

ECF Deferral Policy

Responsibility:	ECF Candidate Support Manager	Date doc. Created	March 2023
Print name sign off:	Chris Garcia, Head of Quality & Compliance	Last review date of doc.	March 2023
Signature:	Chris Garcia	Next review date	March 2024

Introduction

This policy sets out the requirements and process for requesting a deferral to the ECF programme. It is for all ECF participants who commenced one of the reformed ECFs from September (Autumn) 2021.

1. Deferral

Deferrals are for participants who have started a programme, have not yet reached completion, and would like to defer the remainder of the programme until a later date.

Participants can request a deferral when they believe that they will be unable to complete their programme within the given timeframe. Deferrals over thirty days must be agreed by the Appropriate Body.

Reasons for deferral will include but are not limited to:

- Long-term sickness
- Maternity leave
- Bereavement
- Change in personal and/or school circumstances
- Capacity / school workload

Participants who defer their programme will be permitted to re-engage at a date which is agreed in conjunction with the ECF Candidate Support Team.

By requesting a deferral, participants agree to immediately pause their access to course content and events. When reengaging:

- Completed learning modules will be retained
- Incomplete modules will either need to be completed. For information about Programme Flexibility or Sequencing please refer to the Non-Standard ECT Policy. Following being contacted regarding reengagement, participants are permitted to extend their deferral if



their circumstances are not yet suited to recommencing learning. This will also require the approval of the Appropriate Body.

2. Requesting a deferral

Participants wishing to request a deferral will need to contact Best Practice Network by emailing ECF@bestpracticenet.co.uk.

Deferrals on the ECF programme must be approved by the Appropriate Body.

The participant will then be informed by email if their request has been accepted, or if any further clarification is required. All sensitive and personal data will be treated in accordance with data protection guidelines - <https://www.bestpracticenet.co.uk/privacy-notice>

3. Re-engagement

The participant will rejoin their existing group and will re-engage with the ECF programme at the module that group has reached. The programme will be extended to allow the participant to cover the modules that they have missed. Full information can be found in the Non-Standard ECT Policy which is available on request from ECF@bestpracticenet.co.uk