

## Application for reasonable adjustments or special consideration

This form must be completed for all learners/apprentices who have particular requirements and need reasonable adjustments to be made so they can access their FDQ qualification or apprenticeship End-point assessment.

The form must be completed and signed by a member of centre staff.

### FDQ policies

Before completing the form, FDQ strongly advise you to read FDQ's Reasonable Adjustment Policy and/or Request for Special Considerations Policy. 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 you provide to support the application should be from staff who know the learner/apprentice in a professional work context (eg assessor, tutor, doctor, counsellor). It may include:

- centre assessments of the learner's / apprentice's needs
- history of provision within the centre
- medical certificates
- reports from healthcare professionals

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

Centre request for reasonable adjustments / special considerations	
Centre Name	
Learner / apprentice name	
Learner / apprentice FDQ registration number	
FDQ qualification / End-point assessment title and number Eg Level 2 Diploma for Professional Chef 603/6807/X	
Reason for application for reasonable adjustment/ special consideration	
Type of application Please state if application is for a reasonable adjustment or special consideration and provide details of the access arrangements/support required	
Evidence to support application Please list the evidence provided	

Centre declaration of request for reasonable adjustments / special considerations	
<p>I confirm that the information provided is accurate and that the centre will be able to provide the arrangements requested.</p> <p>The reasonable adjustments/special considerations will be implemented in accordance with the FDQ's policies and guidance.</p>	
Name	
Job title / role in centre Eg Assessor /Main Centre Contact	
Signature	
Date	