Flexibility Request Form

Requests for flexibility 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 flexibility 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 flexibility please complete this form and email to quality@dswlearning.co.uk

DSW’s Reasonable Adjustment and Special Considerations Policy can be found here:

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

# Apprentice Details

|  |  |
| --- | --- |
| Apprentice Name |  |
| ULN |  |

# Apprenticeship Details

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

# Assessment Details

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

# Flexibility Reason

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

# Assessment Components

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