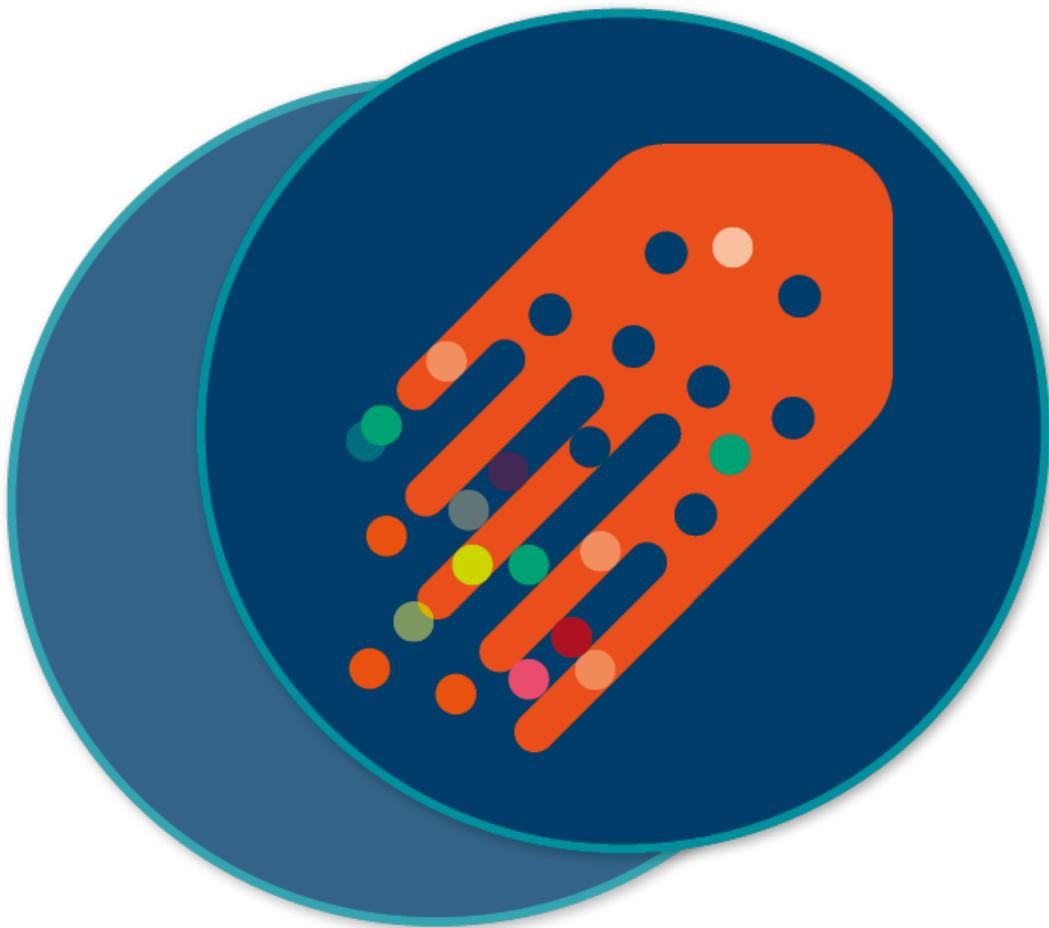


ACCESSIBILITY POLICY

ACT Study site



INTRODUCTION

The Association of Corporate Treasurers (ACT) is a UK-based Awarding Body, committed to providing high quality qualifications with supporting policies that are transparent and free from bias.

The UK Equality Act 2010 requires an Awarding Body to make reasonable adjustments.

In this regard, ACT is willing to review requests for reasonable adjustment from students who have long-standing conditions that would otherwise mean they are unlikely to be able to perform on an equitable basis to other students when studying. Any adjustment seeks to provide an equal opportunity to students who would otherwise be at a disadvantage, but it should not overcompensate by giving them an advantage over others.

An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the learning material or study site.

WHAT DOES ACCESSIBILITY FOR THE STUDY SITE MEAN?

ACT is committed to ensuring all information and learning materials are available in a range of accessible formats.

On the study site we provide our learning materials in several different formats, including:

- Interactive readings
- Webinars
- Podcasts (where applicable)
- Online activity questions and progress tests
- PDF versions of the readings
- eBooks - ePUB and MOBI formats of the readings.

Further to the above, if you need additional support throughout your studies, you can also purchase two hours of personalised tutor support to focus on topics of your choice. More information is available [here](#).

Visually impaired

The PDF readings are designed with inbuilt heading styles, so the navigation pane makes it simple for magnification and to rapidly move around the document.

We also offer the readings in an ePUB and MOBI format, which can be used with assistive technology. The eBooks can also be used to change colour, text size, background colours or use text to speak.

On request, we can provide the activity questions and progress tests in PDF format.

If you require the learning materials in braille, we can provide the materials in a format for you to do this. However, any cost incurred will be at your own expense.

Hearing impaired

Our podcasts have transcripts which are available on request, and our webinars have the functionality to display subtitles and/ or transcripts. Details on how to do this can be found in the User Guide located on the Study site.

To ensure the study site is accessible to all, we will:

- Be consistent in the use of icons and page layout for ease of use
- Use an appropriate contrast between fonts and backgrounds.

If you have any other accessibility requirements, please contact us.

PROCESS FOR REASONABLE ADJUSTMENTS WHEN STUDYING

If the reasonable adjustment you require is not covered in the above sections, you should email learning@treasurers.org stating you wish to apply for reasonable adjustment and provide the relevant third-party evidence (e.g. a medical report).

These requests should be made before booking on to the course. This will allow us to assess your request and inform you of what we can do to assist you before you start your studying. The earlier students can contact the ACT to discuss their needs, the more opportunity the ACT will have to support you.

If you have any questions or requests regarding your accessibility, please contact us at learning@treasurers.org or call on +44 (0)20 7847 2529.