**Reasonable Adjustments &**   
**Special Consideration Request**

This form should be completed by the Training Provider after reading our [Reasonable Adjustment and Special Consideration Policy](https://1stforepa.co.uk/about-us/epa-policies/).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of apprentice:** |  | | | |
| **Apprenticeship standard:** |  | | | |
| **Employer organisation name:** |  | | | |
| **Training provider name:** |  | | | |
| **Name of person completing and submitting form:** |  | | | |
| **Contact email of person submitting form:** |  | | | |
| **Is this condition diagnosed or undiagnosed?** | **Diagnosed** |  | **Undiagnosed** |  |

|  |  |
| --- | --- |
| **Request for:** (delete as necessary) | Reasonable adjustment / Special consideration |
| **Which assessment components does this request specifically apply to?** | |
|  | |
| **Reason for application:** | |
|  | |
| **Type of Reasonable Adjustment requested** (if applicable)**:** | |
|  | |
| **Details of supporting evidence:** This may include the training provider’s assessment of the apprentice’s needs, evidence of any existing adjustments or additional support provided, a medical certificate, psychological or other professional assessment report. The diagnosis evidence provided must have the name and job title of person who has diagnosed the apprentice clearly visible. | |
| **Title of evidence provided:** | **How this supports the request:** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Declaration:**  *I am satisfied that the information provided is accurate and fully supports the application.* | |
| **Name of training provider contact:** |  |
| **Date:** |  |

**Submitting the form**  
Once complete, training providers should email this form along with any supporting evidence to [quality@1stforepa.co.uk](mailto:quality@1stforepa.co.uk)~~.~~ Please also make a note in the RA box on the apprentice’s record on the portal.

**Our response**  
We will acknowledge all requests within 2 working days of receipt. We will aim to provide an outcome within 10 working days, but in more complex cases which require input from experts, it may take longer. If we are unable to respond in this time, we will provide you with an estimated response date. Please read our Reasonable Adjustment and Special Consideration [Policy](https://1stforepa.co.uk/about-us/epa-policies/) for full details, including how data is stored and used.

**For 1st for EPA Use only:**

|  |
| --- |
| **Request Outcome** |
|  |

|  |  |
| --- | --- |
| **Decided by:** |  |
| **Agreed by:** |  |
| **Date:** |  |
| **1st for EPA actions:** | Note internally |
| **Apprentice / Training Provider actions:** |  |

This form will be completed by 1st for EPA and returned to the person completing and submitting the form initially.

If you have any questions, please get in touch: [quality@1stforepa.co.uk](mailto:admin@1stforepa.co.uk).