Reasonable Adjustments Request Form

Requests for reasonable adjustments should be made no later than 30 days before the assessment is due to take place.

DSW will aim to review and provide an outcome to a formal request for reasonable adjustment within 5 working days of receiving a completed form. When this turnaround time is not possible DSW will provide a proposed timescale within 2 working days of receiving a completed form.

To make a request for a reasonable adjustment please complete this form and email to [info@dswapprenticeships.co.uk](mailto:info@dswapprenticeships.co.uk)

DSW’s reasonable adjustment policy can be found here:

<https://www.dswconsulting.co.uk/our-policies>

# Apprentice Details

|  |  |
| --- | --- |
| Apprentice Name |  |
| ULN |  |
| Apprenticeship Training Provider |  |

# Apprenticeship Details

|  |  |
| --- | --- |
| Apprenticeship Standard |  |
| Apprenticeship Level |  |
| Apprenticeship Training Provider |  |

# Assessment Details

|  |  |
| --- | --- |
| Assessment Method |  |
| Date of Assessment |  |

# Reasonable Adjustment Reason

|  |
| --- |
| Please summarise below and include any supporting medical evidence |
|  |

# Assessment Components

|  |  |
| --- | --- |
| Assessment Component | Preferred Adjustment for Apprentice |
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