

## Review arrangements

IWFM will review the policy annually and revise it as and when necessary in response to customer and learner feedback, changes in operational practice, actions from the Regulatory Authorities or external agencies or changes in legislation.

‘Regulatory Authorities’ refer to, either individually or jointly; Ofqual, SQA Accreditation, Qualifications Wales and CCEA Regulation in Northern Ireland.

To feedback any views please contact the IWFM via the details provided at the end of this policy.

## What is a deferral

If a learner has recently commenced their studies, but circumstances beyond their control, such as illness or change in employment circumstances, prevent a learner from being able to continue their studies, they may apply to defer their registration for up to one year.

A deferral may only be requested during the first year of a learner’s two-year registration period, providing they have not achieved more than 20% of the credit for their qualification.

If a learner is undertaking their final unit and circumstances out with their control means they cannot complete their assessment and achieve their qualification within their registration period they can apply for an extension of their registration period through the Special Consideration policy. See IWFM Special Consideration Policy.

If a deferral is allowed, a reinstatement date will be agreed. The onus shall be on the centre/learner to notify IWFM of the learners’ return to study before, or on, the reinstatement date.

On reinstatement, a learner will have the time remaining on their registration to complete their studies, i.e. if a learner had twelve months left on their registration at the point of deferral, they will receive twelve months from the reinstatement date in which to complete their studies.

If the centre/learner fails to notify IWFM of the learners’ return to study, the learner will not receive additional time, i.e. their registration will be re-started from the agreed reinstatement date.



# Deferral Policy

## Process for deferral (IWFM Direct learners only)

The learner must complete an Application for Deferral form and supply relevant supporting information (see appendix). For example:

- learner's name and IWFM membership number
- nature of, and rationale for, the request
- supporting information/evidence

The completed form must be sent to [academy@iwfm.org.uk](mailto:academy@iwfm.org.uk) for initial review.

The Academy team will then submit this on your behalf to the IWFM Awarding Organisation for approval. The decision will be communicated to the learner. If successful, the deferral will be applied and access to the online learning platform will be stopped until the deferral period ends.

## How IWFM will deal with requests

IWFM will acknowledge requests within two working days following receipt and aim to process applications within twenty working days. If IWFM is unable to respond within the time frame, we will provide an estimated response date.

## Appealing Decisions by IWFM

If a learner disagrees with the decision they should speak to their centre and if they feel it is necessary, submit an appeal in line with the IWFM's Appeals Policy.

## How will IWFM use the data

For information on how IWFM uses data and the learner's rights in relation to this, please see our privacy policy <https://www.IWFM.org.uk/privacy>

## Contact us

Any queries about the contents of this document please contact:

IWFM  
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+44 (0) 1279 712 631



# Deferral Policy

## APPENDIX – Application for Deferral

**Centre No:** 25424

**Centre Name:** IWFM Direct

**Learner No:** Click or tap here to enter text.

**Learner Name:** Click or tap here to enter text.

**Qualification Title:** Click or tap here to enter text.

**Please summarise the circumstances which have resulted in the application for deferral:**

Click or tap here to enter text.

**Please provide details of supporting evidence (*this may include a medical certificate, a doctor's letter or psychological report*):**

Click or tap here to enter text.

**Please provide the date the registration is being deferred to (*when the learner will return to their studies*). Please note, this cannot be more than twelve months from the date of this request:**

Click or tap here to enter text.

**Declaration:** I can confirm that the information provided above is accurate.

**Name:** Click or tap here to enter text.

**Signature:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.