

## 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](mailto: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/legal-information/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.

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

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

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	
<b>Other – Please state</b>	

## Travel requirements

<b>Use own Vehicle</b>	
<b>Rail ticket / assisted travel</b>	
<b>Taxi – accessible</b>	
<b>Other – please explain</b>	

## Accommodation requirements

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	
<b>Other – Please explain</b>	

## 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](mailto:education.education@unitetheunion.org)**