

Special Considerations Policy & Procedures



Introduction

In the interests of fairness and accessibility, the London Yoga Teacher Training Group (LYTTG) is prepared to give special consideration to trainees who have suffered temporary illness, injury or indisposition during their course and were prevented from attending an assessment session / completing an assessment task by the specified date; or attended the assessment but believe that circumstances beyond their control, such as a sudden indisposition, affected their assessment performance adversely; or are, as a result of their indisposition, unable to reach the required 80% attendance at course days.

Eligibility for Special Considerations

The following are the conditions for a trainee's eligibility for special considerations:

1. A sudden injury or a sudden onset of an illness/indisposition (for which a doctor's/hospital note must be provided)
2. An unplanned hospital admission (for which a doctor's/hospital note must be provided)
3. A sudden bereavement of a family member or a close friend (for which a trainee's note will suffice)
4. A loss of written assessment evidence as a result of fire, flood or theft (in the last case, a police crime number should be provided; for the remaining two, a trainee's note will suffice)
5. A domestic emergency, such as flooding, fire or serious structural damage, such as that caused by a severe storm (for which a trainee's note will suffice)
6. Other circumstances beyond the trainee's control – e.g. severe weather, unscheduled work or other commitments, severe disruption to domestic arrangements, trauma caused by family breakdown (work commitments will require a note from the trainee's line manager, while, for other circumstances, a trainee's note will suffice)

The course directors will review the circumstances and evidence surrounding each request for special considerations on a case by case basis. We will also strive to ensure that all decisions made maintain a consistent and fair approach across all LYTTG courses.

Procedures for making applications for special considerations

Trainees must complete the *Application for Special Considerations Form* as soon as the need for the consideration is identified.