



THE INSTITUTE OF CONSERVATION

# **Icon Internship Programme Reasonable Adjustments Policy**

## Icon Internships Reasonable Adjustments Policy

Please refer to the *INTERNSHIP Guidelines* when completing this form

### Reasonable adjustments

The Institute of Conservation (Icon) recognises that some Interns require alternative arrangements during their internship. This may be because of a disability, medical condition or because English is not their first language.

### Policy

Icon aims to ensure that Internships are open to all those who wish to apply, that is to provide equal access for all interns. Icon aims to facilitate access to Internships to those who are eligible for reasonable adjustments, without compromising the skills, knowledge, understanding or competence required for the Internship.

### Reasonable adjustments

The Equality Act 2010 requires an arrangement where a disability means an intern experiences discrimination that would amount to 'substantial disadvantage' in an internship. An internship should be an opportunity for an intern to improve their knowledge and professionalism. Reasonable adjustments must not affect the validity of the internship outcomes, nor must they provide an unfair advantage to the intern or disadvantage others who do not have such support.

A reasonable adjustment will be designed to address fully the disadvantage it is meant to overcome. Icon will consider how practical it will be to provide the adjustment. It will also consider any resource implication and whether it will cause any disruption to others.

A reasonable adjustment will be considered when the request has demonstrated that not to make an adjustment:

- i. Would mean discrimination would occur as defined in the *Act*
- ii. The integrity of the internship is unaffected
- iii. The integrity of the competences being acquired are not changed

Reasonable adjustments may include changing usual internship arrangements, including:

- where appropriate some adjustments may be provided before the internship starts
- postponing an internship in the case of temporary illness or injury
- allocating extra time up to two days for the Intern Advisers visits
- ensuring there are enough breaks in a day to regroup

Adapting internship materials, including:

- using larger font size
- submitting reports as an electronic recording
- providing language-modified internship material

Providing assistance during an internship, including:

- allowing alternative ways of presenting reports
- allowing the intern to influence the physical environment
- using assistive technology (intern's own)
- using coloured overlays (intern's own)

Requests for reasonable adjustments must be made to the Icon Internship administration as soon as the intern is appointed. This may be at appointment or when they join the host organisation as long as there is time before taking up the internship for reasonable adjustments to be considered.

Icon will not make assumptions about whether an intern requires any reasonable adjustments or what those should be. Icon will discuss the requests with the Intern and seek to reach agreement. Adjustments will always be agreed with the person concerned to avoid making incorrect assumptions about their needs.

Icon will consider each request individually. Not all adjustments will be reasonable in particular situations.

Disclosure of the disability will be treated as confidential. Information about a disability will only be divulged to Icon Internship administration. Icon will not pass on in written form (including email correspondence) any sensitive information without the intern's express consent. The intern must know what information is held.

If disability is declared to the Icon Internship administration on the relevant application form the Icon Internship administration will discuss with the intern whether any reasonable adjustments need to be made. Icon Internship administration will inform the host that reasonable adjustments have been requested and will inform the host of what reasonable adjustments have been agreed. It will be necessary for the host to be informed of the reasonable adjustments and for the host and intern to liaise before the internship starts to ensure the adjustments are in place.

Before information is passed on Icon will:

- obtain details of the intern's needs
- advise the intern to whom any information will be passed and for what it will be used;
- obtain the intern's written (which may be by email) consent to pass on information to anyone other than Icon Internship administration
- keep a record of details throughout the internship and up to 3 months thereafter

The following list is not exhaustive. It shows the type of conditions that will be considered for reasonable adjustments:

- behavioural, emotional, social needs such as chronic depression, anxiety, autism
- sensory impairment such as hearing loss/impairment
- specific cognitive difficulties such as dyslexia, memory loss
- where English is not the mother tongue

Icon will attempt to agree and deliver required reasonable adjustments. In some cases, Icon may need to consider in more detail how to overcome the difficulty.

Cases where reasonable adjustments have been made will be reviewed quarterly to help gauge whether improvements can be made both individually to an Intern experiencing difficulties and overall for the programme

### **Complaints and Appeals**

Any dissatisfaction, by any party, with the reasonable adjustments or failure to meet the agreed reasonable adjustments should be made in writing in the first instance to the Icon Internship administration

**References:**

Active IQ *Reasonable adjustments and special considerations* [www.activeiq.co.uk](http://www.activeiq.co.uk) accessed 01.05.14

BCS Professional Certification Policy for Interns Requiring Reasonable Adjustments Jan 2013  
The Chartered Institute for IT.

Joint Council for Qualifications *Access Arrangements, Reasonable Adjustments and Special Consideration General and Vocational qualifications with effect from 1 September 2012 to 31 August 2013*

Northumbria University Newcastle Practice Placements Policy/Procedure  
[www.northumbria.ac.uk](http://www.northumbria.ac.uk) accessed 27.04.14

Pearson, *Supplementary guidance for reasonable adjustment and special consideration in vocational internally aquired units*, January 2013 version 1.1 Quality and Standards

Solicitors Regulations Authority [www.sra.org.uk](http://www.sra.org.uk) accessed 30.04.14

[www.bdadyslexia.org.uk](http://www.bdadyslexia.org.uk) (The British Dyslexia Association).  
[www.education.gov.uk/ta-assets](http://www.education.gov.uk/ta-assets) Teaching Agency Information Adjustments for disabled students accessed 28.04.14

## Guidance notes for completing the Reasonable Adjustment(s) Registration form

Please read these notes carefully. You are also reminded to read the **Icon Internship Recruitment Reasonable Adjustments Policy**.

### Section 1 - Contact details

- **Full name and title:** Please provide your first name and family (surname) together with your title, e.g. Dr, Mr, Mrs etc.
- **Telephone Number:** Please provide a daytime telephone number so that it is possible to contact you during office hours.
- **E-mail:** Written correspondence will be conducted predominantly by e-mail unless you tell us otherwise. Please provide an email address that is confidential to you.

### Section 2 - Request for reasonable adjustment(s)

- **Reason(s) for request:**

Please describe your specific need or reasons why you feel you are or may be disadvantaged whilst undertaking an application for an internship.

Examples of the type of learning difficulties or health issues/disabilities include: deafness/hearing impairment, asthma, dyslexia, dyscalculia, anxiety. To discuss specific support needs before completing this form please contact the Icon Internship administration by telephone: 020 3142 6799.

Please note that Icon does not require supporting evidence confirming the nature of the condition that requires reasonable adjustment(s) to be made for your Internship application. However, documentary supporting evidence confirming the nature of the disability can be requested should there be any doubt as to the validity of the claim.

- **Type of adjustment(s) required:**

Examples of the type of adjustment(s) that may be considered are given in the **Icon Internship Recruitment Reasonable Adjustments Policy**. To discuss specific adjustments before completing this form please contact the Icon Internship administration by telephone: 020 3142 6799.

### Section 3 Declaration

The declaration confirms that the information provided by you is correct and true. By signing the declaration you are also agreeing for the information provided to be shared within Internship administration.

- **Signature:**

The form must have your signature. The signature can be electronic but it must not be typed. If the form has not been signed the application for reasonable adjustment(s) will not be considered and the form will be returned to you.

## Reasonable Adjustment(s) Registration Form

This form will only be used to assist with the consideration for reasonable adjustments in relation to the recruitment process for an internship. Requests for reasonable adjustments should be received no later than the closing date for Applications.

Please read the **Icon Internship Recruitment Reasonable Adjustments Policy** before completing this form.

Applicants are reminded that all applicants will be assessed against the same criteria. Reasonable adjustments must not affect the reliability or validity of the recruitment process, nor must they provide an unfair advantage to the applicant or disadvantage others who do not have such support.

### Section 1 - Contact details:

ICON membership number (if a member): enter text

Full name and title: enter text

Address: enter text

Telephone number: enter text

E-mail: enter text

### Section 2 – Request for reasonable adjustment(s)

Please provide details and specific reasons why you are requesting reasonable adjustment(s) for your internship interview

enter text

What reasonable adjustments are you requesting?

enter text

### Section 3 – Declaration

The data provided will be processed in accordance with the principles of the UK Data Protection Act (1998). By supplying your address, telephone number and e-mail details you are giving consent to us to contact you in any of these ways in connection with this request. The information provided may remain on manual filing and computer systems up to 3 months post interview.

- I confirm that by completing and submitting this form I give consent to the processing of this data.
- I confirm that I have read the Icon Internship Recruitment Reasonable Adjustments Policy and understand it.
- I confirm that to the best of my knowledge all the information that I have given is correct.

**Signature:** [enter text](#)

**Date:** [enter a date](#)

(Electronic signature is acceptable if returning form by e-mail attachment)

**Please return this signed form by e-mail to:**  
Icon Internship administration: [training@icon.org.uk](mailto:training@icon.org.uk)

#### OFFICE USE ONLY

Date form received:

Date request considered on:

Adjustment(s) approved:      Yes/No

Specific Adjustments agreed:

