

Extension of assessment date, attendance requirements

This information is for Vocational and Education Training (VET) students applying for special consideration for circumstances beyond their control that prevent them from undertaking or completing an assessment task at the scheduled time. **Please note:** if you are a Higher Education student, you must use the HE Special Consideration – General Application form. Also, if you are requesting an extension for only one assessment task, do not use this form. Follow the reasonable adjustment process.

Types of Special Consideration

Eligible students can apply for the following types of VET Special Consideration – General:

- Extension of Assessment due date
- Attendance requirements

Eligibility

Applications for VET Special Consideration will only be considered on the following grounds:

- **Medical Reasons:** e.g., hospital admission, serious injury, severe asthma, severe anxiety or depression. Does not include minor illnesses.
- **Compassionate Grounds:** e.g., death of a significant other, significant relationship breakdown.
- **Hardship/Trauma:** e.g., victim of crime, victims living with family violence, sudden loss of income or employment, severe disruption to domestic arrangements.
- **Family Violence:** eg., Violent, threatening or other behaviour by a person that coerces or controls a member of the person's family (the family member), or causes the family member to be fearful.
- **Other Causes:** e.g., military or jury service, service to emergency services such as the Country Fire Authority.

Circumstances within the students control (e.g., holidays, social or family occasions, usual demands of employment) and minor ailments will not be accepted as grounds for special consideration.

Privacy and Confidentiality

Federation University Australia ('the University') is committed to protecting and maintaining the privacy, accuracy and security of personal information. The sharing of information in this form must comply with the University's Information Privacy Policy, which can be accessed at: http://policy.federation.edu.au/university/general/information_privacy/ch01.php

Individuals have a right of access to, and correction of, their personal information in accordance with privacy legislation and the University's Information Privacy Policy.

Please direct any enquiries in this regard to the University's Privacy Officer by telephone on (03) 5327 9504 or email privacyofficer@federation.edu.au

Supporting documentation

Supporting documentation must be submitted and can include one or more of the following:

- **The Health Care Professional Certification form:** (download from the Federation University Special Consideration webpage)
- **A medical certificate:** Federation University will accept a medical certificate (bearing the provider/licence/registration number and official stamp), stating in reasonable detail:
 - > The dates of any relevant consultations or attendances;
 - > If relevant, the nature of the complaint or treatment; and
 - > A specific statement that in the health care professional's opinion (**not the student's opinion**) that, as a result of the complaint or treatment, the student is, or was, severely, moderately, or in a minor way, impacted or unfit or unable to undertake the assessment or attend the campus over a specific timeframe.
- **Family violence** documentation can include but is not limited to support agencies such as Berry Street, WRISC, CAFS counsellor. Students are encouraged to contact Federation University's counselling services for support and to provide documentation on the student's behalf to avoid disclosing specifics around sensitive matters when applying for special consideration.
- A death notice certificate;
- A police report
- Notification including start and finish dates of:
 - > Defence Reserve Service from the Defence Reservists Military Unit;
 - > Jury service from the Jury Commissioner's Office;
 - > Obligations to emergency services, from organisations such as the Country Fire Authority;
- Statutory declarations from relevant people.

Possible outcomes of VET Special Consideration – General

There are three possible outcomes of an application for VET Special Consideration – General:

- **Special Consideration granted:** A new submission date is to be arranged for the student's assessment task.
- **Special Consideration granted:** attendance requirements renegotiated.
- **Special Consideration not granted.**

A student may cancel or withdraw their application by contacting Federation TAFE or Student HQ directly.

Submission details

Applications must be lodged no later than three University working days after the scheduled submission date unless there exceptional circumstances including, but not limited to, hospitalisation or inability to access the campus due to illness, recent death of a significant other, and/or natural disaster that inhibits access to the campus or internet connection.

Applications can be lodged in the following ways:

- **On Campus:** Submit the application form and supporting documentation, in person, to the Student HQ on their campus.
- **Online:** Submit the application form and supporting documentation via email to TAFE Student HQ (specialcon@federation.edu.au)

Students are advised to retain copies of all documents submitted.

If the student requires assistance to complete the application form, they can either:

- **Contact the Student Advisory Service;**
- **Ask their trainer / assessor to assist them; or**
- **Ask a Student Counsellor during a scheduled appointment.**

What happens next?

Applying for special consideration does not guarantee it will be granted

Where the student submits inadequate documentation, the faculty may request additional information and/or original documents. Failure to provide these documents in a timely manner will result in the withdrawal or rejection of the special consideration application. Once the application has been considered, the student will be notified of the outcome via their Federation University student email address, and a hard-copy letter to their postal address. Please ensure your address details are kept up to date. In most cases, the outcome will be communicated to the student as soon as possible; however, this process can take up to two weeks.

Personal Details	
Fed Student ID No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Given name/s	<input type="text"/>
Family name	<input type="text"/>
Telephone	<input type="text"/>

NOTE: Outcomes will be emailed to your Federation University Australia student email and a hard-copy sent to your postal address.

Study Details	
Program Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Program Name	<input type="text"/>
Year	<input type="text"/>
Campus	<input type="text"/>

Students are required to complete the table below. Record a request code for all pieces of assessment for which you are seeking special consideration. Request codes are: **EXT** = Extension of assessment date **AR** = Attendance requirements

Complete for all pieces of assessment for which you are seeking special consideration:					Office Use Only
Unit Code	Unit Title	Lecturer/Teacher	Request Code	Assessment Due Date	Approved?
<input type="text"/>	Assessment Task:				<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	Assessment Task:				<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	Assessment Task:				<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	Assessment Task:				<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	Assessment Task:				<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	Assessment Task:				<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	Assessment Task:				<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>	Assessment Task:				<input type="radio"/> Yes <input type="radio"/> No

Grounds for your application:		
Attach any relevant supporting documentation (e.g. Health Care Professional Certification or medical certificate in the case of a medical condition, or police report or statutory declaration etc.)	<input type="radio"/> Medical reasons	Please state the length of time (in days, weeks or months) your studies have been affected: <input type="text"/> <input type="text"/> day/s <input type="text"/> <input type="text"/> week/s <input type="text"/> <input type="text"/> month/s
	<input type="radio"/> Compassionate grounds	
	<input type="radio"/> Hardship / Trauma	
	<input type="radio"/> Other (Please specify):	
Additional Information (please provide information about how the event(s) have impacted on your studies and provide details of the specific request(s) you are making). Please note , if you are applying for special consideration on medical grounds, you do not need to provide specific details of a medical condition, but an appropriate Health Care Professional must complete and attach the Health Care Professional Certification or medical certificate.		

Have you previously applied for Special Consideration – General?	<input type="radio"/> No <input type="radio"/> Yes
Student's own strategies: Are you able to implement strategies to improve your situation?	

PRINT THIS FORM,
 and sign and date in the space provided above. Hand in to **Student HQ** (with any relevant certificates/ evidence) for processing.

Online: Submit application and supporting documents via email to Student HQ, specialcon@federation.edu.au

Office Use Only

Received by:

Position:

Supporting documents provided

Yes No

Signature:

Date

/
 /

Student Declaration

I acknowledge that disciplinary action may be taken if I knowingly supply false or misleading information. I certify that to the best of my knowledge, the information supplied on this form is true and correct. I am lodging this form no later than **three** university working days after the due date of assessment task(s) listed for special consideration.

Name											
Signature	<table border="1" style="float: right;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		

Program Manager or Delegate

Checklist	<input type="radio"/> VET Special Consideration Notification Outcome letter has been completed <input type="radio"/> Notification letter has been emailed to the students Federation University Australia email account <input type="radio"/> Hard copy of the notification letter has been sent to student's postal address.
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Name		Date	<input type="text" value="D"/> <input type="text" value="D"/> / <input type="text" value="M"/> <input type="text" value="M"/> / <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
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Signature		Date student or partner notified	<input type="text" value="D"/> <input type="text" value="D"/> / <input type="text" value="M"/> <input type="text" value="M"/> / <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
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