



# Westwood Training and Consultancy

*Application Form for a Reasonable Adjustment for requests that need to be made to Crossfields Institute*

**Before completing this form, please read the reasonable adjustments and special considerations policy.**

## **How to request a Reasonable Adjustment**

There are two routes through which a learner may be granted reasonable adjustment, these are:

1. Reasonable adjustments permitted at the discretion of WTC
2. Reasonable adjustments permitted by Crossfields Institute

Please consult section 1 and Appendix 1 of the Reasonable Adjustment and Special Considerations Policy to check if approval needs to be gained from Crossfields Institute. These details can be accessed in WTC policy or by clicking here <http://www.crossfieldsinstitute.com/resources/>

Please note: **Most reasonable adjustments are made by WTC, and do not need approval from Crossfields Institute.** They must be logged, and information about reasonable adjustments made must be provided to the EQA, and to the Head of Quality on request.

If the centre has any queries regarding the appropriateness of the reasonable adjustment they should contact the Crossfields Institute Head of Quality. Requests for reasonable adjustments should be submitted no later than 10 working days before the assessment.

If the request needs to be made to Crossfields Institute

- This Reasonable Adjustment Application Form should be used by centres to apply for reasonable adjustment on behalf of the individual learner.
- The form should be submitted as soon as possible after registration and not later than ten working days before assessment is due to take place.
- Crossfields Institute will respond to the Reasonable Adjustment request within 3 working days of receipt.

This application should be submitted to: [qualityassurance@crossfieldsinstitute.com](mailto:qualityassurance@crossfieldsinstitute.com)

A copy of the form, with any accompanying evidence, must be retained for at least 3 years from the end of the year to which it relates

**Reasonable Adjustment Application Form**



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Section 1 should be completed by, or on behalf of, the learner requesting a Reasonable Adjustment	
Centre Name	Click here to enter text.
Centre Number (if known)	Click here to enter text.
Learner Name	Click here to enter text.
Site Address	Click here to enter text.
Qualification/Programme Title	Click here to enter text.
Qualification/Programme Code	Click here to enter text.
Unit Titles:	Click here to enter text.
Unit Number/Code:	Click here to enter text.

**1. Please indicate why you are requesting a Reasonable Adjustment;**

Click here to enter text.

**2. Please provide details of any support or changes that are being requested:**

Click here to enter text.

**3. Please provide any details of supporting information (if available), and attach a copy. This may include:**

- Type of adaptive technology or support to be used
- Previous adjustments that have been made for this learner (in other programmes, qualification or centres)

Click here to enter text.

Section 2 should be completed by the tutor/assessor/programme coordinator	
Tutor/assessor/programme coordinator name	Click here to enter text.



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1. Please Provide details of the adjustments you are requesting, identifying the assessment criteria or learning outcomes of a programme or qualification to which they apply:

Click here to enter text.

## Declaration:

I confirm that the information provided above is accurate:

Signature*:		Date:	Click here to enter a date.
Position in Centre:	Click here to enter text.		
E-mail:	Click here to enter text.	Contact Number:	Click here to enter text.

**Please return the form as a Word document and not as a pdf file. Thank you**

Section 3 For completion by Crossfields Institute	
Reasonable Adjustment request reviewed by:Click here to enter text.	
Application received date:Click here to enter a date.	Application acknowledged date:Click here to enter a date.
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
Date:Click here to enter a date.	
Rationale for decision:Click here to enter text.	
Action if required:Click here to enter text.	

\*A typed signature is acceptable if the form is received electronically from the related email address