BioGrad Education Accessibility Policy

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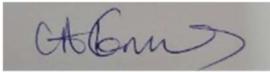
Author:	Signature	Date:
Catherine Kennedy		**17.10.2025**
Approver: **Catherine Witter** **Title:**	Signature	Date: **19.11.2025**
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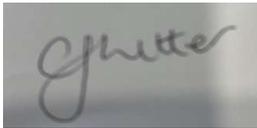
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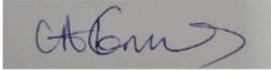
Contents

Accessibility Policy

1. Purpose

BioGrad Education is committed to providing an inclusive and accessible learning environment for all learners, staff, and visitors.
We believe that everyone should have equal access to our training, resources, and opportunities, regardless of disability, health condition, or learning difference.

2. Scope

This policy applies to:

- All learners, apprentices, and trainees.
- All staff, trainers, assessors, and contractors.
- All online and face-to-face training environments, learning platforms, websites, and communication materials.

3. Policy Statement

We aim to:

- Remove or minimise barriers that prevent participation and achievement.
- Make reasonable adjustments to meet the needs of individuals with disabilities.
- Comply with the **Equality Act 2010** and other relevant legislation.
- Promote awareness and understanding of accessibility among staff and learners.

4. Accessibility in Practice

4.1 Training Delivery

- Training sessions will be held in accessible venues, with step-free access where possible.
- Trainers will adapt materials and activities to meet individual learning needs.
- Learners will be asked during enrolment about any access or support requirements.

4.2 Learning Materials

- All materials will be available in accessible formats where reasonably possible (e.g., large print, digital text, audio, or braille on request).
- Digital materials and e-learning platforms will follow accessibility best practices (e.g., clear fonts, text contrast, alt text for images, keyboard navigation).

4.3 Online Accessibility

- Our website and online learning environments will aim to meet **WCAG 2.1 AA** accessibility standards.
- We will review and update online content regularly to improve accessibility.

4.4 Communication

- We will provide alternative ways to communicate with us (e.g., phone, email, or text).
- Staff will use plain language and accessible communication methods wherever possible.

4.5 Assessment and Feedback

- Reasonable adjustments will be made to assessment methods to remove unfair disadvantage.
- Learners can request reviews of adjustments or raise concerns through our complaint's procedure.

5. Responsibilities

- **Senior Management:** Ensure this policy is implemented, monitored, and reviewed.
- **Trainers and Assessors:** Adapt delivery and materials to meet learners' needs.
- **Learners:** Communicate any access needs early so that adjustments can be arranged.
- **IT/Website Staff:** Ensure online platforms are accessible and maintained.

6. Training and Awareness

All staff will receive appropriate training on equality, diversity, and accessibility awareness to support inclusive practice.

7. Monitoring and Review

This policy will be reviewed annually or sooner if there are changes in legislation or significant organisational changes. Feedback from learners and staff will inform updates.

8. Contact and Feedback

We welcome feedback to help us improve accessibility.
If you experience any barriers or need adjustments, please contact: