



WJEC Continuing Professional Development

Terms and Conditions

Making a reservation on a WJEC Professional Development course

- Reservations for all our courses should be made online via the [WJEC website](#). On registering, you will receive an automated acknowledgement email.
- A further confirmation with times and venue details will be sent to you via email no later than 2 weeks before the course date.
- Delegates should ensure that they have received the confirmation details before attending a course. Please contact cpd@wjec.co.uk if you have not received this information 2 weeks prior to the course date.
- Whilst we make every effort to ensure that enough spaces are available, should a course become full to capacity, please contact cpd@wjec.co.uk to register your interest. Your details will be held in a waiting list and you will be contacted should a place become available. Please note that places on our on FREE courses are limited to one representative per Centre. Early reservation is therefore recommended to guarantee a place.
- No provisional bookings will be accepted.

Our course charges for the 2016-17 academic year

- Courses introducing new specifications are free of charge.
- Full day courses are £210.
- Half day courses are £105.

For chargeable courses, an invoice will be automatically generated up to 5 working days 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

Online reservations for all courses close five working days before the event. Should you wish to make a booking within this five day period, please contact cpd@wjec.co.uk directly. We reserve the right to refuse any booking requests within the 5 working day period.

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@wjec.co.uk. We reserve the right to refuse entry to anyone attending an event who is not registered on the day of the course.

Delegate Cancellation Policy

You can cancel your reservation at any time and up to five working days before an event without incurring a charge (where applicable). Please contact cpd@wjec.co.uk should you wish to cancel your reservation and to avoid a charge being levied. In the event of non-attendance and without cancelling within five working days of an event, the full fee, where applicable, will be charged.

Course Cancellation or Postponement by WJEC

Occasionally, we do need to re-schedule, change a venue or cancel a course and we reserve this right. In this event, we will make every effort to give you as much notice as possible. Where we cancel an event, we will also credit any associated delegate fees.

Other Associated Costs

WJEC 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 information



Sound Recordings

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

Course Materials

All supporting materials provided at our events are made available on [WJEC's Secure Website](#) 24 hours after the last event (per subject) has taken place.