



trainwithpremier.com

Train With Premier Special Consideration Policy

Train With Premier Special Consideration Policy	
Version No	1
Operational from	21 st January 2021
Policy prepared by	Andy Heald – Head of Quality & Education
Policy approved by	TWP Board
Policy approved	21 st January 2021
Review date	21 st January 2022 (unless prompted by legislation etc)

Special Consideration Policy

Section 01: Special Consideration Policy Scope

Train With Premier is a reputable education provider offering professional development programmes and regulated qualifications in active leisure, learning and wellbeing. Train With Premier is recognised as a centre for the delivery of vocational qualifications in accordance with a legally established third party agreement with a number of regulated awarding organisations. The awarding organisations that we are affiliated with are regulated in England by the Office of Qualifications and Examinations Regulation (Ofqual). Train With Premier have established this policy to enable organisation staff to make a special consideration request associated with our programmes regulated qualifications, on behalf of a learner.

Special consideration defined

Special consideration is the implementation of arrangements at the time of an assessment to allow competence to be demonstrated by learners who have been disadvantaged or were unable to attend the assessment due to emotional or physical difficulties, or adverse circumstances.

Section 02: Special Consideration Responsibilities

The nominated Integrity Officer maintains oversight for this policy, manages the processes and all associated records and any escalations associated with special consideration

Integrity Officer name

Mekila Kelly

Integrity Officer email

mkelly@trainwithpremier.com

Section 03: Special Consideration Commitment Statement

Service commitment

Train With Premier ensure high levels of compliance with the Equality Act 2010 and Ofqual expectations. Train With Premier staff are fully aware of the responsibilities and maintain up to date knowledge of process, evidence review, and common issues associated with special consideration requests. This policy covers the application of special considerations intended to consider and reduce substantial disadvantage caused due to a temporary difficulty experienced by the learner during internal assessment.

Assessment should be a fair test of a learner's knowledge and what they are able to do, however, for some learners, temporary circumstances may make this difficult. We recognise that special considerations may be required at the time of assessment where: learners have a temporary disability, condition, adverse circumstance or are indisposed at the time of the assessment. The provision for special consideration arrangements is made to ensure that learners receive recognition of their achievement so long as the equity, validity and reliability of the assessments can be assured. Such arrangements are not concessions to make assessment easier for learners, nor should they give learners with certain characteristics an advantage.

Section 3: Special Consideration procedures

Learner eligibility for special consideration

Special consideration can be applied after an assessment if there is evidence to conclude the learner may have been disadvantaged during the assessment. For example, special consideration could apply to a learner who had temporarily experienced an illness, injury or some other event outside of their control and which has had, or is likely to have had, a material effect on that learner's ability to take an assessment or demonstrate his or her expected level of attainment in an assessment.

Special consideration should not give the learner an unfair advantage, neither should it cause the user of the certificate to be misled regarding a learner's achievements. The learner's result must reflect his / her achievement in the assessment and not necessarily his / her potential ability. Special consideration, if successful, may result in a post-assessment adjustment to the mark or grade of the learner. The size of the adjustment will depend on the circumstances and reflect the difficulty faced by the learner. It is noted that:

- where an assessment requires the learner to demonstrate practical competence or where criteria must be met fully, or in the case of qualifications that confer a License to Practice, it may not be possible to apply special consideration.
- in some circumstances, on-demand assessments for example, it may be more appropriate to offer the learner an opportunity to retake the assessment at a later date.

<p>Learner requests for special consideration to the centre</p>	<p>Train With Premier ensure arrangements are in place to enable a learner, in extenuating circumstances, to be able to complete the assessment and thus achieve the qualification. Where learners are disadvantaged or indisposed an application for special consideration should be made. Applications for special consideration will managed on a case-by-case basis.</p> <p>The learner must request all special consideration by contacting the centre’s appointed integrity officer as soon as the potential issue is known, providing evidence where necessary to support the request (medical evidence/certification, testimony from the invigilator/tutor/assessor or any other professional person who is familiar with the learner).</p> <p>The integrity officer will then fully review the information provided to evaluate the need for the special consideration. Records of all decisions made are recorded and the data is analysed to monitor the impact of the requests.</p>
<p>Learner requests for special consideration from the centre to the awarding organisation</p>	<p>Where it has been identified that a learner requires a special consideration Train With Premier will make the request on the learner’s behalf via the via the relevant awarding organisation procedure.</p> <p>Certification claims will not be made for affected learner(s) before the outcome of the application is received by the Train With Premier and special consideration cannot be considered once learner achievement has been claimed and certificated. Any requests for guidance should be directed to the relevant awarding organisation as soon as the potential issue is known; this will allow for appropriate guidance to be given at the earliest stage.</p> <p>In cases where the request for special consideration is rejected, the Centre Coordinator will provide a clear reason to the learner and where appropriate additional advice or recommendations will be provided. Records of the decisions made are recorded and the data is analysed to monitor the impact of the requests.</p>
<p>Learner complaints or appeals</p>	<p>In the event that learner is not satisfied with the process or the outcome this should be reported to Train With Premier to take corrective action. Alternatively, the learner can make a complaint, or an appeal direct to Transcend in accordance with established procedure.</p>

Section 4: Policy and procedure review

Systematic review

Train With Premier have in place a standardised and systematic monitoring process to ensure the continued relevance and accuracy of this policy. Any data collected with relates to the implementation of this policy will be used to inform any changes to the policy, approaches to the management of the organisation and to the delivery of products and services where this is required.

This policy was approved by the Board on 21 October 2020 and will be reviewed by the Board by 21 October 2022 unless there is a change in legislation changes or supporting data identifies that a review is required before this date.

Section 5: Policy document version control

This document is subject to version control. All changes will be tracked here and confirmed as an updated version.

Version	Publication	Details
Version 01	21/10/2020	First publication.