

Appendix 1

REASONABLE ADJUSTMENT APPLICATION (Qualifications)

Please complete a separate form for each individual learner and send a completed copy to Highfield at least five working days before the start of the course.

Centre Name _____
 Learner Number _____
 Learner name _____
 Examination/Assessment date _____
 Qualification/Apprenticeship Standard title _____

Reason and details of Reasonable Adjustment.

Evidence in Support of the Application

Centres are required to hold evidence/information to support the application and make this available to Highfield upon request. This may include (but is not limited to):

- The Centre’s assessments of learner’s needs;
- History of provision within the Centre;
- Medical certificate; and
- Psychological or other professional assessment report

Declaration:

I confirm that the information provided above is accurate. The Centre will be able to provide the arrangements requested and the Reasonable Adjustments will be implemented in accordance with the guidance given by Highfield;

I will hold evidence to support the above application and will make this available to Highfield upon request

I am satisfied that the information provided on this form is accurate. I fully support the request and confirm that the learner is/will be appropriately entered for the assessment/examination and is able to demonstrate the skills, knowledge and/or understanding required by the qualification.

Name:Date

Signature:

Position in Centre: