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**The Course Requirements and Regulations: August 2022**

**STUDENTS ARE ASKED TO ACT IN LINE WITH THE FOLLOWING GUIDELINES**

* Students have a responsibility to ensure that they have read the Student Handbook and Assignment Schedule and other documentation that has been issued to them. Students are required to read the policies and procedures available on the NESWEC web-site ([www.neswedc.org.uk](http://www.neswedc.org.uk)) and to refer to these as necessary. To save paper and printing costs, they are available only on-line.
* It is a requirement that all students have an e-mail address and check it regularly (at least twice a week and more often in the week before residentials), as it is through this medium that important information is communicated. In addition, all students should access the student portal, via the website where important documents are available, including submission documents, timetables and handouts from tutors.
* Students need to inform the Course Coordinator where there is a change in personal or contact details.
* If you have any concerns or complaints about the NESWEC programme, you are asked to bring these to our attention in a respectful and appropriate way as described in our policies and procedures.
* As a NESWEC student, you represent the course and we ask you to do nothing that might undermine our reputation.

**COURSE REQUIREMENTS AND REGULATIONS**

1. The course is set up so that Year One and Year Two (at level 4) are undertaken part time. Year Three is a full time work placement year and completes the full programme, leading to a level 5 qualification. It is necessary to satisfactorily complete all the assignments listed in the Assignment Schedule for each level of the course.
2. Students are strongly encouraged to make every effort to attend all the taught sessions of the course. During the first two years, if a student’s absences equals more than 4 days in a year, that student may not progress to the next year of the course, or to receive a qualification, until those missed sessions have been attended in a later year, or other suitable substitute arrangements have been agreed with the Course Coordinator.
3. During the first two years of the course, students are required to complete at least 30 days of work placement, in a Steiner Waldorf early childhood setting per year or an equivalent agreed with the Course Coordinator. A log of these visits, signed by the relevant placement practitioners, must be kept. In Year 2 an assessment visit will be arranged for one of the course tutors to visit you in the placement where you spend most of your time.
4. Students must complete all the assignments in the assignment schedule for given year, to a satisfactory standard as minimum, before progressing to the next year of the course.
5. Students are strongly advised to keep to the assignment submission dates given on the Assignment Schedule, as they have been carefully organised to provide an even workload for students. If there are unexpected reasons why an assignment cannot be submitted on time, Extenuating Circumstances may be applied for before the assignment is due to request a delayed submission date.

N.B. Requests for Extenuating Circumstances must be supported by corroborative evidence. Full details of the process of application can be found in the appropriate section of the Student Handbook and Assignment Schedule. It remains a course requirement that all the assignments on the schedule for a given year must be satisfactorily completed before progression to the next year of the course.

1. Those students taking the longer option of Year 1A and Year 1B must ensure that they attend the required residentials, complete the placement visits and submit the required assignments as agreed with the course.
2. Students, including those taking the 1A and 1B option, must complete the first two years of the course within four years of initial enrolment in order to fulfil the requirements of the qualification. Arrangements to interrupt and resume studies must be made with the Course Coordinator and will be notified to Crossfields Institute.
3. We recommend that the Year Three full time work placement be commenced within two years of the completion of the first two years of the course. Enrolment for Year 3 after a break of more than two years should be discussed with the Course Coordinator. Whether Year 3 is able to run each year depends on there being a viable number of students to register. Any student who has registered and begun Year 3 will be supported to complete their qualification with NESWEC. Any student who has completed the Level 4 qualification and wishes to continue to Year 3 will be encouraged to apply to do this with the parallel London Course, if the NESWEC programme is not running.
4. The Year Three work placement should be undertaken predominantly within a Steiner Waldorf kindergarten (age range 3 to 6). Arrangements for work placement in the third year must be agreed with the Course Coordinator and the Year 3 Tutor before the start of the year.
5. Year Three could be completed over two years of part time work, if this is equivalent to one year of full time work. Again, arrangements for work placement in the third year must be agreed with the Course Coordinator and the Year 3 Tutor before the start of the year**.**

**In the case of extremely unusual circumstances, appeal against any of these regulations can be made, via the Course Coordinator, to the Core Tutor Group**

NESWEC’s Liabilities

NESWEC cannot accept responsibility, and expressly excludes liability, for:

* Any loss or damage to your property, including damage to any motor vehicle or cycle, while on premises used by NESWEC, unless caused by the negligence of NESWEC or its staff
* Death or any personal injury suffered by you, unless caused by the negligence of NESWEC or its staff
* Although NESWEC will try to ensure that computer equipment and software available for your use has reasonable security and anti-virus facilities and protections, you use such computer equipment and software at your own risk. NESWEC shall not be liable for loss or damage suffered by you as a result of the use of any computer equipment or software provided or made available by NESWEC, including any contamination of software or loss of files.