

## **POLICY FOR FUNDING SVQ AWARDS**

### **Procedure for allocating funds for assessment**

Following induction onto SVQ awards, ARC Scotland will issue invoices identifying candidate(s) names and the award they have been registered for.

ARC Scotland will reserve sufficient funds from the monies paid for induction, management, administration, verification and SQA costs. This amount is not refundable, even if the candidate is withdrawn or replaced by another candidate before one-to-one assessment begins.

The remaining monies will be set aside for assessment activity. All activity is charged against the candidate name, including cancellations at short notice.

Employing organisations will be informed when funds set aside for candidate assessment are deemed by ARC Scotland to be insufficient for the amount of assessment required for the candidate to complete the award.

In this situation ARC Scotland will require an agreement to be signed by which assessment is invoiced at an hourly rate either to a specified maximum amount or a completion deadline.

It is not our policy to refund monies paid for SVQ awards if the candidate withdraws (i.e. leaves employment) prior to any assessment taking place.

There will be an administration charge for processing the SQA registration withdrawal and any remaining funds *may* be offered towards the cost of a replacement candidate.

### **Cancellation policy for SVQ awards**

A charge equal to one hour assessment will be made for all cancellations of assessment activity if less than 24 hours is given.

If no notice is given and the assessor keeps the appointment, additional travel expenses will also be charged.

Cancellations will be included on the quarterly progress report to the employer. Regular cancellations will be regarded as a difficulty with commitment and ARC Scotland will negotiate appropriate actions with the employer and candidate.

Employers and candidates are expected to inform ARC Scotland of cancellations at short notice by assessors, as we require this information in order to monitor and maintain quality.

