**Access Requirements Form**

Please complete this form if you have disability access or dietary requirements. Do also provide a full description of the reasonable adjustments needed to facilitate your participation in a Unite Education Course.

The Unite Education Department may contact you to discuss the adjustments that can be made to support you in your learning journey.

Please note that it may be necessary to provide alternative education provision if your access needs cannot be met on the course that you have applied for. Please return this form with your application form for the course to education.education@unitetheunion.org.

**Privacy information**

For full information regarding Unite’s data processing, your information rights and how to contact our data protection team, please see our up to date privacy notice at [www.unitetheunion.org/legal-information/privacypolicy](http://www.unitetheunion.org/privacypolicy) or contact your regional office for a copy. Note section 3. in particular, which explains how the information provided on this form is used for Unite Education Courses.

* Any accessibility or adjustment information provided by you will be shared with the course tutor and/or external education, venue and/or accommodation provider(s) (if applicable and necessary to facilitate).
* Any dietary requirements will be shared with the catering provider(s) (if applicable and necessary to facilitate).
* The information provided by you on this form will be used for the purpose of arranging and delivering this training/course only and will not be stored on your membership record.

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|  |  |
| --- | --- |
| Name |  |
| Membership No. |  |
| Course Title and Venue |  |
| E-mail  |  |
| Contact telephone No. |  |

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| --- | --- |
| Dietary requirements and food allergies Please state below in full food allergies or particular dietary requirements e.g. if Halal, please specify what you may or may not eat. |  |

**Course Venue requirements**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| Blue badge parking space |  |
| Step free access |  |
| Accessible lift |  |
| Provisions for guide dog |  |
| Accessible meeting room |  |
| Accessible toilet |  |
| Induction loop |  |
| Personal emergency evacuation plan (PEEP’s) |  |
| Braille |  |
| British sign language interpreter |  |
| Documents produced in electronic format |  |
| Lip reader |  |
| Palantypist |  |
| Dyslexia |  |
| Documents in large print/ front size |  |
| Documents printed on coloured paper |  |
| Personal assistant / facilitator  |  |
| Neurodiversity |  |
| **Other –** Please state |  |

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**Travel requirements**

|  |  |
| --- | --- |
| **Use own Vehicle** |  |
| **Rail ticket / assisted travel** |  |
| **Taxi – accessible** |  |
| **Other – please explain** |  |

**Accommodation requirements**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Accessible bedroom |  |
| Accessible bathroom |  |
| Bathroom equipped with alarm |  |
| Wheeled shower chair and/or wall mounted shower seat |  |
| Walk in shower |  |
| Grab bars in bathroom |  |
| Mid-height light switches and power outlets |  |
| Induction loop |  |
| Text phone facilities |  |
| Shared or additional accommodation for personal assistant / facilitator |  |
| **Other –** Please explain |  |

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**General access requirements**

Please add any other access requirements that will ensure your equality of opportunity for participation at Unite Education Courses.

**Please return completed form as soon as possible to: Lynette Lowe
email:** **education.education@unitetheunion.org**