



<b>NAME</b>	Deferrals Policy		
<b>TYPE</b>	Quality Assurance – Peer and Practice Assessment		
<b>STATUS</b>	Final	<b>VERSION</b>	1
<b>DATE APPROVED</b>	3 November 2017	<b>DATE REVISED</b>	

## Policy Statement

A member can make a request for a deferral from a Peer and Practice Assessment (PPA) in writing. A request may be granted for extenuating circumstances such as serious illness, bereavement or personal hardship. The QA Committee has delegated the task of approvals to the QA Coordinator for requests that fall under precedent. No request will be denied without the review of the QA Committee.

## Procedure

1. A request for a deferral must be made in writing within 30 days of receiving notice for a PPA. A request may be made on behalf of a member if the member is unable to make the request.
2. A written request should include the following:
  - a. Member's name and registration number;
  - b. A request for deferral and the amount of time requested;
  - c. Reasons for requiring the PPA to be deferred;
  - d. Current work status; and
  - e. Any information that may be supportive, relevant and appropriate of the request, and would assist the Committee in making its decision.
3. When a request is received, the College will confirm in writing within 5 business days of receipt of the request.
4. The QA Coordinator will conduct the initial review of the requests. If the request falls under a precedent set by the QA Committee, the Coordinator shall grant the deferral and defer the assessment to the next assessment period.
5. If a request for a deferral does not fall under precedent, the QA Coordinator shall present the request to the QA Committee for decision.
6. If the QA Committee grants a deferral, the Committee shall defer the assessment to the next assessment period.
7. If the QA Committee denies the member's request, the PPA shall be scheduled.
8. A member shall be notified in writing within 7 days of a decision being made on a request.
9. If a deferral is granted and the member requires an additional referral, the member is required to submit a subsequent request before the end of the deferral period following the above procedures.