



**Ambition  
Institute**

# **Participant and Trainee Reasonable Adjustment Policy**



## Participant and Trainee Reasonable Adjustment Policy

<b>Policy Owner</b>	Director, Programmes
<b>Version</b>	1
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<b>Approved by</b>	Executive Director, Programmes
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<b>Applies to</b>	All Teams
<b>Exceptions</b>	Ambition Institute Staff
<b>Audience</b>	Available to all staff, applicants, participants and trainees on the Ambition Website.

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## Section 1: Overview

### 1.1. Purpose

1.1.1. Ambition Institute is committed to ensuring all programme participants are successful on our programmes. Whilst our overall objective is to cultivate a programme experience that removes any barriers that could prevent a participant from being successful, we recognise that in some instances our participants will need additional support or specific reasonable adjustments to enable them to do so.

### 1.2. Legal Framework

1.2.1. The purpose of this policy is to support us to implement our commitments to the experiences of those we work with and remains at the heart of our mission to keep getting better.

1.2.2. The act of providing these adjustments is also a requirement of the Equality Act (2010), which stipulates that Ambition Institute must ensure there is no unlawful discrimination against people with protected characteristics, including age, disability, sex, gender reassignment, religion or belief, race, sexual orientation, marriage and civil partnership, caste, pregnancy and maternity.

1.2.3. The Equality Act defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities’. However, Ambition Institute will also provide reasonable adjustments for other circumstances in which an his section should define the boundaries of the policy and specify to whom and what it applies.

### 1.3. Scope

1.3.1. This policy applies to all prospective and current participants on Ambition training programmes as well as any externally contracted stakeholders and visiting fellows whose roles are to support Ambition Institute in the successful delivery of our programmes.

1.3.2. This policy applies to all activity in which the individual engages with Ambition Institute, including but not limited to application, onboarding or orientation, engagement with programmes and programme materials, training, attendance at programme events and programme assessments.

1.3.3. This policy does not apply to Ambition Institute staff.

## Section 2: Policy and Procedure

## **2.1. Reasonable Adjustments**

- 2.1.1. Ambition Institute defines the term reasonable adjustments as any changes that need to be made in order to support an individual to access the same learning experience as their peers. Reasonable adjustment changes should result in all participants having equal opportunities and avoid disadvantage in any way that may be caused by a physical or mental disability.
- 2.1.2. Ambition Institute are committed to ensuring individual needs can be met. Where there may be constraints such as physical practicalities, costs or contractual requirements that may fall outside of what may be defined as reasonable, we will work to discuss with each individual the circumstances in which we can provide reasonable support that still achieves the desired outcome.

## **2.2. Ambition Institute Functions**

- 2.2.1. Ambition is committed to maintaining an equitable and inclusive experiences at all stages of the participant journey. This includes, and is not limited to the following examples:

## **2.3. Applications and Admissions**

- 2.3.1. Ambition is committed to providing an accessible and fair application and admissions process.

## **2.4. On-boarding or orientation**

- 2.4.1. Ambition provides timely and effective access to all on-boarding materials so that all participants begin their programme with the requisite information.

## **2.5. Online learning**

- 2.5.1. Ambition learning materials support accessibility.

## **2.6. Programme events**

- 2.6.1. Ambition events provide equal access to all participants and are delivered in such a way that supports individual participants to engage and participate in ways that meet their needs.

## **2.7. Programme content**

- 2.7.1. Ambition continues to iterate programme content so that it is reflective of, and accessible to an equitable, diverse and inclusive community.

## **2.8. Assessment**

2.8.1. Ambition provides assessment methods and opportunities that provide fair opportunity for all participants.

## **2.9. Timelines**

2.9.1. Participants or any individual wanting to communicate a potential reasonable adjustment requirement with us should get in touch at the point of their application or contracting stage to ensure we have adequate notice to discuss any potential changes needed. We do however appreciate that this is not always possible and, in these circumstances, ask that they get in touch as soon as possible.

2.9.2. Ambition Institute are also committed to providing individuals with the opportunity to raise any reasonable adjustment requests at multiple points throughout a programme journey in order to support the disclosure of any potential changes related to any given programme activity.

2.9.3. All reasonable adjustment requests should be acknowledged within 3 working days of receipt. As all reasonable adjustment requests can be different, the timeline to address will depend on the nature of the request. However, in all instances, individuals should be kept up to date with the specific timelines and proposed processes agreed between the individual and the team managing the request.

## **2.10. Complaints**

2.10.1. If any participant or prospective participant is not satisfied with their treatment under this policy they should raise it with their programme team in the first instance.

2.10.2. Participants and prospective participants can also read the Ambition complaints policy, this can be found on the policy page of Ambition Institute's website.

## **2.11. Monitoring and Review**

2.11.1. In keeping with our mission and values to keep getting better, this policy will be reviewed periodically to:

- > assess its effectiveness and to reflect any changes in the law,
- > adapt and learn from previous experiences,
- > ensure the information provided within remains relevant, informative and up to date.

2.11.2. Reasonable Adjustment requests and their outcomes will be stored to support this analysis and evaluation. Any information provided by our stakeholders, participants, or prospective participants for monitoring purposes will be dealt with in line with our Privacy Policy and Data Protection Policy (see Section 2.12 below).

## **2.12. Data Protection**

2.12.1. Ambition Institute will collect personal information about you, including Special Category data, to meet our obligations under this Policy and to continuously evaluate and improve our services. We may share that information with third parties, where necessary or may be required by law to collect and use certain types of information to comply with statutory obligations. Our Privacy Policy explains what personal information we collect about you and how we will use it. Any information you share with us will be carefully protected through our use of best practice security policies and the principles of the UK GDPR. Ambition is committed to maintaining these principles.

2.12.2. For further details on how participant data is stored and used please refer to our Privacy and Cookie Policy and Data Protection Policy

## **2.13. Relevant documents**

2.13.1. Ambition Institute Policies on the website:

- > Admissions policies.
- > Participant and Trainee Reasonable Adjustments Policy
- > Data Protection Policy
- > Privacy and Cookie Policy
- > Complaints Policy

### Section 3: Version Control

3.1.1. All Ambition policies are regularly reviewed by the Policy Owner. Feedback from employees and relevant stakeholders will be considered during the review process, and revisions will be made as necessary to reflect changes in laws, regulations, or company practices.

Version	Issue/release date	Summary of changes	Approver