

# Lawn Tennis Association Coach Qualification Access Policy

## 1 Scope

The Lawn Tennis Association (the 'LTA') is committed to promoting diversity and inclusion in the leadership and management of the organisation and its operations. The LTA is recognised as a centre with 1<sup>st</sup>4sport.

In operating as a recognised centre for 1st4sport, the LTA is approved to deliver the following qualifications:

1st4sport Awarded Qualifications
Level 1 Award in Coaching Tennis
Level 2 Certificate in Coaching Tennis
Level 3 Certificate in Coaching Tennis

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.

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 is enforced, 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
<b>Reasonable adjustment definition</b>	<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 awarding organisation. It is confirmed that the awarding organisation 1st4sport manage all reasonable adjustment requests for 1st4sport qualifications.</p>
<b>Special consideration definition</b>	<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 awarding organisation. It is confirmed that the awarding organisation 1st4sport manage all special consideration requests for 1st4sport qualifications.</p>

## 2 Access Arrangements

The LTA are committed to helping learners to managing 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 and 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; requesting permission to grant these for each learner from 1st4sport after providing appropriate evidence to support each case
- 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, as outlined by 1st4sport without disadvantaging others who are not affected by particular requirements.

### 3 Access Request Procedure

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

Stage	Reasonable Adjustments	Special Considerations
<p><b>Stage 1:</b></p>	<p>Each learner must request reasonable adjustments from the LTA at the application stage. 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. The Coach Qualification Manager will then forward validated requests to 1st4sport. 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. The Coach Qualification Manager will then forward validated requests to 1st4sport. For invalidated outcomes, no further action will be taken and the learners will be informed.</p>
<p><b>Stage 2:</b></p>	<p>1st4sport will review the requests in accordance with the standard procedure and communicate outcomes to the LTA; who in turn communicates this to the learner.</p>	
<p><b>Stage 3:</b></p>	<p>The Coach Qualification Manager will ensure all reasonable adjustments and special considerations are implemented in accordance with outcomes confirmed by 1st4sport. They will evaluate the implementation and audit all outcomes. All records relating to the application, relevant evidence and monitoring forms are securely retained for a minimum of five years.</p>	

#### **4 Appeals**

Where individuals have requested a reasonable adjustment or special consideration from the LTA 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.