

SPECIAL CONSIDERATIONS POLICY & PROCEDURES

Introduction

In the interests of fairness and accessibility, the BWYT is prepared to give special consideration to learners who have suffered temporary illness, injury or indisposition during their course and

- Were prevented from attending an assessment session / completing an assessment task by the specified date, or
- Attended the assessment but believe that circumstances beyond their control, such as a sudden indisposition, affected their assessment performance adversely, or
- Are, as a result of their indisposition, unable to reach the required 80% attendance at course days

Tutors are asked to note that special considerations differ from reasonable adjustments in that they relate to unforeseen circumstances which result in a temporary indisposition, and which have had, or are likely to have had, a material effect on that learner's ability to take an assessment, perform in that assessment or to reach the required level of attendance. By contrast, reasonable adjustments cater for longer-term impairments and disabilities which must be assessed at the start of the course or as soon as possible thereafter. *Please see BWYT Reasonable Adjustments Policy for further information.*

Eligibility for Special Considerations

The following are the conditions for a learner's eligibility for special considerations:

1. a sudden injury or a sudden onset of an illness/indisposition (for which a doctor's/hospital note must be provided)
2. an unplanned hospital admission (for which a doctor's/hospital note must be provided)
3. a sudden bereavement of a family member or a close friend (for which a learner's note will suffice)
4. a loss of written assessment evidence as a result of fire, flood or theft (in the last case, a police crime number should be provided; for the remaining two, a learner's note will suffice)
5. a domestic emergency, such as flooding, fire or serious structural damage, such as that caused by a severe storm (for which a learner's note will suffice)
6. other circumstances beyond the learner's control – e.g. severe weather, unscheduled work or other commitments, severe disruption to domestic arrangements, trauma caused by family breakdown (work commitments will require a note from the learner's line manager, while, for other circumstances, a learner's note will suffice)

We will review the circumstances and evidence surrounding each request for special considerations on a case by case basis. We will also strive to ensure that all decisions made maintain a consistent and fair approach across all BWYT courses.

A Learner will not be eligible for special consideration if:

- no evidence is supplied by the learner that s/he has been affected by a particular condition or circumstance
- any part of an assessment or course is missed due to personal arrangements including holidays or unauthorised absences

A learner can apply for Special Consideration 3 times during a course, and only once at the end of a course. The maximum extension for a piece of work or extension for course completion date will be 6 months.

A Certificate must be completed within 2 years of start date, and a Diploma within 3 years of start date.

A Learner can also access the Appeals Procedure if the Special consideration policy is exhausted.

Procedure for Applying for Special Considerations

All applications for special considerations in the context of a BWYQ course must go to the Awarding Body, using its own application procedures. Tutors are advised that they must submit the application first to their IQA for approval.

Tutors to complete an Application For Special Considerations Form and include their signature.

Tutors should forward the application to The IQA/Verifier for the course

The IQA/Verifier should forward the application to The Lead IQA for approval

The Lead IQA will add their decision and comments to the application and return copies to the IQA/Verifier, Tutor and Central Office within 7 working days.

In the case of BWYQ courses, The Lead IQA will also forward a copy of the application to BWYQ

In all cases, The IQA/Verifier for the course should follow up on completion of any period/conditions of special consideration granted and ensure that a separate Certificate Request Form is completed as appropriate.

Any Special Considerations should be recorded also in the IQA/Verifier Report Form.

Records will be transparent and shared between The course IQA/Verifier, The Lead IQA, Course Tutor(s), student, BWY Safeguarding Officer and BWYQ. Other than these parties, records remain strictly confidential.

Applications for Special Considerations fall within The BWY Equity Policy as application of the policy 'ensures that all are treated fairly in accordance with the law, and reflecting the ethos of Yoga' (Section 1.3 BWY Equity Policy).

In all applications, staff should refer to : BWYT/BWYQ

Special Considerations Policy

BWYT/BWYQ Application for Special Considerations Form BWY

Equity Policy

BWYT IQA Report Form or BWYQ IQA Report Form BWYT

or BWYQ Certificate Request Form