

## TERMS & CONDITIONS

### LEVEL 3 DIPLOMA IN ENGINEERING SURVEYING

#### 1. REGISTRATION

- 1.1. This is a Diploma for Surveyors. Please note the ProQual Level 3 Diploma in Engineering Surveying is achieved by assessment and not a taught course. (The applicant is expected to hold the relevant surveying experience and knowledge to successfully complete this Diploma, as well as having access to a computer for online submissions, an email address and a telephone number, and time to complete the submissions.) An up-to-date CV will be requested at Registration. If an applicant is deemed unsuitable to successfully complete the Diploma, they will not be enrolled on ProQual.

Whilst training is not included on the L3 Diploma, The Survey School runs various courses that would assist the applicant achieve this qualification. Please visit our website [[www.surveyschool.org.uk](http://www.surveyschool.org.uk)].

- 1.2. On receipt of the registration forms and registration fee, the applicant will be registered with The Survey School, Learner Records Service and ProQual. The applicant will be sent a confirmation letter with unique ID numbers.
- 1.3. The numbers on the confirmation of registration letter can be used to apply for a CSCS card. This is the responsibility of the applicant. Please note that if the applicant withdraws or is withdrawn from the qualification process, then CSCS is notified and this may result in the respective CSCS card being rescinded.

#### 2. ASSESSMENT PROCESS AND TIMELINESS

- 2.1. The applicant will be allocated an Assessor when one becomes available. Once the Assessment Fee payment is received, the Assessor will be in touch to arrange a telephone induction.
- 2.2. The L3 Diploma in Engineering Surveying is achieved via an assessment model which the applicant is guided through by their Assessor. The onus is on the applicant to maintain regular contact with their assessor throughout the process.
- 2.3. Applicants have a maximum of 12 months of being allocated an Assessor within which to achieve the qualification. The only exception being those who are taking the Diploma alongside the TSA Surveying Course. If during the year the applicant misses deadlines agreed with their Assessor, and does not make contact with their Assessor for 4 weeks, the Survey School will chase the applicant via their employer. If there is no further response within 2 weeks, the applicant's Assessor will be re-assigned and the applicant will need to (a) pay a reapplication fee and (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.

2.5. There is an expectation applicants will have a level of written and spoken English in order to communicate effectively in English with their Assessor.

2.6. Plagiarism will not be tolerated.

### **3. FEES AND VAT**

3.1. The fee schedule is as follows (all prices exclude VAT)

	TSA Member	Non-Member
Registration Fee	£40	£60
Assessment Fee (includes Certification Fee)	£330	£510
Re-application Fee	£80	£120

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

3.3. No refunds are available.

### **4. DELEGATE SUBSTITUTION**

4.1. There can be no delegate substitution.