Learner Support

**Reasonable Adjustments**

As part of our Equal Opportunities Policy, Active Lancashire Training Centre is committed to ensuring that there is no discrimination in the provision of our services.

Reasonable adjustments will be made for anyone who has a medical condition, disability or learning need that may affect them contributing to or during the course. A reasonable adjustment includes assistance with reading or writing; arrangements at venues etc

If any learner requires a reasonable adjustment to be made to arrangements for training and the achievement of a qualification, then they are asked to complete the Reasonable Adjustment Request Form, included in the Welcome Pack which is available during induction. (Please find below). Learners should send this completed form via email, if possible to the Customer Liaison Officer at Active Lancashire at least 14 days prior to the course commencement date so that suitable arrangements can be made to support each individual in the learning environment.

**Reasonable Adjustments**

As part of our Equal Opportunities Policy we are committed to ensuring that there is no discrimination in the provision of our services

A reasonable adjustment can be given to someone who has a medical condition, disability or learning need that may affect them contributing to or during the course. A reasonable adjustment could be assistance with reading or writing.

If you have a disability, or medical condition learning need that may affect your participation or performance during the course then please inform the please complete the details below and return to Martine Townsend, Customer Liaison Officer at [mtownsend@activelancashire.org.uk](mailto:mtownsend@activelancashire.org.uk) no more than 14 days prior to the course start date.

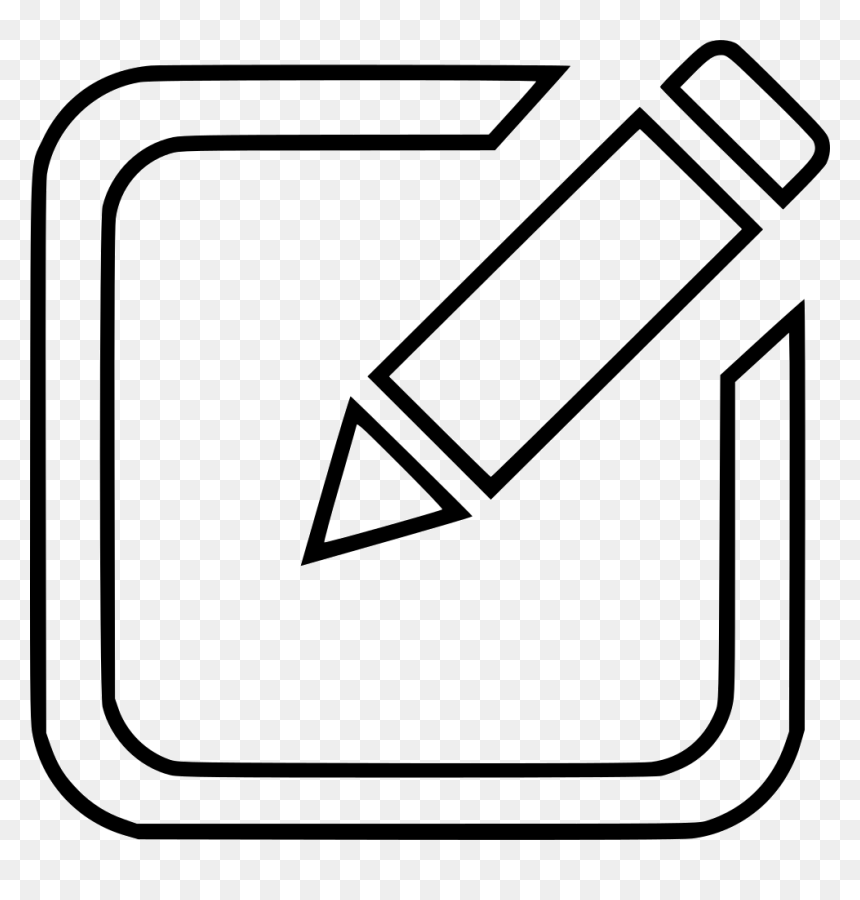
Name: …………………………………………………………………………………………………………………………

Contact Email: ………………………………………………………………………………………….……………….

Contact Telephone Number: ………………………………………………..

Course Date: …………………………………… Course Reference Number: ………………………...

Please enter any information below that the Trainer/Assessor needs to be aware of to assist you in completing the course.



Please return this form to Martine Townsend, Customer Liaison Officer at [mtownsend@activelancashire.org.uk](mailto:mtownsend@activelancashire.org.uk).