

## Wyndham Community and Education Centre Inc Policy and Procedure

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Policy name	<b>Special Consideration Policy and Procedure</b>
Responsible person	Training Services Unit Managers, Training Services Unit Coordinators
Staff involved	Trainers, Teachers
Review dates	Approved: 17 April 2025 Review Date: 2026

### Policy Purpose and Scope

The purpose of Special Consideration is to give a student, whose work for a particular piece of assessment has been adversely affected by exceptional circumstances beyond their control, a further opportunity to demonstrate their competence.

Special Consideration may include the opportunity to apply for an extension to the deadline for submitting a piece of work or assessment task. It may include providing an alternative and equivalent form of assessment that is a reasonable adjustment of an existing assessment.

Special Consideration does not include avoiding attempting an assessment task, or deferral of, or withdrawal from, an enrolment.

It is the student's responsibility to ensure that they are fully aware of all the conditions associated with their special consideration application. An application form can be obtained from the student's trainer /teacher, a coordinator or a Training Services (TSU) Manager.

### Definitions

- *Extension:* delaying the due date for submission of an assessment task
- *Reasonable adjustment:* The principles of assessment require consideration of the individual candidate's needs and characteristics and any reasonable adjustments that need to be applied to take account of them. Adjustments can be made to the way in which evidence of candidate performance can be collected, however, the evidence criteria for making Competent / Not Yet Competent decisions should not be altered in any way.
- *Deferral:* the agreed suspension of a student's enrolment until a later date; this includes requirements for attendance and submission of work and assessments.
- *Withdrawal:* the student's enrolment in the unit and/or course/qualification ceases upon the student's request or as a result of extended non-participation.
- *Alternative and equivalent form of assessment:* Where policy and procedure permits, a special assessment task designed to replace the required assessment task as listed in course and unit information.

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### Policy

A student whose work during a training period or whose performance in an assessment has been affected by acute illness or other exceptional circumstances beyond their control may apply in writing to a TSU Manager for special consideration.

Exceptional circumstances include:

- acute illness – e.g. hospital admission, serious injury, severe asthma, severe anxiety or depression. This does not include minor illness such as a mild cold;
- loss or bereavement – e.g. death of a close family member, family relationship breakdown;
- hardship/trauma – e.g. victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements;
- students demonstrating relevant obligations to military or jury service or service to emergency services such as the Country Fire Authority; and,
- public health emergencies or pandemics.

A TSU Manager or delegate will determine the most appropriate outcome for the special consideration application, depending on the student case and the piece of assessment affected. Outcomes may include:

- an extension to the submission date of the task (and/or an opportunity to resubmit)
- an opportunity to attempt a rescheduled task
- a variation or modification of the task (which may include the use of a simulated assessment for those qualifications requiring assessment in the workplace)
- in qualifications with a mandatory work placement, an extension of the completion date of the placement
- request for special consideration declined (and reasons provided).

Students granted special consideration will still need to complete all work related to satisfactory completion of assessment outcomes within the agreed timeframe. Wyndham CEC will ensure that any student granted special consideration will not have an advantage over other students in the program.

Students enrolled in accredited training programs at Wyndham CEC ordinarily have 30 days from the date of the last scheduled unit activity (which may include such things as a placement) to meet all of the requirements of the program. Wyndham CEC is not obliged to accept any work or assessment beyond this date.

Under the Special Consideration policy, students may apply for a maximum 6 month extension. Wyndham CEC will not consider any work submitted by any students for assessment beyond six months from the last scheduled unit activity.

At six months from the last scheduled unit activity, if the student has not met these requirements they will be withdrawn and issued a Statement of Attainment.

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The withdrawn student has the opportunity to re-enrol in the program. In this case, Wyndham CEC will grant credit transfer as per the *Recognition of Qualifications Issued by RTOs Policy and Procedure*.

### Procedure

- All applications for special consideration must be made by the student using the Wyndham CEC *Application for Special Consideration* form;
- The completed application form, including supporting documentation, must be lodged with the Training Services Unit via the student's teacher/trainer or coordinator no later than two working days after the submission deadline for that piece of work;
- Supporting documentation can include one or more of the following:
  - evidence provided by a medical practitioner such as a medical certificate stating that the student was unfit to sit the assessment on the relevant date or unable to complete work for assessment on or before the relevant date;
  - evidence provided by other professionals who are registered with a professional body, such as social workers, lawyers and psychologists. Where possible, such certificates must state that the student was unfit or unable to sit the assessment on the relevant date or complete work for assessment on or before the relevant date;
  - death notice or certificate;
  - a police report;
  - statutory declarations from students or relevant people;
  - notification including the start and finish dates of Defence Reserve Service from the Defence Reservist's Military Unit;
  - notification of jury service commitments; or,
  - notification of obligations to emergency services from organisations such as the Country Fire Authority.
- Access to sensitive/confidential material in these applications is limited to designated personnel.

A TSU Manager will assess the application in light of all evidence provided and in discussion with the relevant coordinator and trainer. Consideration will include the timeliness of the application.

The relevant Training Services Unit Coordinator will notify the student of the application outcome, including actions to be taken, and this information will be kept in the student's file.

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### **Related documents**

**Legislation:** Privacy and Data Protection Act 2014 (Vic), Disability Act 2006 (Vic), Disability Regulations 2018, Education Training & Reform Act 2006 (Vic)

**Policies:** Complaints & Appeals Policy & Procedure, Access & Equity Policy & Procedure, Conflict Resolution Policy & Procedure, Recognition of Qualifications Issued by RTOs Policy and Procedure, OH&S Policy & Procedure, Establishing and Applying Decisions for Completion (including Delay of Satisfactory Completion and Reasonable Adjustment in Assessment) Procedure, Delivery and Assessment Policies and Procedures (VET & Foundation Skills)

**Other:** Application For Special Consideration, AQTF Users' Guide to the Essential Conditions and Standards for Continuing Registration,

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### Appendix 1

## APPLICATION FOR SPECIAL CONSIDERATION

**This form is to be used by students applying for special consideration.**

### Eligibility

A student whose assessment activity during a teaching period has been affected by illness or other exceptional cause beyond their control.

The accepted causes include:

- **acute illness** – e.g., hospital admission, serious injury, severe asthma, severe anxiety or depression. Does not include minor illness such as a mild cold;
- **loss or bereavement** – e.g., death of a close family member, family relationship breakdown;
- **hardship/trauma** – e.g., victim of crime, sudden loss of income or employment, severe disruption to domestic arrangements;
- students demonstrating relevant **obligations** to military or jury service or service to emergency services such as the Country Fire Authority; and,
- public health emergencies or pandemics.

### Outcomes

Outcomes resulting from a successful request for special consideration will be determined by the relevant Training Services Unit manager and communicated to the student.

Outcomes may include:

- an extension to the submission date of the task
- an opportunity to attempt a rescheduled task
- a variation or modification of the task (which may include the use of a simulated assessment for those qualifications requiring assessment in the workplace)
- in qualifications with a mandatory work placement, an extension of the completion date of the placement.

### Closing Dates

Submit your application no later than two working days after the due date of the affected piece of work or assessment.

### Supporting Documentation

Supporting documentation must be provided and can include one or more of the following:

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- evidence provided by a medical practitioner such as a medical certificate stating that the student was unfit to sit the assessment on the relevant date or unable to complete work for assessment on or before the relevant date;
- evidence provided by other professionals who are registered with a professional body, such as social workers, lawyers and psychologists. Where possible, such certificates must state that the student was unfit or unable to sit the assessment on the relevant date or complete work for assessment on or before the relevant date;
- death notice or certificate;
- a police report;
- statutory declarations from students or relevant people;
- notification including the start and finish dates of Defence Reserve Service from the Defence Reservist's Military Unit;
- notification of jury service commitments; or,
- notification of obligations to emergency services from organisations such as the Country Fire Authority.

Note: Access to sensitive/confidential material in these applications is limited to designated personnel.

### Privacy Statement

The information on this form is collected for the primary purpose of assessing applications for special consideration. The information on this form may be retained for the duration of your enrolment. Wyndham CEC abides by its Privacy Policy and Procedure in the use of your personal information.

If you choose not to complete all the questions on this form, it is unlikely that your application for special consideration will be granted.

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### Please complete below

Family name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Course enrolled in: \_\_\_\_\_

Assessment task details (Assignment, folio, project, class test, exercise etc)

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Date due \_\_\_\_\_

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Reason for requesting special consideration

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Preferred outcome:

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I declare that the information provided by me is **true and complete**. I acknowledge that Wyndham Community and Education Centre (Wyndham CEC) reserves the right to confirm the information provided and may vary or reverse any decision regarding special consideration on the basis of incorrect or incomplete information. I hereby give consent for Wyndham CEC to contact my treating practitioner and/or other person or organisation named in any supporting documentation to confirm/clarify the information provided and for the practitioner or other person/organisation to provide information relevant to my request for special consideration. I agree to provide a more specific consent to disclosure of the information should this be required by the organisation.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Office use only

Date received \_\_\_\_\_ Received by \_\_\_\_\_

Manager \_\_\_\_\_

Request             approved             denied            (see reason below)

Reason for refusal

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Supporting Evidence attached     Yes             No

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Student contacted by \_\_\_\_\_ Date \_\_\_\_\_

New date for submission \_\_\_\_\_

Details of new assessment arrangements

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Signed \_\_\_\_\_ Date \_\_\_\_\_

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