

Zen Pilates Training

Special Consideration Policy

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Purpose

Zen Pilates Training is committed to ensuring that all learners are treated fairly and consistently throughout their qualification. This policy outlines the process for requesting special consideration where unforeseen circumstances have temporarily affected a learner's ability to demonstrate their knowledge or competence during an assessment.

Special consideration is different from reasonable adjustments. Reasonable adjustments are agreed before an assessment for learners with a recognised additional need or disability. Special consideration applies after an unforeseen event has occurred.

Scope

This policy applies to all learners enrolled on qualifications delivered by Zen Pilates Training and applies to all assessment methods.

What is Special Consideration?

Special consideration is a post-assessment adjustment that may be considered when a learner has experienced exceptional circumstances beyond their control that are likely to have affected their assessment performance.

Examples may include:

- Sudden illness or injury immediately before or during an assessment.
- Bereavement of a close family member.
- Serious family emergency.
- Accident or unexpected incident.
- Other exceptional circumstances considered on an individual basis.

Requests Not Normally Accepted

- Poor preparation or lack of revision.
- Minor illness where the learner chose to continue with the assessment.
- Holidays or personal commitments.
- Work pressures or scheduling difficulties.
- Equipment failure where sufficient opportunity was available to resolve the issue.

Requesting Special Consideration

Learners should notify Zen Pilates Training as soon as reasonably possible after the incident occurs and, where appropriate, provide supporting evidence such as medical certificates, hospital appointments, funeral notices, police reports or other relevant documentation. Each application will be considered individually and confidentially.

Possible Outcomes

- Assessment rescheduled.
- Extension where permitted.
- Alternative assessment opportunity where appropriate.
- Temporary withdrawal and later resumption.
- Referral to Transcend where approval is required.

Decision Making

Applications will be reviewed by the Centre Director or nominated Quality Assurance representative. Decisions will consider the circumstances, evidence provided and Transcend requirements. Learners will be informed of the outcome in writing.

Appeals

Learners may appeal decisions in accordance with the Zen Pilates Training Appeals Policy.

Confidentiality and Data Protection

Personal information must be treated confidentially and handled in accordance with UK data protection legislation and the centre's Privacy Policy.

Information relating to learners or staff must only be shared where appropriate and authorised.

Monitoring and Review

This policy will be reviewed annually or sooner if legislation, awarding organisation requirements or centre practices change.