
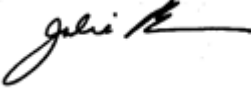




## Special Consideration Policy and Procedure

Policy number	P-65		
Version number	2.0		
Drafted by	Mark Favetta		
Responsible person CEO	Mark Favetta	Signature 	Date: 12/07/22
Approved by the Board:			
On behalf of the Board	Julie Hodgkins President	Signature 	Date: 12/07/22
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### Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) will give special consideration to any VET student whose work for a particular assessment has been adversely affected by exceptional circumstances beyond their control.

### Scope

This policy applies to staff and students at DVLC.

### Policy Guidelines

DVLC recognises that some students enrolled in a vocational education and training (VET) program may be adversely affected by exceptional circumstances beyond their control, and should be offered a further opportunity to demonstrate their *competency*. Students may apply for special consideration where their *assessment* performance has been affected by:

- acute illness (e.g. hospital admission, serious injury, severe anxiety or depression and severe asthma);
- bereavement (e.g. loss of a close family member) or a family breakdown;
- hardship or trauma experienced as a victim of crime or due to loss of income or employment; and
- absences due to obligations to emergency services such as the Country Fire Authority, jury duty, or military service.

Students must apply in writing to the Chief Executive Officer (CEO) for special consideration no later than two (2) days after the submission deadline has passed. The application must include supporting documentation, such as:

- a medical certificate stating why the student was unfit to sit the assessment;
- evidence or certificates from other professionals such as social workers or psychologists;
- a death notice or certificate;
- a police report;
- notification of jury service or military obligations;
- notification of obligations to emergency services; and
- a statutory declaration from the student or relevant others.

The CEO and Training Manager will discuss the application for special consideration in confidence, and make a decision with the best interests of the student in mind. Students will be informed in writing of the decision to offer special consideration or not. The consideration may include one or more of:

- an extension to assessment due dates;
- additional time to complete work placement requirements;
- appropriate reasonable adjustments to assessment conditions (such as additional time to complete the task, a replacement task, access to ICT tools or resources, provision for video or photographic evidence); and
- alternative assessment tasks, provided that they meet assessment requirements and do not advantage the student over others.

Students may be offered up to a six (6) month extension to their course. If the student has not met the course requirements within the six month extension period, they will be withdrawn and a statement of attainment issued. If the student wishes to continue their studies, they will be offered the opportunity to re-enrol in the next available course, or an appropriate alternative course, and be given *credit transfers* where applicable.

Special consideration applications will be kept in the student file.

### Procedure Guidelines

1. All requests for special consideration must be made in writing to the CEO no later than two days after the submission date has passed.
2. The CEO will consult relevant staff such as the Training Manager or course trainer and ensure that the application contents remain confidential or on a need to know basis.
3. In considering the request, the CEO will take the following into account:
  - a. the student's circumstances, and the availability of supporting evidence;
  - b. the best interests of the student;

- c. the timeliness of the application; and
  - d. how DVLC may be able to support the student during this process.
4. The CEO and relevant staff must also consider the most appropriate form of consideration to be applied. This may include one or more of (but not limited to):
  - a. extension to assessment due dates;
  - b. alternative ways to collect evidence of competency;
  - c. use of assistive technology;
  - d. alternative assessment; and
  - e. any other reasonable form of learning support.
5. The CEO or delegate must inform the student in writing of the outcome of the request, including all details of the consideration that will be applied (such as the six month deadline, a list of revised assessment dates, or full details of the alternative form of assessment).
6. The CEO must ensure that:
  - a. adequate resources are in place to implement the consideration process;
  - b. a relevant staff member is appointed to monitor student progress and provide a communication channel; and
  - c. consideration conditions are reviewed where required.
7. If the student is still unable to complete their assessment program after six months, the CEO or Training Manager must inform the student of the intention to withdraw the student, and discuss options for re enrolment or suitable alternative training.

## Definitions

**Assessment** is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry / enterprise competency standards of a training package or by the learning outcomes of an accredited course (AQTF Users' Guide to the Essential Conditions and Standards for Continuing Registration).

**Competency** is the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments (AQTF Users' Guide to the Essential Conditions and Standards for Continuing Registration).

**Credit Transfer (CT)** recognises that a student has previously completed a unit of competency that is part of their current training program. Recognition can only be given where the unit codes and unit titles are identical.

## Related Policies

- P-3 Assessment Policy
- P-5 RPL and Credit Transfer Policy
- P-8 Student Welfare and Duty of Care Policy
- P-16 Student Complaints and Appeals Policy and Procedure
- P-19 Records Management and Archive Policy
- P-20 Workplace Learning Policy
- P-23 Certification Policy
- P-32 Training Plan Development and Maintenance Policy
- P-43 Privacy Policy
- P-44 Student Engagement Policy
- P-49 Training Package Transition Policy
- P-66 Withdrawal Policy

## Related Documents

- D-028 Student Handbook
- D-061 Withdrawal Procedure
- F-007 VET Student File Checklist
- F-019 Withdrawal Processing Form
- F-020 Request for Certificate or SOA
- F-037 Training Plan Checklist
- F-063 Assessment Results Checklist
- F-073 Request for Student Results Form
- F-104 Student Withdrawal Request
- Training Plans
- Assessment Records

## Mapping Information

- AQTF Condition 6
- AQTF Standards, 1.4 and 1.5, 2 and 3
- VRQA VET Provider Guidelines 2.6, 2.7, 2.8, 4.1 and 4.2

## Legislation and Regulation

- Education and Training Reform Act 2006 (Vic)
- Health Records Act 2001 (Vic)
- Privacy Act 1988
- Privacy and Data Protection Act 2014 (Vic)
- Practical Placement Guidelines