

# The National Award for Special Educational Needs (SEN) Coordination

## Terms and Conditions 2020

### Introduction

Both applicants and their headteachers should read the following terms and conditions carefully before applying to join the National Award for SEN Coordination. Please ensure that you have understood them as you will be asked to sign up to the terms and conditions outlined below as part of the application process.

### Entry Requirements

The National Award for SEN Coordination is equivalent to 60 CAT points at Masters level. Therefore you will need to demonstrate that you can meet the demands of the assignments at postgraduate level.

It is expected that you will have a UK degree but non-graduates may also apply to join the programme. The National Award for SEN Coordination is open to all practising SENCOs who have a reasonable expectation of achieving the Award. If you do not have a degree you may be asked to undertake a telephone or face-to-face interview to determine your ability to undertake the qualification. You will need to make yourself available for interview at reasonable notice and you will be expected to cover the cost of travel to and from the interview, which will be held in your region. Evidence of continuing professional development within the last three years is essential.

### Identity Check

We will check the authenticity of details you provide on the application form against information held at the DfE, General Teaching Council (GTC) and Local Authorities. In accepting these terms and conditions, you give Serco consent to check the authenticity of your details and may be asked to provide additional evidence to satisfy the requirements of the application team.

If you are resident outside the UK or are not a UK citizen, you may be required to send a copy of your passport to the University of Wolverhampton as part of their enrolment process.

### Disclosure and Barring Service Certificate (formerly Criminal Records Bureau check)

It is essential that all participants have a current DBS certificate or CRB check. By accepting the Terms and Conditions you are confirming that you have a current DBS certificate or CRB check.

### ICT Ability

You must participate in the online learning element of the programme. You will therefore need to ensure that you have access to the internet.

## **Email address**

Please ensure that your email address is entered accurately onto the application form as all communication relevant to your application will be made this way. It is your responsibility to provide a valid and functioning email address for yourself. Please be aware that hotmail/yahoo-style free accounts may expire automatically and delete all emails unless they are regularly used, so a more permanent email address is preferable. Please inform us as soon as possible if any of your contact details change.

## **Programme Funding**

The cost of the online programme is £1162 + VAT in full or three payments of £397 +VAT.

You are directed to read the cancellation policy within these terms and conditions. A cancellation fee is payable by you or your school should you, without justifiable reason, fail to join the programme after you have accepted a place.

**Note: In making an application you are agreeing to be bound by the content of these policies.**

However, where there is a genuine personal or professional circumstance that leads to a justified case for withdrawal from the programme there is a policy in place. The criteria for this are set down in the deferral and withdrawal policies within this document. Other extenuating circumstances will be assessed on a case-by-case basis by the Programme Manager whose decision is final.

## **Attendance Policy**

You are expected to attend the WebEx session at the beginning of each of the three modules and the paired reflective session activities in their entirety. For those very exceptional circumstances where participants are justified in missing a session, there is a requirement for the participant to catch up as appropriate.

Grounds for non-attendance:

### **Personal**

- The participant is on maternity or long-term paternity leave;
- The participant is ill or attending an immovable hospital appointment (supporting evidence may be requested);
- There is a sudden bereavement;
- There is a sudden illness of a member of the participant's immediate family such as the illness of a child.

### **Work based**

- There is a pre-planned governors meeting arranged before the participant receives the dates of the WebEx sessions;
- The participant's school receives two days notice of an Ofsted inspection.

Workplace demands and holidays will not be sufficient grounds for non-attendance.

It is the participant's responsibility to write any catch up assignments and obtain any missed programme materials and content through their tutor.

## **Assessment**

The National Award for SEN Coordination is a professional qualification and you must pass the programme assessment in order to be awarded the qualification. The assessment for the programme consists of three written assignments supported by a work based professional development portfolio.

You will be expected to meet the deadlines set for submission of assignments and submit these in the appropriate format requested by facilitators. Late submission of assignments, without negotiated extension, could lead to you having to retake the module at your own expense.

## **Evaluation**

In making an application you are agreeing to cooperate with any external evaluators (if required) and are agreeing to complete evaluation forms, when requested.

## **Deferrals/Leave of Absence**

If, during the programme you need to take a leave of absence, you must advise Serco who will send you details of the deferral process. You will be required to make a formal online application to the University of Wolverhampton (please see UoW Postgraduate Taught Regulations Section P.3.2.). The maximum time allowed for a leave of absence is four semesters or two academic years and you can only defer once during the programme.

**Please note** that the normal registration period allowed for the programme is one year which can be extended to a maximum of two years due to extenuating circumstance. The maximum duration of the programme together with a maximum leave of absence will extend the normal duration of the programme from one year to three years overall. The participant will be required to return from leave of absence in order to complete the programme within that time period. If the time period is exceeded the participant will be withdrawn from the programme (please also see UoW Leave of Absence Guidance V6 13/5/14).

## **Withdrawals**

If, after discussion with your facilitator and programme manager, you wish to withdraw from the programme, you will be required to complete the withdrawal process recording the reasons for your decision.

If a re-application is made, you will need to rejoin the programme at the place that you left it provided your programme start date does not exceed the maximum overall time period allowed for completion of the programme (please see UoW rules and regulations). If you re-take elements of the programme you have already done, these will incur additional charges.

## **Cancellation Policy**

Please note that costs will be incurred if the participant cancels sessions at short notice or fails to join the programme after accepting a place. The participant or their school will be liable for any such costs if there is inadequate notice without good reason.

If the participant feels they have a justifiable absence in accordance with the attendance policy, this must be substantiated in writing with documentary evidence attached.

<b>Programme</b>	<b>Withdrawal within 6 weeks of programme start i.e. First Webinar</b>	<b>Withdrawal after 6 weeks of programme start i.e. First Webinar</b>
SENCo Award (Full)	£450 + VAT	£1300 + VAT
Individual Module	£150 + VAT	£450 + VAT

## **Personal data**

Serco Education is certified to ISO 27001 standard (information management and security) and is fully compliant with the Data Protection Act (1998). We will store your personal details securely at all times and keep them on file for the duration of the programme and for purposes of communicating any further relevant programmes to you afterwards.

We are required to share some of your personal details with our accrediting partner The University of Wolverhampton. In addition, your preferred email address and phone number will be securely shared with your facilitator so that they can contact you regarding this programme. Other than this, we do not share your data with any other third parties and we do not pass on any personal data or contact details to any third parties for marketing purposes. Academic records will be maintained by Serco or a partner organisation.

## **Online forums**

Contributions to the online discussion groups or forums, etc., must not be defamatory of anyone, or be likely to upset or embarrass anyone. When making contributions you must not impersonate others or misrepresent your identity. Any complaints regarding inappropriate use of the online network will be investigated in line with Serco's or The University of Wolverhampton's complaints procedure.