

Reasonable Adjustment Form

Where apprentices require Reasonable Adjustment they should complete in conjunction with their training provider or FE college and in consultation with the employer and return this form to qualityassurance@accelerate-people.co.uk

The form should be completed at registration or at least 10 working days prior to the intended assessment date.

Training delivered by:			
Learner name:			
Unique Learner Number (ULN):			
Apprenticeship registered on:			
Request for:	Synoptic Project	Interview	
Adjustment:		Support Required (<i>Please Tick</i>)	
Up to 25% extra time:			
Extra time above 25% (please specify percentage):			
Reader required:			
Scribe required:			
Modified question paper (please describe):			
Font size:	Paper size:		
Other (Explanation):			
Reason for Reasonable Adjustment:			
Evidence supplied:		Evidence type:	

I confirm that the information provided is accurate and I agree to this data being shared with Accelerate People.

Apprentice Signature			
Name		Date	

Provider / FE College / Employer Confirmation:

Signature			
Name		Email	
Date		Phone number	

Please note if this form is not fully completed, it may delay any approved adjustments.

You can refer to Accelerate Peoples Reasonable Adjustment and Special Consideration Policy for further clarification which can be found on our website or within the Knowledge Base on ACE360.

Internal use only:

For use by Accelerate People Ltd		
Date form received		
Request agreed	Yes	No
Date decision sent back		
Action required		
Signature		
Date		