

TERMS & CONDITIONS

LEVEL 3 DIPLOMA IN ENGINEERING SURVEYING

1. REGISTRATION

1.1. On receipt of the registration forms and fee the applicant will be registered with The Survey School, Learner Records Service and ProQual. The applicant will receive a confirmation letter with unique ID numbers. This can be used to apply for the CSCS card.

2. ASSESSMENT PROCESS AND TIMELINESS

2.1. The Survey School will contact the applicant when an assessor is ready. On receipt of the Assessment Fee payment the assessor will be in contact to arrange induction.

2.2. Although there can seem no rush to complete the assessment it is recommended that it is not delayed once an assessor has been allocated. The qualification requires some thought to complete - an average applicant/experienced surveyor takes 30/40 hours - and there are a large number of candidates applying. Leaving the assessment to the last minute may cause a delay in completing this Diploma.

2.3. It is important that the applicant progresses in a timely manner through the qualification, as agreed with their assessor. Completion must be within 12 months of being allocated an assessor: the only exception being those who are taking the Diploma alongside the TSA Surveying Course. If, during the year, there is no contact from the candidate for 2 months the Survey School will chase (and cc in the employer). If there is no further response within a month the applicant's assessor will be re-assigned and the applicant will need to (a) pay a re-application fee (b) await availability of another assessor.

2.4. The assessment process is a desk top study. However, if the assessor feels it necessary, a site visit or other form of confirmatory evidence may be required, at an additional charge.

3. FEES AND VAT

The fee schedule is as follows (all prices are net of VAT)

	TSA member	Non-member
Registration Fee	£40	£50
Assessment Fee	£270	£350
Re-application Fee	£80	£100
Award Fee	£60	£75

3.1. All fees are payable to The Survey Association. VAT at the standard rate will be added.

3.2. Note: This is a diploma for surveyors. If a candidate is not deemed suitable to successfully complete this diploma they will not be enrolled with ProQual.

3.3. No refunds are available.

4. DELEGATE SUBSTITUTION

4.1. There can be no delegate substitution.