

Terms and Conditions

How do I enrol on an accredited course?

To enrol, please complete the GAVCA Training Booking Form and the OCN Registration Form. These forms are short– we do all the rest to make the process as simple as possible for you.

Training Fees

	Recruiting & Selecting Volunteers	Volunteers & the Law	Managing & Supporting Volunteers	Accreditation Fee (per course)
Course Fee - Members	£75.00	£75.00	£75.00	£35.00
Course Fee – Non-members	£150.00	£150.00	£150.00	£35.00

Why do I have to pay an additional £35 per course?

The £35 covers the additional administration, assessment, registration and staff costs GAVCA have to pay to deliver these courses.

Pre-course work

If you are enrolled on an accredited course, you must complete this work as it will be assessed by the trainer (along with the work you complete on the day). If you do not complete the pre-course work and hand it in to the trainer on the course day, your work will not be assessed and you will forfeit the Accreditation Fee. If you need to leave promptly at the end of the day, please let the trainer know in advance and we can arrange for the documents to be collected from you and sent to you at a later date.

Workbooks

The trainer will photocopy the exercises from your workbooks at the end of the day. The trainer will assess your work based on the photocopies taken. If you do not provide the trainer with the workbook exercises to photocopy at the end of the day, your work will not be assessed and you will forfeit the Accreditation Fee. If you need to leave promptly at the end of the day, please let the trainer know in advance and we can arrange for the documents to be collected from you and sent to you at a later date.

Refunds/Cancellations

GAVCA's usual cancellation policy applies to course fees only (please see GAVCA's 'Terms and Conditions of Booking' for more information). Accreditation Fees will not be refunded and cannot be transferred to another accredited course. If GAVCA has to cancel an accredited course for any reason, participants will receive a full refund of both the course fees and Accreditation Fee. If organisations wish to substitute a participant on an accredited course, an additional £35 is payable for the new participant if they also wish to join as an accredited candidate.

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