Special Consideration Policy

Aims

There are times, when due to illness, injury or another event outside the learner's control has had a material impact on their ability to evidence the levels of attainment required for the assessment. This policy describes to procedure for requesting an extension.

This policy does not cover maternity periods, where students automatically get a pause in their deadline of 26 weeks. A learner who is pregnant, or has given birth within the last 26 weeks, is protected from unfavourable treatment in the areas of education and provision of services by the Equality Act 2010.

Examples of suitable reasons

These are a few (but not limited to) examples:

- Divorce;
- Bereavement;
- Not being able to do the workplace tasks due to management decisions (or not being in role);
- Short term illness;
- Accidents.

Things that are not covered:

- Failing to plan in time;
- Not undertaking the required activities, despite being in a suitable role;
- Foreseen events, such as a wedding;
- Domestic inconvenience;
- The consequences of committing a crime;
- Long term illness that was present prior to the training.

How

The Learner requesting the extension should discuss it with their training organisation. If they feel it is allowable, the Centre will complete and submit the attached form at least 1 month prior to the due date.

What happens next

An officer will review the application and contact the applicant within 1 week of the request with decision.

Appealing a decision

Please see the Appeals Policy.

Review

This policy will be reviewed biannually.

March 2024

Special Consideration Application Form

To be completed by the Centre and returned to info@rootofit.com

Name:	Centre name:
Address:	
Phone:	Email:
Trainer:	
Training dates:	

Qualification/course/unit:

Reason for application

Special Consideration requested

Please attach any additional evidence as required.

Signed: Date:

For office use only:

Checked by:	Date:
Decision:	