# Requirements, Terms and Conditions
# Award of Proficiency in Access Arrangement Coordination

## To benefit from the APAAC course, students will need:

- Good IT skills, the ability to use:
    - Google
    - Websites
    - Skype
    - Email, including sending attachments
    - Word, including the ability to 'Insert comments'
    - PDFs
    - Excel (or similar)
- Access to:
    - A computer with software to:
        - play video (Windows Media or similar)
        - use Excel, Word, PDFs
    - A good broadband connection (if you have been able to watch our introduction video your connection should be fine)
    - Standardised tests (appropriate to the age range you work with) of:
        - Reading comprehension
        - Single word spelling
        - Writing speed
- A good level of written English
- Willingness to participate in an online forum
- Ability to print large numbers of documents for course materials
- A high level of self-motivation
- Good organisational skills and time management
- Time to complete the course and assignments alongside other commitments

## Declaration

I hereby certify that:

- I have access to/am able to satisfy all the above requirements
- All the information I have given on the online application form is correct
- I understand the time commitment and assessment requirements

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- I have watched and understood the 'Introducing the Award of Proficiency in Access Arrangement Coordination' video and I agree to the information outlined there (this can be found at www.include-ed.org.uk/apaac-course)

- I have read the Include-ed Privacy Policy and consent to my personal data being used in accordance with the policy, including transfer to third parties as necessary for supplying the course. The policy can be found here: www.include-ed.org.uk/privacy-policy/

- I understand that if I am unable to complete the course or if I do not pass my fees will not be refunded

- I understand I have 3 months from my start date to complete the course and assignments. This equates to 2-3 hours a week. Under certain circumstances I may be granted an extension to 6 months for an additional fee. If I have not completed the course and assignments within 8 months I will be unable to gain the APAAC qualification. My fees will not be refunded.

- If my employer is paying for the course, I give permission for my progress to be discussed with them

- I agree not to allow anyone other than a registered Include-ed Student to watch any of the Include-ed or Communicate-ed videos (with the exception of the training course in Session 9), and will not pass on the PDF course materials or login details to another person

## APAAC course fees: £395

### What is included in the fee:

- Registration and certification with our awarding body
- Login for all video sessions
- Links to PDF handouts related to the videos
- Marking of assignments
- Technical support with accessing the videos where necessary (within 24 hours on weekdays)
- Access to our online discussion forum

### What is not included in the fee:

- Printing of PDF handouts

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- Additional assessments and tutorials if required

- You will need access to the relevant manuals to administer tests of:

    - Reading Comprehension

    - Writing Speed

    - Spelling

  (You can borrow from our library of tests for a fee)

- Marking of administration of tests assignment if you don't have access to a Level 7 Access Arrangements Assessor