

National Police Promotion Framework

Reasonable Adjustment Guidance

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This guidance will be reviewed if the Equality Bill currently before Parliament receives Royal Assent and comes into effect. The Government anticipate Royal Assent to the Bill in Spring 2010 and that the majority of the Bill will come into effect in the Autumn of 2010.

National Police Promotion Framework

Reasonable Adjustment Guidance

From 1st October 2004 the Police Service was required to comply with the employment provisions of the Disability Discrimination Act 1995, as summarised in Appendix 1.

This document is intended to offer guidance on providing reasonable adjustments in relation to assessment throughout the National Police Promotion Framework (NPPF). Whilst it is the responsibility of each force to develop and implement their own policy to cover this, a suggested process and set of principles have been provided here as guidance. For examples of policies covering the provision of reasonable adjustments, please see the policy published by the [Joint Council for Qualifications](#) and the NPIA policy for the [Recruit Assessment Processes](#) which covers the Police SEARCH Recruit Assessment Centre and PCSO Recruit Assessment process.

Reasonable adjustment is any action, based on a demonstrable individual need, that helps to reduce the effect of a disability or difficulty which places the candidate at a substantial disadvantage in an assessment situation. However, reasonable adjustments must not impact on what is being assessed or give the candidate an advantage over others undertaking the same assessment.

Principles

The following principles should be followed when making reasonable adjustments to assessment processes in order to ensure that the provisions available are applied only to those who legitimately require them, and are tailored to each individual's specific needs:

- Any request for reasonable adjustment should be evidenced by a diagnostic report/statement produced by a suitably qualified specialist in the area of the candidate's disability/difficulty (e.g. in the case of a Specific Learning Difficulty (SpLD) the report should be completed by a Chartered Psychologist)
- The report/statement should provide a clear diagnosis and outline clear recommendations for appropriate adjustments. In terms of the NPPF, recommendations will need to be provided in relation to the assessment processes at each of the 4 steps.
- SpLD assessments should have been completed since the candidate reached 16 years of age, using appropriate adult tests.
- Any reasonable adjustments that are made should be recorded, with the associated documents and records being stored securely for an appropriate length of time.

Reasonable Adjustment Request Process

The stages below give an example of a formal process for dealing with requests for reasonable adjustment.

1. Notification

- Candidate should give initial notification that they believe they have a disability/difficulty.
- At this stage, the candidate should be advised on how to obtain an appropriate report, e.g. by contacting the force Occupational Health department who will advise them accordingly.

2. Obtaining a Report

- Candidate should be informed of what the report is expected to cover/include, e.g. for NPPF the specialist should be provided with an explanation of the various assessment processes throughout the 4 steps of NPPF in order to provide appropriate recommendations based on this.

3. Determining Reasonable Adjustment

- The reasonableness of any adjustment should be determined by:
 - i) whether or not it would impact on the knowledge/competency being assessed.
 - ii) whether the adjustment can reasonably be replicated in the working environment.

4. Offering Reasonable Adjustment

- The outcomes of the request should be communicated to the candidate.

5. Agreeing Reasonable Adjustment

- A formal agreement from the candidate prior to the assessment taking place provides reassurance and protection to both the candidate and the assessment provider.

6. Providing Reasonable Adjustment

- The adjustment should be provided as agreed.

Reasonable Adjustment in the Context of the National Police Promotion Framework

It is recommended that the above principles are followed when providing reasonable adjustments to assessment processes at each step of the NPPF.

Step 1 – Suitability

This is where the reasonable adjustment request process should be initiated. This step should include notification by the candidate of any disability or difficulty they have that they feel would affect their assessment during the process. This would include any reasonable adjustments already made for the candidate in the workplace. At this point, the candidate should be informed that they will be required to submit a report in order for reasonable adjustments to be considered at the later stages.

Step 2 – Legal Examination (OSPRE Part I)

The OSPRE [Rules and Syllabus](#) document provides a full explanation of the reasonable adjustment process at this step.

Step 3 – Assessment against Rank-Specific Competencies and Matching to Vacancies

Reasonable adjustments should be made to the chosen assessment method where appropriate.

Step 4 – Temporary Promotion and Work-Based Assessment

Where appropriate, reasonable adjustments should be applied to the candidate's workplace and work-based assessment in order to allow the candidate to demonstrate their competence in the rank to which they aspire, and achieve the relevant National Occupational Standards. Reasonable adjustments applied at this step should be made in accordance with any requirements set by the force's chosen Awarding Body.

Appendix 1

Disability Discrimination Act in relation to the Police Service

From 1st October 2004 the Police Service was required to comply with the employment provisions of the Disability Discrimination Act (DDA) 1995 which makes it unlawful to discriminate against disabled people in recruitment and employment. Employers have a duty to make reasonable adjustments to practices and premises to accommodate a disabled person at a 'substantial disadvantage' because of their disability.

A disabled person as defined by the DDA is:

'someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'

Within the legislation there are specific inclusions and exclusions on what is and is not a disability. Similarly there is clarification on terms such as 'long term' and 'ability to carry out normal day-to-day activities'.