



Special Consideration Policy

Aims

There are times, when due to illness, injury or another event outside the learner's control has had a material impact on their ability to evidence the levels of attainment required for the assessment. This policy describes the procedure for requesting an extension.

This policy does not cover maternity periods, where those enrolled automatically get a pause in their deadline of 52 weeks. A learner who is pregnant, or has given birth within the last 52 weeks, is protected from unfavourable treatment by the Equality Act 2010.

In the section below, we outline the eligibility criteria for an extension and situations where we will not grant extensions.

Examples of suitable reasons

These are a few (but not limited to) examples:

- Divorce;
- Bereavement;
- Not being able to do the workplace tasks due to management decisions (or not being in role);
- Short term illness;
- Accidents.

Things that are not covered:

- Failing to plan in time;
- Not undertaking the required activities, despite being in a suitable role;
- Foreseen events, such as a wedding;
- Minor domestic inconveniences at your home address;
- The consequences of committing a crime;
- Long term illness that was present prior to the training.

How

The learner requesting the extension should review the eligibility criteria for extensions as set out in this Special Consideration Policy and discuss it with their organisation where appropriate. If they feel it is allowable, the learner should complete and submit the below form requesting an extension at least one month prior to the original course completion date. Completed requests should be emailed to info@rootofit.com.

What happens next

An officer will review the application and contact the applicant within one week of the request with decision.

Appealing a decision

Please see the Appeals Policy.

Review

This policy will be reviewed biannually.

March 2028

Special Consideration Application Form

To be completed and returned to info@rootofit.com

Name:	Centre name (if applicable):
Address:	
Phone:	Email:
Trainer:	
Training dates:	

Qualification/course/unit:

Reason for application

Special Consideration requested

Please attach any additional evidence as required.

Signed:

Date:

For office use only:

Checked by:	Date:
Decision:	