Level Two: Delivering The Award Workshop Booking and Attendance Guide

Basic Information:

Level Two - Delivering the Award workshops are delivered via an online meeting platform. Workshops contain nine hours of interactive learning. 100% attendance across all sessions is required to successfully complete Level Two.

Spaces on each workshop are limited and will be allocated on a first come, first served basis. There is a minimum of 10 delegates for each workshop. Workshops will be closed to new registrations TEN (10) business days before the start date or when they have reached capacity. Early booking is recommended to avoid disappointment.

Registration:

Registration is not confirmed until the following requirements have been met and confirmed by the Training Team: You have completed the required pre-requisite online course - Level One - Delivering the Award.

Your operator finance account is clear. If your IAC/Operator has outstanding invoices on their finance account, your registration will be cancelled, and the debt will need to be cleared before you can register again.

All registrations are first-come, first-served. If your registration is cancelled because you do not meet these criteria, space may not be available in all workshops when you re-register.

Workshop Fees:

The fee for Level Two – Delivering the Award workshops is in accordance with the current Fee Schedule, available via www.intaward.org.

Invoices for training registration are issued to your organisation. Invoices will be issued to your organisation 5-7 days before the start of your workshop. After ten (10) business days before the first session, the fee will be non-refundable, and no changes are possible.

If you do not attend a workshop and do not notify us via email to at training@intaward.org at least ten business days prior to the first session, your organisation will be billed for the workshop, you will need to re-register and pay for your workshop again.

Please contact creditcontrol@intaward.org if you require any additional information about your invoice.

Delegate Cancellations/Refunds/Rescheduling:

You may cancel your registration or request to switch to another workshop up to ten (10) business days before the first session. (All changes are subject to space being available.) After ten (10) business days before the first session, the fee will be non-refundable, and no changes are possible.

We cannot provide refunds or rescheduling options for those who miss a workshop due to time zone issues/confusion. Please check your time zone BEFORE you register. If you need to cancel your booking, we must receive the cancellation no less than 10 business days prior to the first date of the workshop.

Foundation Cancellations/Refunds/Rescheduling:

Any workshop that does not meet minimum registration numbers ten (10) days prior to the start of the first session may be cancelled by the Foundation. Any workshop that is cancelled by the Foundation will not be invoiced to delegates.

If a single session must be cancelled by the Foundation, the session will be made up by adding an additional session to the workshop.

Sometimes things happen. If you are ill or are going to be absent from a workshop on very short notice, we kindly ask for notification of this by email at training@intaward.org prior to your absence. We cannot guarantee that we can reschedule you.

Technology and attendance requirements:

We will be using an online meeting platform for all sessions. You can join from any internet-enabled device, although we strongly advise against using a mobile phone/tablet as it is difficult to view slides and interact with others. You must have a good internet connection and access to microphone, speakers and camera. Delegates from the same Award Centre must not share a device to attend training. The Foundation reserves the right to ask delegates who do not have suitable internet access and/or do not actively participate to leave or to require them to repeat sessions or the entire course.

During some of the sessions we will be using online collaboration tools, so ideally you will need a separate smartphone or tablet to access these.

Materials:

Prior to the start of the workshop, you will receive a workbook that you will use throughout all the sessions. If you want to, and have access to a printer, you can print the workbook out; otherwise please download to your laptop or tablet to ensure you have it to hand during the sessions.

During the workshop sessions:

Join the session at least 5 minutes beforehand to make sure your technology is working. You will join a virtual 'waiting room'. The host will welcome you from the waiting room into the training session and will make sure you can access all functions. There will be comfort breaks during each session