considerations are; and
- to describe the procedure Delyn Safety UK will follow in order to assess requests for special consideration and what special considerations may be.

Assessment should always be a fair test of delegates' knowledge and what they are able to do. However, for some delegates, the usual format of assessment may not be suitable. Access to fair assessment can be maintained through special considerations being applied post-assessment.

Our Commitment

Delyn Safety UK is committed to taking positive and proactive steps throughout all elements of our training and service provision to ensure appropriate and effective special considerations are put in place.

To aid the introduction of appropriate and effective special considerations, we will follow a standard process of consideration. Full consideration will be given to each to determine whether it reduces or removes the disadvantage faced by the individual and it is reasonable for Delyn Safety UK to make.

As part of our ongoing commitment, Delyn Safety UK will undertake periodic reviews of agreed special considerations to ensure these remain suitable and have the continued required effect. The outcome of any review may be that the consideration in place continues, is altered, or alternative considerations are introduced.

Definition of Special Considerations

Special considerations can be applied after an assessment if there is a reason the delegate may have been disadvantaged during the assessment. Reasons for special consideration could include, for example, the following, though this is not an exhaustive list:

- temporary illness;
- injury;
- bereavement;
- adverse circumstances at the time of the assessment.

Client / Delegate Responsibilities

Delegates are requested to notify Delyn Safety UK of any requirement for special consideration(s) to be made to the course in question during the course booking process.

Alternatively, should Delyn Safety UK not be informed prior to the course, a course delegate may approach the Trainer at any point during the course (in private if preferred) to notify them of any relevant requirement for special considerations to be made.

Training Provider Responsibilities

It is the responsibility of Delyn Safety UK as the Training Provider to understand and facilitate any special consideration that is required (as notified by client or course delegate) and document any special considerations learners may require to their end-of-course assessment.

Concerns

If any client or delegate has any concerns regarding the making, or consideration of, special considerations, they are encouraged to raise this to the Trainer or to Delyn Safety UK as soon as possible. Once made aware, we will undertake an investigation and feedback to the party concerned.

Signature: 

Name: Mike Joy

Date: 12.03.2026

Position: Managing Director