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| **EPA Reasonable Adjustment Request Form** | |
| **Apprentice name:** |  |
| **Apprentice ULN:** |  |
| **Apprentice contact details:**  *(phone number, email address, business address)* |  |
| **Employer name:** |  |
| **Training provider name:** |  |
| **Apprenticeship standard and level:** |  |
| **EPA location and date:** |  |
| **Reasonable adjustments provided while on programme?** |  |

Using the Institute for Apprenticeships and Technical Education’s [reasonable adjustment matrix](https://www.instituteforapprenticeships.org/media/5489/reasonable-adjustment-matrix.pdf), provide details of the reasonable adjustment request below:

|  |  |
| --- | --- |
| **Assessment method 1:** |  |
| **Reasonable Adjustment Required:** |  |
| **Corresponding reasoning number:** |  |
| **Assessment method 2:** |  |
| **Reasonable Adjustment Required:** |  |
| **Corresponding reasoning number:** |  |
| **Assessment method 3:** |  |
| **Reasonable Adjustment Required:** |  |
| **Corresponding reasoning number:** |  |
| **Please list all supporting evidence submitted:** |  |

|  |  |
| --- | --- |
| **Apprentice signature:** |  |
| **Employer signature:** |  |
| **Date:** |  |

Please complete this form **for each apprentice** that is requesting reasonable adjustments for their EPA.

Once complete, please return this form to the British Marine EPA team, by emailing it to:

[EPAO@britishmarine.co.uk](mailto:EPAO@britishmarine.co.uk)

Once received, a member of the British Marine EPA team will contact you to advise on how we can best support you.