

Any cases of a learner needing Reasonable Adjustments and/or Special Consideration the learner needs to inform the EndeavourUK management team immediately.

Such cases will be looked at individually and reported to our awarding body.

Any such reported case will follow our awarding body procedures in relation to Reasonable Adjustments & Special Consideration. See *Appendix B* and *Appendix C* for details of this procedure.

If you've any queries about the contents of the policy, please email the HR Manager hr@endeavouruk.com.

Signed

A handwritten signature in black ink, appearing to be "Mr Christopher Lucas-Jones".

Mr Christopher Lucas-Jones
Managing Director
Endeavour (UK) Limited

Version date: 26/02/2016