

# Adult Education



## Special Needs form

Libraries Tasmania is committed to achieving open, equitable access and participation to a range of Adult Education programs and courses. If you have a disability or medical condition which you think may impact on your ability to participate in an Adult Education course, please provide the relevant information below. This will help us to make the necessary adjustments to maximise your enjoyment and experience in your chosen course. All enquiries are confidential.

This form can be returned by post, email or in person.

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

I am enrolling in courses: \_\_\_\_\_

Medical/Health condition:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of any assistance required:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency contacts:

Name	Phone Number 1	Phone number 2

**PLEASE NOTE:** This information will be kept on record for the calendar year and it does not need to be filled out again during this time unless your details change, or you enrol in a different course that requires different assistance.

**Personal Information Protection Statement**  
**Department of Education - Libraries Tasmania**

Your personal information will be used for the primary purpose for which it is collected.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Adult Education Tasmania.

You can obtain a copy of the department's Personal Information Protection Policy online at: <https://www.tas.gov.au/stds/pip.htm>

