



## Granting Extensions Policy and Procedure

The Association of Health Professions in Ophthalmology (AHPO) is committed to the provision of a good quality service to learners. Learners on AHPO courses are expected to complete a minimum of 60 credits of a learning programme within a 12-month period, and this is incorporated into the learner's Individual Learning Plan (ILP). We recognise that there are events / circumstances when a learner is unable to complete the course within the agreed timescale and requires an extension. These may include periods of maternity leave, sick leave or other forms of leave agreed with their employer, or circumstances where the learner, whilst not on leave, is unable to complete coursework in a timely manner. Any learner who makes a request for and is granted an extension in good faith will not be disadvantaged in current or future assessments or examinations. Learners should feel able to make an appeal, secure in the knowledge that it will be fairly investigated. Please read this policy alongside the *AHPO Special Considerations Policy* and *AHPO Complaints Procedure* and *AHPO Appeals Policy*.

### Interruption of study

If a learner needs to interrupt their study due to leave agreed with their employer, they need to complete the **AHPO Request for Interruption of Study** form with their assessor and submit this with relevant information to the Exams Officer in a timely manner. The most common reasons for interruptions are maternity leave or serious illness. Because an interruption of study constitutes an employment issue, there must be clear and well-established lines of communication between AHPO and the employer. The learner's ILP will be revised such that the learner will recommence the course when the period of leave is ended.

### Extensions of study

If the learner is unable to keep to the schedule in the learner's ILP, the learner's assessor will initiate discussions with the learner to determine possible causes and measures that can be implemented to address the issues identified. If the learner and the learner's assessor agree that course work can be completed, with appropriate support, within a six months extension, the learner will be given a revised ILP that incorporates this extension.

If it is agreed that the learner will be unable to complete course work within a 6-month extension, or a learner, granted a 6 month extension, fails to complete course work within that time, the learner must complete the **AHPO Request for Delay in Completion of Study** form. This is a critical procedure; failure to complete this form can cause significant complications for the learner. The form should be submitted to the Exams Officer. It is critical that any requests for extensions are accompanied by appropriate forms of evidence that make clear how the circumstances in question relate to the request for extension. In most cases this will involve medical evidence (e.g., a doctor's letter), which sets out the relevant medical condition, and describes how it has impacted on the candidate's ability to complete the relevant work on time. When an extension is requested because of practical barriers occurring in the workplace, a signed letter from the line manager will normally be required.

Late claims for extenuating circumstances will be considered where the reasons for mitigation themselves prevented submission of the claim in advance.

## **Complaints**

Anyone wishing to contest the Granting Extensions Policy and Procedure should refer to the AHPO Complaints Procedure and AHPO Appeals Policy.

## **Reporting concerns to AHPO**

In rare cases where someone suspects malpractice or maladministration with regards to an extension, it should be reported as outlined in the AHPO Malpractice and Maladministration Policy and Procedure.

## Request for Interruption of Study

INTERRUPTION OF STUDIES FORM	
Name:	ID No:
Email Address:	
Home Address:	
Programme:	
<b>Reasons for Interruption of Studies</b> Give brief, clear reasons for your request for interruption of studies. Also attach to this form as much supporting evidence as possible, particularly if the reason for interruption of studies relates to medical or personal problems.	
Signed	Date

### PLEASE SEND THIS FORM TO:

**By email:** Exams Officer  
[info@ahpo.net](mailto:info@ahpo.net)

**By post:** Exams Officer  
AHPO  
PO Box 598  
Stockton on Tees  
TS20 1WY

## Request for Delay in Completion of Study

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