

# LEARNER SUPPORT REQUEST FORM

**Instructions:**

This form is to be completed when a learner is requesting support arrangements.

Once completed, please attach all required documents and forward to Product/Quality and Compliance team. *A minimum of 2 weeks' notice is required. A response will be provided within 48 hours.*

<b>1. Reason for Request (e.g. dyslexia etc)</b>		
<b>2. Learner Details</b>		
Learner Name:		
NSN Number or DOB:		
<b>3. Expected Course Date: (Minimum 2 weeks' notice required)</b>		
<b>4. Course Information</b>		
Course Name:		
Region:		
<b>5. Learner Support Requirements</b>		
Does the learner have their own support person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6. Support person details</b>		
Name:		
Phone number:		
Email:		
<b>7. Request Submitted By</b>		
Name:		
Role/Team:		
Date:		
<p>To avoid a possible conflict of interest and the perception of providing a possible advantage, an educational support person should not be:</p> <ul style="list-style-type: none"> <li>➤ a trainer, assessor, tutor, or facilitator involved in delivering or assessing the learner's course</li> <li>➤ a relative of the learner</li> <li>➤ another learner enrolled in the same course or programme</li> <li>➤ The reader/writer must be 18 years of age or older.</li> </ul> <p><i>Suitable educational support person could be trusted professions such as a minister/priest, a schoolteacher, a health professional, or a manager outside the learner's team.</i></p>		