

Attendance requirements for courses:

Candidates are required to attend all sessions, since without full attendance the certificate will not be awarded. Where applicable, candidates must attend the days in order, in accordance with the course programme, to achieve the necessary learning objectives to qualify for the certificate.

If this is not possible the candidate must enrol on a new course and retake the full course.

If it is not possible due to extenuating circumstances (for example bereavement or certified illness), the candidate may enrol on a new course to complete the missing days ensuring that they maintain the correct sequence of days, training and exercises within 90 days of the last day of attendance.

Extenuating circumstances does not include work-based issues such as work load or holidays.

Under no circumstances may a candidate sit the compulsory objective examination unless all days have been attended.

NewStart 2001 Ltd reserves the right to charge an additional sum to cover costs incurred when switching courses. This will be agreed in advance of the delegate moving course.

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