

<b>Name:</b>	<b>POLICY for PARTICIPANTS – SUCCESSFUL COMPLETION OF COURSE</b>
<b>Policy No:</b>	181108
<b>Approved by:</b>	Stephen Kinsella, Executive Director
<b>Last reviewed:</b>	November 2018
<b>Responsible</b>	Head of Professional Learning

### 1. Purpose

To outline parameters for the successful completion of an EdComm course.

### 2. Scope

This policy applies to all participants.

### 3. Policy Principles

- i. It is expected that all participants will complete the face-to-face courses they sign up for.
- ii. Participants in online courses will be supported to complete courses wherever possible.
- iii. Special Considerations can be applied in unexpected and/or adverse circumstances.

### Expectations for participants and staff

1. All Students have the right to equity and fairness when undertaking Assessment Tasks as part of their studies.
2. Criteria for the successful completion of blended and online courses will be stated at the beginning of the course.
3. Special Consideration can be sought for the following:
  - An extension of time to submit an Assessment Task
  - Permission to undertake a supplementary (alternative or replacement) Assessment Task
  - Consideration in marking a particular Assessment Task.
4. Exceptional circumstances justifying special consideration may arise from:
  - i. physical or psychological trauma, other medical conditions, events or accidents, compassionate circumstances, serious unforeseen personal events, and severe disruption to a relationship or domestic arrangements.
  - ii. unplanned carer responsibilities, selection in state, national or international sporting or cultural events, or unforeseen events, such as natural disasters.
5. Special Consideration will not be granted on grounds such as routine family or work commitments, clashes with recreational activities or holidays, lack of preparation for Assessment Tasks, stress and anxiety normally associated with Assessment Tasks.
6. Special consideration should be applied for in writing together with supporting evidence to the course facilitator.
7. If an applicant finds he/she cannot attend a course once the closing date for applications is past, the course fee will not normally be able to be returned; it is acceptable, however, for another person to take advantage of the course enrolment in such a situation. Anglican Teacher Education reserves the right to alter any arrangements for courses or to cancel or

terminate a course. Where a course is cancelled or withdrawn, moneys paid will be refunded, or can be credited towards other courses offered by Anglican Teacher Education.

8. If a participant has to withdraw from a blended or online course due to extenuating circumstances and presents supporting documentation, they can apply to complete the course with the next cohort without cost.