A SECURITY ACADEMY LTD

Learner Reasonable Adjustment Request Form

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TO BE COMPLETED BY THE LEARNER

1 Learner details

Full name

Date of birth (DD / MM / YYYY)

Contact email

Phone (optional)

Course title

Course date

2 Reasonable adjustment request

Please explain what support you need and why. You do not need to include detailed medical information.

Please describe your difficulty, disability, medical condition or need:

How does this affect you during learning or assessments?

3 Adjustment(s) requested

Please tick any that apply (you can tick more than one):

- ☐ Extra time
- ☐ Separate room / quiet environment
- ☐ Scribe
- ☐ Modified seating or room layout
- ☐ Other (please describe): _____
- ☐ Supervised rest breaks
- ☐ Reader
- ☐ Assistive technology
- ☐ Coloured overlays or visual aids

4 Your normal way of working

Please explain how you usually work in learning, training, or previous assessments, and whether you have had support before.

5 Supporting evidence

Some reasonable adjustments require evidence before they can be approved.

Do you have supporting evidence? ☐ Yes ☐ No

Examples of evidence (please email it to **asec.a.act@gmail.com**): medical letters or reports; educational or diagnostic assessments; previous assessment arrangements; workplace support records. If evidence is required, the centre will explain what is needed.

6 Important information for learners

- Reasonable adjustments are provided to remove barriers, not to give an unfair advantage.
- Adjustments must follow Highfield Qualifications and SIA rules.
- Some adjustments require approval from Highfield before the assessment.
- Teaching and assessment for SIA licence-linked qualifications must be conducted in English.
- For Emergency First Aid at Work, adjustments must not affect safety or required practical outcomes.
- The centre may decline an adjustment it does not have the staffing or financial capacity to provide. We will always explain why and discuss alternatives.

7 Learner declaration

I confirm that the information provided on this form is accurate and complete. I understand that:

- This form will be reviewed by A Security Academy Ltd;
- Not all requests can be approved;
- Some adjustments require approval from Highfield Qualifications;
- A request may be declined if the centre does not have the staffing or financial capacity to provide it.

Learner name _____ **Signature** _____ **Date** _____

TO BE COMPLETED BY THE CENTRE

Centre use only

Form received on _____ **Reviewed by** _____

Centre decision:

☐ Adjustment approved at centre level ☐ Application to Highfield required

☐ Declined (reasons given in writing)

Highfield Reasonable Adjustment Application submitted:

☐ Yes ☐ No

Date submitted to Highfield _____