



Defence Awarding
Organisation



Reasonable Adjustment Request Form

“Recognising Quality and Competence”

Supporting Defence with accreditation and specialist bespoke qualification opportunities

Introduction

Please ensure that you have read Defence Awarding Organisation (DAO) Reasonable Adjustment and Special Consideration Policy prior to completing this form. If you have any queries please contact DAO. Please complete all boxes providing as much information as possible for this request to be given a fair review.

Personal Information

Title:	
First name(s):	
Surname:	
Service number:	
Full address:	
Telephone:	
Email:	

Adjustment Information

Qualification Title:	
Date of Assessment:	

Details/Grounds for Adjustment Request:

Supporting Evidence and Documentation

DAO requires all documented evidence to be supplied with a request for a Reasonable Adjustment. Evidence must be in an official capacity from a relevant professional that confirms the nature of the problem that requires reasonable adjustment.

Please ensure that any documentation is signed and dated, and that the originator can be identified. Please also provide contact details in case DAO are required to contact the originator for clarification if there is any doubt regarding the level or suitability of adjustment to be made.

Please list the documents provided.

Declaration

DAO will process this data in accordance with the principles of the Data Protection Act (1998) and General Data Protection Regulations (2018).

I confirm that by completing and submitting this form I give consent to the processing and retention of this data, and have read and understand the DAO Reasonable Adjustment and Special Consideration Policy. I have supplied accurate information which to the best of my knowledge and understanding is correct.

I accept that DAO will process and store the information provided in an electronic format and I agree that it may be used for any purpose deemed relevant to this request and will be retained for as long as the information is required.

Signed	
Date	