

## PRACTICAL TRAINING

### PRE-ATTENDANCE PROTOCOL

#### Booking Your Practical Training

In your learning agreement you will agree a schedule of completion with your course tutor and this will include target dates for attending your practical training.

Your course tutor will **provisionally** book you onto your selected practical training dates on the basis that you complete the underpinning knowledge for each unit **BEFORE** you attend as set out below:

#### Preparation for Practical Training

Before you attend your practical training days for any of the units of study, **you MUST have completed:**

- All elements of the e-learning programme for the unit
- The notes, Q & A and written exercises in the course folder
- The MCQs for each module of the unit and they must have been passed at a minimum of 70%
- The Assessment Workbook for the unit which must be submitted for marking prior to your attendance to the practical training in accordance with your Learning Agreement

#### Confirming Your Practical Training

During your tutorials your course tutor will monitor and assess your progress towards your agreed targets for completion of each course element. Six weeks prior to a scheduled practical training your tutor will ask you to confirm that you will have completed and submitted your coursework for the unit on time and that you will be attending on the appointed day.

Once you have confirmed you will be attending your booked practical session, you will receive a confirmation of your booking from the course administrator setting out the day's agenda, details of hotel accommodation and directions / modes of transport to the venue

#### Cancellation of Practical Training

If you find that you are unable to complete your coursework for the unit prior to the agreed training date you can do so with four weeks notice without charge.

Notice of cancellation of a practical training session which is given less than 28 days before the date of the training will incur a £125 + VAT charge which will be payable before any further practical training can take place. In the cases of illness a doctor's certificate will be required to avoid this charge being made.