

## LAS WSQ Level 2 Courses - Terms & Conditions

- **The Candidate** refers to the participant attending the LAS WSQ Level 2 courses
- **The Institutions** refers to the organization sponsoring the Candidate to attend the LAS WSQ Level 2 Courses.

### On enrolment

1. On enrolment, the Candidate and their Institution are deemed to have committed to both the training and proposed assessment dates.
2. Candidates or Institutions who wish to withdraw from an enrolled course must submit reason(s) in writing to [las.tnd@gmail.com](mailto:las.tnd@gmail.com). Where notice of withdrawal is given before the start of the course, an administrative fee of **\$25** is payable to facilitate the withdrawal from the course.
3. Full course fees are payable in cases where Candidate ceases to attend the full duration of the course, does not attempt the assessment, or is not successful in the assessment.
4. Please note that Institutions will have to apply directly to WDA to obtain subsidies for Candidates attending the training. To qualify for the subsidies, the Candidate will have to complete the whole training and this includes attempting the assessment component.

### On assessment

5. Candidates will sign up for their assessment date during training and the assessment dates will be finalized at least one week before scheduled assessment date.
6. **Any request to change an assessment date after confirmation must be made in writing to [las.tnd@gmail.com](mailto:las.tnd@gmail.com) at least three working days before the date of the assessment accompanied with valid reasons.** Should the reasons given be deemed unacceptable by Chair, T&D and scheduled assessors, an administrative fee of **\$25** is payable to facilitate the change of date.
7. Written assignments must be submitted at least seven working days before the assessment date. If this deadline is not met, Candidates may be requested to reschedule their assessment. Their originally scheduled assessment timeslot may be transferred to the another candidate. An administrative fee of **\$25** will be chargeable for this rescheduling of assessment date.
8. In the event of no-show on the scheduled day/time of the assessment, the Candidate will be required to pay an administrative fee of **\$122** for a new assessment date (\$142.00 for assessment for Support Bibliographic Control Work).

9. If Candidate's absence is due to valid unforeseen circumstances (eg. Medical Leave, Bereavement etc), a written appeal may be submitted for a waiver of the administrative charge of **\$122** for a new assessment date (\$142.00 for assessment for Support Bibliographic Control Work).
10. LAS reserves the right to accept or reject requests for rescheduling of assessment of waiver of administrative charges. A valid request must be substantiated with documentary evidence (eg. a medical certificate etc). Work commitments will not be considered as a valid request.
11. If scheduled assessment is cancelled and no effort is made to book a new assessment date within **two weeks** from the original scheduled date, it will be deemed that the Candidate has not attempted in the assessment. This means that the Candidate has not completed the course and the Institution may not qualify in receiving subsidies and grants from WDA.
12. Any candidate can attempt the same assessment only twice, the second of which requires a payment of **\$122** as re-assessment fee (\$142.00 for assessment for Support Bibliographic Control Work). Following the second 'Not Yet Competent' result, you will need to pay the full rate for the module and sit through the whole module again if you wish to obtain a 'Competent' result for the module.

<b>LAS WSQ Level 2 Courses Summary of additional administrative fees</b>	
<b>Administrative fee for withdrawal from course</b>	<b>\$25</b>
<b>Administrative fee for rescheduling of assessment date</b>	<b>\$25</b>
<b>Administrative fee for reassessment</b> <i>All modules <u>except</u> Support Bibliographic Control Work</i>	<b>\$122</b>
<b>Administrative fee for reassessment</b> <i>Only Support Bibliographic Control Work</i>	<b>\$142</b>