

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Special Consideration - Policy and Procedure
Responsible person	Training Services Unit Managers, Training Services Unit Coordinators
Staff involved	Trainers, Teachers
Review dates	2020
Related documents	<p>Legislation: Privacy and Data Protection Act 2014 (Vic), Disability Act 2006 (Vic), Disability regulations 2018, Education Training & Reform Act 2006 (Vic)</p> <p>Policies: Complaints & Appeals Policy & Procedure, Access & Equity Policy & Procedure, Conflict Resolution Policy & Procedure, OH&S Policy & Procedure</p> <p>Other: Complaint Action Record; Appeal Form, Complaints Register, AQTF Users' Guide to the Essential Conditions and Standards for Continuing Registration, VCE and VCAL Administrative Handbook, Disability Action Plan, Special Consideration Application Form, 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)</p>

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 ability. Special Consideration may also include the opportunity to apply for an extension to the deadline for submitting a piece of work or assessment task. An alternative and equivalent form of assessment may be designed to replace the required assessment.

It is the student's responsibility to ensure that he / she is 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 on 9742 4013.

Policy

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

The accepted causes are:

- 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;

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- 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; and,
- students demonstrating relevant obligations to military or jury service or service to emergency services such as the Country Fire Authority.

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.

Students granted special consideration will still need to complete all work related to satisfactory completion of all 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 will 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.

In addition, students may apply for a 6 month extension under the Special Consideration policy. 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.

The Student will then have opportunity to re-enrol in the program. In this case, Wyndham CEC will grant credit transfer as relevant.

Definitions

- **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.

Procedure

- The completed application form, including supporting documentation, must be lodged with the Training Services Unit no later than two working days after the submission deadline for that piece of work;
- All applications for special consideration must be made using the standard Wyndham CEC application form;
- 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;

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- 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 or delegate will assess the application in light of all evidence provided.

The application will be discussed with the relevant coordinator and trainer prior to a decision being made.

The Training Services Unit will decide the outcome of special consideration.

The Training Services Unit will notify the student of the application outcome and this information will be kept in the student's file.

The Training Services Unit is responsible for determining if a late application for special consideration will be accepted. If a late application is rejected then the training unit will notify the student of this decision.