

CIPD Training - Reasonable Adjustment Request

CIPD Training recognises the diverse needs of candidates and delegates. We have a duty to ensure the integrity of our training courses and assessment practice at all times. At the same time, we have a duty under the Equality Act 2010 to protect the rights of individual candidates and delegates. This includes providing any adjustments where reasonable, permissible or practical in particular situations.

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the candidate / delegate at a substantial disadvantage in the teaching or assessment situation. Please see CIPD Training’s *Access to Assessment Policy* for full details. CIPD Training policies can be found on the virtual learning environment under ‘Academic Policies’.

Candidate or delegate name:	
CIPD Membership / Reg number:	

1.	What reasonable adjustment are you requesting?
2.	Please explain how this adjustment will help you?
3.	What evidence do you have (if any) to support your application? Please attach.
4.	Have you previously provided supporting evidence to CIPD Training and if so when?

Reasonable adjustments must not affect the validity or reliability of assessment outcomes, nor give candidates/delegates an unfair advantage. The below are examples and are not exhaustive;	
<ul style="list-style-type: none"> adaptation of the physical environment for access purposes assessment material in an enlarged format or Braille assessment material on coloured paper or in audio format changing or adapting the assessment method changing usual assessment arrangements language modified assessment material practical assistant low vision aids; use of a different assessment location; use of ICT/responses using electronic devices 	<ul style="list-style-type: none"> British Sign Language (BSL) assignment extensions use of assistive software using assistive technology extra time practical assistant prompter reader scribe coloured overlays adapting assessment materials adaptation to equipment

Please note: reasonable adjustments must be approved by CIPD Training and set in place prior to teaching or assessment activities.

Declaration

- I declare that the information given on this form is correct and complete to the best of my knowledge and belief
- I understand that if I am claiming an adjustment and my circumstances change, I am required to inform CIPD Training immediately
- I have submitted supporting evidence for a request due to either a temporary disability or an impairment with a substantial, long term adverse effect
- I understand that provision of false information or failure to inform CIPD Training of changes to my circumstances could result in further investigation under CIPD Training's *Candidate and Delegate Conduct Policy*

Candidate / delegate signature:	
Candidate / delegate printed name:	
Date:	

Please return to CIPD Training at: traininginfo@cipd.co.uk

PLEASE NOTE

This is an example only – if you are a qualification candidate with VLE access, please download from the VLE [here](#) otherwise you can email your request to traininginfo@cipd.co.uk

Name of staff member processing application:
Date:
Signed:

For CIPDT use only	
Supporting evidence required	Y / N
Supporting evidence received	Y / N
Application approved	Y / N
Candidate / delegate informed	Y / N
Course tutor informed	Y / N
Personal tutor informed	Y / N
Lead tutor informed	Y / N
Venue informed	Y / N