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Classification: Public

Special Considerations Form

|  |  |  |
| --- | --- | --- |
| **Version History** | | |
| **Version** | **Date Amended** | **Changes Made** |
| 1 | Oct 2020 | Document created |
| 1.1 | July 2021 | Added in document history |
| 2 | Jan 2023 | Amended in line with updated Reasonable Adjustments and Special Considerations Policy |
| 2.1 | Feb 2023 | Updated to include process for submission of Special Consideration request |
| 3 | Sept 2023 | Updated to include the changes made by IfATE |
| 3.1 | Dec 2023 | Draft – Including table for providers to add specific information |
| 4 | Sept 2024 | Annual review, added document classification and rebranding |
| 5 | Aug 2025 | Document revised to reflect updated policy and learner declaration removed. |

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# 1. Learner details

|  |  |
| --- | --- |
| **Training Provider** | Click here to enter text. |
| **Learner Name** | Click here to enter text. |
| **Unique Learner Number (ULN)** | Click here to enter text. |
| **Apprenticeship Standard** | Click here to enter text. |

# 2. Special consideration details

|  |  |
| --- | --- |
| **Please select the assessment components(s) for which the special consideration request applies.** | |
| **Assessment Method** | **Tick relevant box** |
| Synoptic project |  |
| Case study |  |
| Project **or** Work-based project **or** Project proposal |  |
| Knowledge unit test |  |
| Technical test |  |
| Scenario based test |  |
| Scenario demonstration with questioning |  |
| Questioning **or** Presentation with questioning |  |
| Professional discussion (with or without an underlying portfolio) **or** Interview |  |
| Simulated assessment |  |
| Practical assessment |  |
| **Consideration or accommodation(s) requested** | |
| Click here to enter text. | |
| **Description of adverse circumstances affecting performance in assessment** | |
| Click here to enter text. | |
| **Evidence submitted in support of special consideration request** | |
| Click here to enter text. | |
| **Additional information (optional field)** | |
| Click here to enter text. | |

# 3. Declaration

I confirm that the information provided is accurate, has been agreed with the apprentice's employer and fully supports the application. The learner has consented to this information being shared with Accelerate People for the purpose of organising special considerations.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Date** | Click here to enter text. |

**For Accelerate People use only**

|  |  |  |
| --- | --- | --- |
| **Date request received** |  | |
| **Request approved** | **Approved** | **Not Approved** |
| **Action required** |  | |
| **Name** |  | |
| **Signature** |  | |
| **Date** |  | |

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