

Lawn Tennis Association Coach Qualification Access Policy for Level 4 and 5 Courses

1 Scope

The Lawn Tennis Association (LTA) is committed to promoting diversity and inclusion in the leadership and management of the organisation and its operations.

In operating as a qualification course provider, the LTA deliver the following qualifications:

1st4sport Awarded Qualifications

Level 1 Award in Coaching Tennis – Please see separate Access Policy

Level 2 Certificate in Coaching Tennis – Please see separate Access Policy

Level 3 Certificate in Coaching Tennis – Please see separate Access Policy

Level 4 Senior Club Coach Course

Level 4 Senior Performance Coach Course

Level 5 Master Club Coach Course

Level 5 Master Performance Coach Course

The LTA have established this policy to ensure compliance with the Equality Act 2010. This policy is relevant to all sub-contracted services, staff, learners and any relevant third parties in the management and delivery of qualifications. Any enquiries in the deployment of this policy should be directed to the LTA's Coach Qualification Manager.

2 Access Commitment

The LTA have a commitment to provide access for learners with particular needs to prevent discrimination in the delivery of qualifications in accordance with the Equality Act 2010.

The LTA therefore ensure accessible services, making reasonable adjustments and applying special consideration where this is required to facilitate learners in the completion of qualifications as independently as possible.

Access arrangements ensure that reasonable adjustments and special considerations reduce substantial disadvantage caused due to a learner's disability or difficulty.

Access Type	Definition
Reasonable adjustment definition	<p>Reasonable adjustments are any arrangements made prior to the delivery of a qualification, course or workshop to reduce the effect of a permanent, long-term or temporary disability, a learning difficulty, illness or indisposition, permanent disability or difficulty that places a learner at a substantial disadvantage.</p> <p>These arrangements are required to be authorised by the LTA.</p>
Special consideration definition	<p>Special consideration is the implementation of arrangements during or after the delivery of a qualification, course or workshop to enable those with temporary difficulties to have their situation considered. Specifically where learners are required to be assessed, special consideration may enable learners who have been disadvantaged or were unable to attend specific components due to emotional/physical difficulties or adverse circumstances.</p> <p>These arrangements are required to be authorised by the LTA.</p>

3 Access Arrangements

The LTA are committed to contribute in helping learners to manage their individual situation; creating an accessible learning and assessment environment for all. In order for this to be achieved, the LTA aims to identify learners' particular requirements and requests for the provision of access arrangements at an early stage. To ensure access to fair delivery and assessment, treating all learners equally the LTA intends to:

- ensure the access to fair assessment statement and practice are understood and complied with by all relevant staff and also by learners
- promote equality within each learning programme and in the conduct of any assessment
- adhere to related procedures and regulations regarding reasonable adjustments and special consideration
- ensure buildings and assessment sites used for delivery and assessment are accessible to all learners, as far as is practicable
- ensure appropriate equipment/personnel (including technological equipment or any assistant personnel, i.e. reader, scribe, practical assistant, etc.) is available for selected adjustments to delivery and assessment
- use assistive equipment or staff within the reasonable adjustments framework, without disadvantaging others who are not affected by particular requirements.

The following procedure is relevant to all those registered onto a 1st4sport awarded qualification, course or workshop.

Stage	Reasonable Adjustments	Special Considerations
Stage 1:	<p>Each learner must request reasonable adjustments from the LTA at the application stage and no less than 20 working days from the start of the course. Failure to do so may impact upon the ability to put arrangements in place in time.</p> <p>This information will be passed to the Coach Qualification Manager who will evaluate the request and will liaise with the learner to validate their difficulty/disability and to ensure the relevant reasonable adjustments are identified.</p> <p>At this stage, the learner must provide all necessary evidence (medical evidence/certification, diagnostic test results, a testimony from the invigilator/tutor/assessor or any other appropriate professional person who is familiar with the learner) to support their request. For invalidated outcomes, no further action will be taken and the learners will be informed.</p>	<p>The learner must request all special considerations by contacting the LTA Coach Qualification Manager within 20 working days of the need for consideration arising. Failure to do so will render the request invalid.</p> <p>The Coach Qualification Manager will evaluate the need for the special consideration. At this stage, the learner must provide all necessary evidence (medical evidence/certification, diagnostic test results, a testimony from the invigilator/tutor/assessor or any other appropriate professional person who is familiar with the learner) to support their request. For invalidated outcomes, no further action will be taken and the learners will be informed.</p>
Stage 2:	The LTA will review the requests in accordance with the standard procedure and communicate outcomes to the learner.	
Stage 3:	The LTA will ensure all records relating to the application, relevant evidence and monitoring forms are securely retained for a minimum of five years.	

4 Appeals

Where individuals have requested a reasonable adjustment or special consideration and are dissatisfied with the outcome, they have a right to make an appeal via the LTA's *Learner Appeals Procedure*.

5 Monitoring and review

The LTA have in place a standardised and systematic monitoring process to ensure the relevance of this policy. In addition, any data which is collected with relates to the implementation of this policy will be used to inform the ongoing management of our organisation and the delivery of qualifications.