

ASSESSMENT AND WITHDRAWAL GUIDELINES

STUDENT WHO MISS AN ASSESSMENT DEADLINE

1. The student should notify the Trainer concerned in writing (email, SMS, phone) explaining why they cannot meet the set deadline.
2. The student will mutually agree with the Trainer a suitable extension date for the assessment to be handed in.
3. The new date shall be communicated to the Operations Manager by the Trainer.
4. Where a student needs extra support to complete assessments, the same shall be discussed and where possible availed – see our student support policy.
5. Failure to honour the extension may result in the student being recorded as Not Yet Competent (NYC) and re-assessment regulations may apply.

CEASING TO LEARN & WITHDRAWAL

A student may withdraw from a course or unit of competency by giving notice in writing to the GTPS Training Coordinator.

A student will be given recognition for any completed units of competence at the time of withdrawal. A **statement of attainment** will be issued for any completed units at the time of withdrawal.

Please note that this would have to include placement hours being taken into consideration if applicable to the training in question. See our Fee and Refund policy to determine what refunds you may be eligible for.

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