



## WJEC / Eduqas Continuing Professional Development Terms and Conditions

### Making a reservation on a WJEC / EDUQAS Professional Development course

Reservations for all our courses should be made online via the [WJEC website](#) / EDUQAS website. On registering, you will receive an automated acknowledgement email.

A further upcoming event alert, with times and venue details, including online CPD details, will be sent to you via email up to 5 days before the course date.

Delegates should ensure that they have received the confirmation details before attending or logging in to a course. Please contact [cpd@eduqas.co.uk](mailto:cpd@eduqas.co.uk) / [cpd@wjec.co.uk](mailto:cpd@wjec.co.uk) if you have not received this information up to 5 days prior to the course date.

Whilst we make every effort to ensure that spaces are available for all wishing to register for an event, should your preferred course be closed for online bookings, please contact [cpd@eduqas.co.uk](mailto:cpd@eduqas.co.uk) / [cpd@wjec.co.uk](mailto:cpd@wjec.co.uk) to register your interest. Early reservations are recommended to avoid disappointment.

Please note that places on our FREE face-to-face and online courses are limited to one representative per centre. Additional participants logging in on the day will be liable to additional fees.

No provisional bookings will be accepted.

Our course charges for the 202 -2 academic year

Courses introducing new specifications before teaching of the qualification begins are free of charge.

Webinars are £100

Full day courses are £210

Half day courses are £105.



For chargeable courses, an invoice will be automatically generated before the event is to take place. Please ensure that you have the authority to make a reservation. Your Centre (where applicable) is responsible for making this payment.

### Closing dates for reservations

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 KRXUV EHIRUH WKH VWDUW WLPH :H UHFRPPHQG ERRNLQ  
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 SODFH SOHDVH FRQWDFW XV IRU DVVLVWDQFH 3OHDVH  
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 WKH FORVLQJ GDWH GD\ EHIRUH 1R ODWHSPRWNHQJV  
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### Making amendments to your reservation details

Should you need to make any amendments to your reservation, change the name or contact details etc, please contact [cpd@eduqas.co.uk](mailto:cpd@eduqas.co.uk) / [cpd@wjec.co.uk](mailto:cpd@wjec.co.uk). We reserve the right to refuse access to anyone attending an event who is not registered on the day of the course.

### Delegate Cancellation Policy

You can cancel your reservation in writing at any time and up to five working days before an event without incurring a charge (where applicable). Please email [cpd@eduqas.co.uk](mailto:cpd@eduqas.co.uk) / [cpd@wjec.co.uk](mailto:cpd@wjec.co.uk) should you wish to cancel your reservation and to avoid a charge being levied.

In the event of non-attendance or non-participation in an online or face to face course and without cancelling within five working days of the event, the full fee, where applicable, will be charged.

### Course Cancellation or Postponement by WJEC / EDUQAS

Occasionally, we need to re-schedule, change a venue or cancel a course and we reserve the right to do so. In this event, we will make every effort to give you as



### Other Associated Costs

WJEC / Eduqas are not responsible for associated costs incurred by a delegate or centre:

- When booking onto/attending an event
- Arising from cancellation / postponement
- Arising from misunderstanding of / inaccuracies in WJEC Eduqas information

### Sound Recordings

In line with Qualifications Wales / Ofqual guidance, please note that a sound recording will be made at each event.

### Course Materials

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### Parking at venues

- Please note that a car parking space is not guaranteed at any venue
- Any charges for car parking are the delegate's responsibility.
- Please visit the venue's website to check parking arrangements and public transport facilities.

### Privacy Policy

Click here to view our [Privacy Policy](#).



Datblygiad Proffesiynol Parhaus CBAC

Telerau ac Amodau

Cadw lle ar gwrs Datblygiad Proffesiynol CBAC

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JZHPLQDUDX \Q FDX DZU F\Q \U DPHU F\FKZ\Q 5\G\ P \Q DU  
RVJRL FDHO HLFK VLRPL 2V \Z HLFK \VJRO QHX JROHJ \Q DU  
\PKHOO \PODHQ OODZ L VLFUKDX ERG HLFK FZUV GHZLVRO \C  
F\ \OOWZFK k QL DP J\PRUWK 6\OZFK DU J\IHU DUFKHEL RQ





Recordiada u Sain

Noder y bydd recordiad sain yn cael ei wneud ymhob digwyddiad yn unol â chanllawiau Cymwysterau Cymru/Ofqual.

Deunyddiau Cwrs

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