

Werribee Community and Education Centre Inc Policy and Procedure

Policy name	Special Consideration Policy and Procedure
Responsible person	Training Manager, Coordinators
Staff involved	Trainers, CEO
Review dates	2011
Related documents	Complaints & Appeals Procedure; Complaint Record; Appeal Form; Complaints Register; Access & Equity Policy; Conflict Resolution Policy; OH&S Policy and Procedure, Constitution, Information Privacy Act 2000 , DAP, Special Consideration Application Form.

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. This includes students whose work is affected by chronic conditions.

It is your responsibility to ensure that you are fully aware of all the conditions associated with your special consideration application. An application form can be obtained from your trainer or by contacting a coordinator or the training 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 the training 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;
- 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.

This document was accepted by the Committee of Management of the Werribee Community and Education Centre Inc on 28/06/10 and supersedes all previous versions.

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The training 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, but a mark adjustment shall not be made under any circumstances.

Definitions

- **Mark adjustment:** The alteration of a mark using a subjective judgement of the impact of illness or other hardship on a student's performance.
- **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

- Your completed application form 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 WCEC application form;
- The completed application form and supporting documentation are to be submitted to the training manager.
- Supporting documentation must be provided and 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.

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The training manager or delegate will assess the application in light of all evidence provided.

Students must lodge applications for special consideration or with the appropriate documentation and evidence, at the main office – 3 Princes Hwy Werribee, 3030 no later than two working days after the due date of the affected assessment.

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.

The training services unit will decide the outcome of special consideration.

The training services unit will notify the student of the application outcome, according to their processes.

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