



## 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	

<b>Learning Partner Contact name for Application</b>			
<b>Learning Partner Contact job title</b>		<b>Learning Partner Contact Email address</b>	

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

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

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

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

**4. Learner(s) details**

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

						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)