



## **CILT(UK) Awarding Organisation - Reasonable Adjustments Declaration Form: Learning Partner - approved adjustments (For Learning Partner use only)**

**Note:** Before completing this form, the Learning Partner should read the "CILT (UK) Awarding Organisation Policy and Procedures: Reasonable Adjustments" document, available on the CILT(UK) website.

Incomplete forms and / or those without supporting evidence will not be accepted. One form per qualification cohort per assessment date.

Please **do not** include details of CILT(UK)-approved Reasonable Adjustments on this form, "CILT(UK) Awarding Organisation - Reasonable Adjustments Application Form: CILT(UK)-approved adjustments" must be completed for each learner (available on the CILT(UK) website). This includes learners using adjustments from both Learning Partner and AO-approved categories.

A list of Learning Partner and CILT(UK)-approved adjustments can be found in Appendix 2 of the "CILT (UK) Awarding Organisation Policy and Procedures: Reasonable Adjustments" document.

### **1. Learning Partner details**

Learning Partner Name	
Learning Partner number or address, if known	
Assessment venue address, where relevant	

Learning Partner Contact name for Application			
Learning Partner Contact job title		Learning Partner Contact Email address	

**2. Assessment Route (select one option only)**

Assessment by CILT(UK) (Institute-assessed)	<input type="checkbox"/>
Assessment by Learning Partner (Learning Partner - assessed)	<input type="checkbox"/>

**3. Assessment details (One form per cohort per assessment date)**

Assessment date (DD/MM/YYYY)	
CILT (UK) Qualification Title	
CILT(UK) Unit title / code	

**4. Learner(s) details**

CILT(UK) learner number	First Name(s)	Surname	Address	Date of Birth (DD/MM /YYYY)	Nature of need for adjustment (e.g. illness, injury, medical condition, learning difficulties, etc) and effect on assessment performance	Assessment type (e.g Paper-based examination, onscreen	Learning Partner- approved Reasonable adjustment

						examination, assignment)	category required

## 5. Learning Partner Declaration

CILT(UK) will process your data in accordance with the principles of the General Data Protection Regulation (GDPR).

- I give consent to the processing of this data;
- I have read the CILT (UK) "*CILT(UK) Awarding Organisation Policy and procedures: Reasonable Adjustments*" document and understand it;

- I can confirm that the adjustments requested will be implemented in accordance with the “CILT(UK) Awarding Organisation Policy and procedures: Reasonable Adjustments” and any further guidance provided by CILT(UK) Awarding Organisation
- I can confirm that the Learning Partner is able to provide the arrangements for the requested adjustment(s)
- I can confirm that the Learning Partner will not exceed any approved allowances
- I can confirm the Learning Partner will hold records of this application (including a Learning Partner assessment of learner needs, a copy of this completed form and supporting evidence) and will make these available to CILT(UK) on request
- I am authorised by the Head of Learning Partner to make this application
- I am authorised by the Learner(s) named above to make this application on their behalf
- I am authorised by the Learner(s) named above to give consent to the processing of this data
- I have read and understood this completed form, including the declarations
- I have supplied information which is complete and accurate to the best of my knowledge.

**Learning Partner representative**

**Signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Print job title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Completed forms should be sent to:**

[ao@ciltuk.org.uk](mailto:ao@ciltuk.org.uk) (Email Subject: Reasonable Adjustments – LP)