ROMAN

Accessibility, Inclusive Access and Reasonable Adjustments Statement and Policy

Website, services and learning provision

Document reference	RTJ-LEGAL-007
Organisation	Roman Training & Jobs is a trading name of Roman Education & Careers Ltd (Company No. 15920257)
Effective / last updated	13 September 2026
Website	https://romantrainingandjobs.co.uk/

1. Our commitment

Roman Education & Careers Ltd trading as Roman Training & Jobs wants disabled people and people with access, communication, learning or digital-support needs to be able to find information, apply, enrol, learn, participate and progress without avoidable barriers. Accessibility is part of service design, learner support, quality and safeguarding, not an optional extra.

2. Legal and standards position

As a UK service provider, Roman is subject to the Equality Act 2010 duty to avoid disability discrimination and to make reasonable adjustments. The duty is anticipatory: Roman should consider barriers in advance rather than waiting for an individual to fail to access a service.

Roman is a private company providing training, education, employability and related services, which may include publicly funded, commissioned, employer-supported, partner-delivered and commercial provision. This policy does not state that Roman is itself a public sector body for the purposes of the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 unless that legal status is separately established. Nevertheless, Roman adopts WCAG 2.2 Level AA as its target for public web content and critical digital journeys and uses public-sector accessibility guidance as a benchmark for good practice.

3. What this policy covers

- romantrainingandjobs.co.uk, including course and service pages and enquiry, application, booking, eligibility and learner-support journeys;
- forms, emails, joining instructions, documents, PDFs and learner communications;
- telephone and alternative contact routes;
- face-to-face, remote and blended teaching;
- libraries, community venues, training rooms and practical learning spaces;
- initial assessment, individual learning planning, learning materials and evidence/assessment activities;
- employer/interview pathways organised by Roman; and
- complaints, safeguarding, privacy and other essential support routes.

4. Digital accessibility target

Roman's target is WCAG 2.2 Level AA across public pages and critical user journeys under its control. Roman will prioritise practical completion of key tasks, including finding a course, reading eligibility information, completing an enquiry/application, using cookie/privacy controls, contacting Roman, requesting support and accessing joining information.

- content should be keyboard operable and usable without a mouse where reasonably practicable;
- headings, labels, links and form instructions should be meaningful and programmatically associated;
- colour should not be the only way information is communicated and contrast should be sufficient;
- images that convey meaning should have suitable text alternatives; decorative images should not create screen-reader noise;
- recorded video should have captions and/or an equivalent accessible alternative where needed;
- pages should reflow and remain usable when zoomed and on mobile devices;
- errors should be identified clearly and forms should not unnecessarily discard entered information; and
- essential information should be available in HTML where practicable rather than only in an inaccessible fixed-format document.

5. Current conformance wording

Roman should not claim that the website is "fully WCAG 2.2 AA compliant" unless a current production audit supports that statement. Until a full audit and remediation cycle has been completed, the website statement should say that Roman is working toward WCAG 2.2 AA and invite users to report barriers. Known material issues should be recorded transparently when identified.

6. Asking for a reasonable adjustment or accessible format

You do not need a special form or legal wording to ask for an adjustment. Tell Roman what barrier you are experiencing and, if you can, what would help. Requests can be made through the website contact route, by telephone on 020 7060 4407, through a tutor/member of staff, or by email to compliance@romantrainingandjobs.co.uk. Safeguarding concerns should use safeguarding@romantrainingandjobs.co.uk.

Roman will normally ask only for information reasonably needed to understand the barrier and identify an effective adjustment. A formal diagnosis is not automatically required. More specific evidence may be needed where an external assessment, awarding body, funding rule or safety decision lawfully requires it.

7. Examples of adjustments and support

- accessible electronic text, larger print, simplified or Easy Read information where appropriate;
- extra explanation, alternative communication methods or support with forms;
- captioning, transcripts or communication support;
- accessible seating, step-free arrangements, accessible toilets or a different suitable venue where reasonable;
- additional breaks, pacing or scheduling changes where compatible with the learning purpose;
- assistive technology or permission to use appropriate personal assistive tools;
- adapted learning resources and inclusive teaching methods;
- support for digital access, literacy, language or neurodivergent needs where within scope; and
- an alternative route to exercise a right or meet a deadline if a Roman-controlled digital route is inaccessible.

8. Learner support and inclusive delivery

At enquiry, application or enrolment and during learning, Roman will provide reasonable opportunities for learners to disclose support or accessibility needs. Relevant needs should feed into initial assessment where used, the individual learning plan where applicable, teaching arrangements, venue planning and review. Information is shared only with people who need it to deliver the adjustment, safeguard the learner or meet a lawful requirement.

A learner will not lose access merely because they disclosed a disability or requested an adjustment. Attendance, participation and evidence expectations must be applied fairly and adjusted where reasonable without undermining any genuine learning or competence requirement.

9. Venues and physical access

Roman may use community, employer, college, public, partner and other delivery venues. Venue accessibility must be considered for the actual cohort and activity, including step-free access where required, toilets, seating, lighting, acoustics, emergency evacuation, transport information and agreed individual adjustments. Roman will not describe a venue as “accessible” solely because one accessible feature exists.

10. Assessment and competence standards

Where a course includes an assessment, Roman will distinguish between the method of assessment, which may be adjustable, and a genuine competence standard that must still be demonstrated. Where external approval is required for an adjustment, Roman will seek it through the relevant process. An adjustment must not create an unfair advantage or invalidate the assessment.

11. Third-party content and services

Some parts of the learner journey may rely on third-party venues, forms, embedded media, employer systems or external websites. Roman will use reasonable influence, procurement and escalation to reduce accessibility barriers in services it selects or arranges. Where Roman cannot fix a third-party barrier quickly enough, it will consider an accessible alternative route where reasonable.

12. Reporting an accessibility problem

If you cannot access information, complete a form, use a document or participate because of a barrier, contact Roman and tell us the page/document, the problem, the assistive technology or device you use if relevant, and the format or adjustment you need. Roman will prioritise issues that prevent someone from applying, meeting an eligibility deadline, attending or exercising a legal right.

13. Complaints

If an accessibility or reasonable-adjustment issue is not resolved, it can be raised through Roman’s complaints process. This does not remove the right to seek independent advice or pursue rights under the Equality Act 2010. Roman will not penalise a learner for making a genuine accessibility complaint.

14. Testing and review

Roman will combine automated testing with manual checks of critical journeys, including keyboard navigation, zoom/reflow, form labels/errors, contrast, headings, link purpose and representative screen-reader testing. The policy and website statement should be reviewed after material redesigns and at least annually. Accessibility defects should be logged, prioritised and re-tested after fixes.

Contact and legal identity

Roman Training & Jobs is a trading name of Roman Education & Careers Ltd, a private limited company registered in England and Wales under company number 15920257.

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