**Guidance to the Training Provider/ Centre**

This form must be completed for all learners/apprentices who have particular requirements and need reasonable adjustments /special considerations to access their FDQ qualification or apprenticeship End-point Assessment.

The form must be completed and signed by an authorised member of training provider/centre staff.

This form ensures centres, training providers, awarding organisations and employers provide information to FDQ that is required for RA and SC requests and to meet their obligations on equality of access to qualifications and assessments, required by relevant legislation, including the Equality Act 2010.

**FDQ policies**

Before completing the form, FDQ strongly advise you to read FDQ’s Reasonable Adjustment Policy and/or Request for Special Considerations Policy available from our website: [www.fdq.org.uk/fdqpolicies](http://www.fdq.org.uk/fdqpolicies). Our policies

* explain how FDQ deals with requests for reasonable adjustments and special considerations
* explain our evidence requirements
* set out timelines for submitting and processing applications.

**Evidence**

The evidence provided to support the RA/SC application should be from staff who know the learner/apprentice in a professional work context (e.g. assessor, tutor, doctor, counsellor).

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration: Request for reasonable adjustments / special considerations** | | | |
| I confirm that   * the information provided is accurate * the centre will be able to provide the arrangements requested. * the learner/apprentice has signed the personal data consent form to allow this information to be shared with FDQ. The consent form will be retained by the training provider./centre and provided to FDQ if requested. * the reasonable adjustments/special considerations will be implemented in accordance with the FDQ’s policies and guidance. | | | |
| Name |  | Job title |  |
| Signature |  | Date |  |
| Email address |  | Phone number |  |

Please complete a separate application form for each learner or apprentice and send the form to: [quality@fdq.org.uk](mailto:quality@fdq.org.uk)

|  |  |
| --- | --- |
| **Type of request**  Tick/check to confirm if request for a RA or SC | Reasonable Adjustment  Special consideration |
| Centre / Training Provider name |  |
| Learner / apprentice name |  |
| Learner / apprentice FDQ registration number |  |
| FDQ qualification / End-point Assessment standard and number  E.g. FDQ L2 EPA for Butcher ST0078 AP06 610/0406/6  E.g. FDQ L2 Diploma for Professional Chef 603/6807/X |  |
| Tick/check the components of the qualification or apprenticeship standards the reasonable adjustment/special consideration applies to | |  |  | | --- | --- | | Practical observation / assessment |  | | Professional discussion/interview |  | | Knowledge test / exam |  | | Other (state below) |  | |  |  | |
| State details of the access arrangements/support required. For example   * 25% extra time * reader or scribe |  |
| List evidence attached to support this application. For example   * Completed JCQ form 8/9 * Evidence from medical practitioners/ health care professionals * Current ECHP * Personalised learning plan demonstrating learner/apprentice normal ways of working |  |

**Further information:**

Further information about RAs and SCs is available from

The Joint Council for Qualifications: [www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/)

The Institute for Apprenticeships and Technical Education: [www.instituteforapprenticeships.org/quality/end-point-assessment-reasonable-adjustments-guidance/](http://www.instituteforapprenticeships.org/quality/end-point-assessment-reasonable-adjustments-guidance/)