



THE AUSTRALASIAN
COLLEGE OF
PHLEBOLOGY

Religious Observance Policy

Policy Domain:	ACP Management
Policy Area:	ACP staff, Fellows, students, trainees
Policy Author:	ACP (adapted from the Australasian College of Dermatologists, Religious Observance Policy)
Contact:	Executive Manager
Version:	1.00
Approval Details:	Board of Directors
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Related Policies/Regulations	Special Consideration; Appeals, Review & Reconsideration; Anti-Bullying, Harassment and Discrimination Policy

PURPOSE

This policy outlines the requirements in relation to matters relating to religious observance obligations and the sitting and accessing of assessments and examinations

SCOPE

This policy applies to all activities associated with assessments and examinations conducted as part of a College approved training program or course. This policy does not cover 'Special Consideration'. All individuals are still required to meet the published pass requirements.

BACKGROUND

College recognizes and promotes an inclusive environment and will make every effort to accommodate individuals who hold strict religious observance obligations. However, due to practical reasons beyond the control of the College, some mandatory examinations, assessments and other training activities are conducted outside of normal business hours, including evenings and weekends.

KEY WORDS AND ABBREVIATIONS

Religious observance refers to religious practices adhered to by the individual as an on-going and continuous part of their life.

Supporting documentation refers to clarifying documentation and information provided by an independent qualified professional in the area for which special consideration is being applied.

PROCESS

1. Individuals should notify the College in writing upon enrolment of any potential conflicts with a religious observance obligation.
2. A request for adjustment, based on religious observance, must be made using the Religious Observance form, available in this policy.
3. Examinations dates and locations are set twelve months in advance with some components scheduled to be held on a Saturday, due to the nature of the assessments and the resources utilised.

Requests for adjustment on religious observance must be made at least 6 months in advance of the examination.

4. Requests for adjustment based on religious observance for other assessment events and/or compulsory activities must be made at least 6 months in advance of the event/assessment.
5. Notification does not guarantee a timetabling change, and, individuals accept that College reserves the right to hold activities outside of normal business hours and on weekends, if suitable and acceptable alternative arrangements cannot be made.
6. College may require evidence from the individual regarding their religious observance obligations and may seek advice from recognised leaders of a particular faith regarding the religious observance requirements.
7. Where known, possible and practical, College will endeavour to avoid timetabling assessments or other compulsory activities on days which conflict with the requirements of a strict religious observance obligation.
8. College recognises that there will be times when potential conflicts cannot be avoided and will make reasonable attempts to accommodate the individual's needs on a case by case situation.
9. If a request for reasonable adjustment is made by reason of religious requirements, College will assess what other viable, reasonable and real alternatives exist, considering the impact of the adjustment on the event, patients and practitioners, any disadvantages to other individuals and whether or not the individual is advantaged or disadvantaged by having different exam conditions. Individuals will receive email notification of the outcome within 21 days of submission and the individual must formally agree to recommended adjustments.
10. Should the request be granted, additional costs and expenses associated with a change in examination conditions may be payable by the requesting candidate.

OTHER CONSIDERATIONS

Individuals should consult their place of employment in relation to the requirement and need to pray and/or dress in a particular way. There may be exceptions where certain forms of dress may create a risk to health and safety. These will be discussed with the individual. The wearing of specific religious clothing is accepted at College examinations and assessments. Individuals should liaise with College 6 months prior to the event to discuss this matter. Deadlines for completing assessable work will not be extended for religious observance obligations. The expectation will be that you schedule your study time to meet these deadlines. Individuals who believe these guidelines have not been met or followed should review the complaints and grievances policy and/or the Appeals policy.

Religious Observance Application Form

Before completing this form please read the College Religious Observance policy available on the college website. This policy outlines the reasons for reasonable adjustment based on religious observance and time frames for submission. Please submit applications to acp@phlebology.com.au with the following subject line: Application for Religious Observance. *All applications for must be accompanied by supporting documentation as per the reasonable adjustment Policy.*

Title: _____ Surname: _____ First Name: _____

Email: _____

Phone: _____ Mobile: _____

Course/Training Program enrolled in: _____

Reason for applying for Reasonable Adjustment based on Religious Observance:

Please outline the type of Reasonable Adjustment based on Religious Observance you are applying for (as per policy):

Declaration:

- I certify that the information I have provided in and with this application is correct and complete and that providing false or misleading information will be handled in accordance with the Academic Misconduct Policy.
- I have included all relevant supporting documentation
- I have read the College Reasonable Adjustment Policy.
- I hereby authorise the College to contact professional authorities and any party named in support of my application for reasonable adjustment for the purpose of verifying any information I have supplied.

Signed: _____

Date: _____