



**ITC First Aid Ltd**

**C4  
Access to Training & Assessment Form  
Special Needs in Advance of the Course**

**January 2009**

## ITC First Aid Ltd

Registered in England  
Company Number 5750596

### Postal Address

ITC First Aid Ltd  
The Fish Quay  
Victoria Dock  
Hartlepool  
TS24 0JH

**Telephone**            0845 370 7610 (local rate from anywhere in UK)  
**Fax**                      0845 370 7620

**Ask for**  
ITC Awards Manager for all queries regarding ITC operations.

**E-mail**                 [mail@itcfirstaid.org.uk](mailto:mail@itcfirstaid.org.uk)  
**Website**               [www.itcfirstaid.org.uk](http://www.itcfirstaid.org.uk)

### Website Access

For all policy statements and downloadable documents,

## Access to Training & Assessment Form

### Section 1: Centre/Provider Contact Details

<b>Centre/Provider Name</b>	<b>Centre/Provider Address</b>
<b>Centre Manager Name</b> if applicable	<b>Postcode</b>
<b>Tel</b>	<b>Email</b>
<b>Fax</b>	<b>Website</b>

### Section 2: Candidate Details

<b>Candidate Name</b>	
<b>Qualification Title</b>	<b>Proposed start date</b>
<b>Specific Reasonable Adjustment to be made</b>	
<b>Evidence</b> eg doctor or guardian note	

### Section 3: Declaration

I am satisfied that all of the information is correct and verifiable. I fully support the above application and confirm that the above candidate is entered for the training/assessment above.

<b>Signature (Head of Centre)</b>	<b>Print name</b>
	<b>Date</b>

<b>ITC Use</b>	<b>Request Granted</b>	<b>Yes</b>	<b>Y</b>	<b>No</b>	<b>N</b>	<b>Signature</b>
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For guidance consult equality, diversity and assessment policy (P8)