



Certificate of Competence in Access Arrangements (CCAA)

Gain the knowledge, skills and confidence to support learners on our course
in access arrangements, fully compliant with JCQ standards.

Why Choose This Course?

Whether you're new to access arrangements or looking to strengthen your existing knowledge, this course will guide you through the process step by step. You'll develop a clear understanding of the regulations, learn what good practice looks like in schools, gain practical strategies you can use in your own setting, develop the confidence to make informed decisions and know how to support learners fairly and effectively. Whether you're supporting individual learners or helping to develop whole-school practice, this course will give you the knowledge and confidence to play your part in ensuring every learner has fair access to learning and assessment.

Throughout the course, we'll explore practical school-based examples, discuss real-life scenarios and work through common challenges faced by schools. Each session combines current guidance with practical application, helping you build confidence in making informed decisions and supporting learners effectively.

This course has been designed for teachers, SENDCos, teaching assistants, learning support staff, exams officers and school leaders who want a practical understanding of access arrangements and reasonable adjustments within the current JCQ framework (www.jcq.org.uk). The course has been specially developed by experienced SEND professionals who understand the realities of working in education. Our aim is to make complex guidance clear, practical and relevant to everyday school life.

COURSE FORMATS and DATES:

Our *Access Arrangements (CCAA)* can be completed in the following ways:

- **Scheduled Dates:** 13th September to 18th October and 1st November to 6th December; 6 zoom tutorials, Sunday morning, 9.30 to 11.00 GMT+1.
- **Independent Learning:** Self-paced independent learning; email support, no tutorials.

Course Fees 2026 – Special Offers

CCAA Course fees 2026:

- *Certificate of Competence in Access Arrangements (CCAA)* - ~~€700~~ €600 (approx.£512).
- *Access Arrangements CCAA and BPS CCET* - ~~€1,750~~ €1,650 (approx.£1,410)-

Who Is This Course For?

This course is ideal for:

- Teachers
- SENDCos
- Learning Support Teachers
- Teaching Assistants
- Special Needs Assistants (SNAs)
- Exams Officers
- Senior Leaders
- Inclusion Leads
- Learning Support Staff
- Anyone involved in supporting learners with access arrangements in schools or colleges
- No previous experience is required.

What You'll Learn

By the end of the course you'll be able to:

- Understand the purpose of access arrangements and reasonable adjustments
- Apply current JCQ guidance with greater confidence
- Recognise learners who may require access arrangements and understand the evidence needed to support decisions
- Understand the importance of the normal way of working principle
- Select appropriate access arrangements based on individual learner needs
- Gather and record evidence to support compliant decision making
- Understand the roles and responsibilities of teachers, teaching assistants, SEND professionals and Access Arrangements Coordinators
- Support fair, inclusive assessment while maintaining the integrity of examinations

What's Included

Your enrolment includes:

- Six live online training sessions
- Eight comprehensive learning modules
- A detailed course manual and supporting resources
- Practical activities and group discussion throughout each session
- Real-life examples drawn from schools and colleges
- Opportunities to ask questions and discuss your own setting
- A Certificate of Completion

COURSE CURRICULUM

The course is organised into eight carefully designed modules that build your knowledge and confidence throughout the programme.

Module 1 – Understanding Access Arrangements

Develop a clear understanding of access arrangements, reasonable adjustments, inclusion, fairness and the legal and ethical principles that underpin them.

Module 2 – JCQ Regulations and Compliance

Gain a practical understanding of the JCQ framework, evidence requirements, documentation and the responsibilities of schools and colleges.

Module 3 – Identifying Learner Needs and Gathering Evidence

Explore how to identify learners who may need support and gather meaningful evidence through everyday classroom practice.

Module 4 – Establishing and Evidencing Normal Way of Working

Learn how to embed support into everyday teaching and develop the evidence needed to demonstrate a learner's normal way of working.

Module 5 – Common Access Arrangements and Their Appropriate Use

Understand the purpose and appropriate use of common access arrangements, including extra time, readers, scribes, word processors, rest breaks and assistive technology.

Module 6 – Access Arrangements and Assistive Technology

Explore how assistive technology can remove barriers to learning and assessment and how it can become part of a learner's normal way of working.

Module 7 – Practical Roles and Responsibilities

Understand the responsibilities of teachers, teaching assistants, SEND professionals, exams staff and Access Arrangements Coordinators in supporting learners effectively.

Module 8 – Exam-Day Delivery, Monitoring and Quality Assurance

Gain practical guidance on preparing for examinations, supporting learners on exam day and developing effective systems for quality assurance and ongoing compliance.

Course Tutor

Adriana Verracchia is our *Guest Tutor* for this coming Autumn/Winter programmes in *Access Arrangements*. Adriana is an experienced teacher of twenty-four years, including Teacher of the Deaf, a qualified SENCO for the past ten years, and also holds the British Psychological Society's *Certificate of Competence in Educational Testing (CCET)*. She has held a range of school leadership positions including Vice-Principal, NQT Co-ordinator, NPQ SENCO Facilitator and Inclusion Quality Mark (IQM) Ambassador and Manager. Adriana currently facilitates the South East London NPQ SENCO programme for the *National Institute of Teaching*, working across mainstream and SEND schools supporting SENCO provision for pupils with complex need. As a *Teaching and Learning Consultant (Inclusion)*, she specialises in the design and delivery of realistic, evidence-informed and sustainable training in environment design, teaching approaches, and curricula for teachers.



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