



WJEC / Eduqas Continuing Professional Development Terms and Conditions

Making a reservation on a WJEC / EDUQAS Professional Development course

- Reservations for all our courses should be made online via the [WJEC website](#) / EDUQAS website. On registering, you will receive an automated acknowledgement email.
- A further upcoming event alert, with times and venue details, including online CPD details, will be sent to you via email up to 5 days before the course date.
- Delegates should ensure that they have received the confirmation details before attending or logging in to a course. Please contact cpd@eduqas.co.uk / cpd@wjec.co.uk if you have not received this information up to 5 days prior to the course date.
- Whilst we make every effort to ensure that spaces are available for all wishing to register for an event, should your preferred course be closed for online bookings, please contact cpd@eduqas.co.uk / cpd@wjec.co.uk to register your interest. Early reservations are recommended to avoid disappointment.
- Please note that places on our FREE face-to-face and online courses are limited to one representative per centre. Additional participants logging in on the day will be liable to additional fees.
- No provisional bookings will be accepted.

Our course charges for the 2024-25 academic year

- Courses introducing new specifications before teaching of the qualification begins are free of charge.
- Webinars are £100
- Full day courses are £210
- Half day courses are £105.



For chargeable courses, an invoice will be automatically generated before the event is to take place. Please ensure that you have the authority to make a reservation. Your Centre (where applicable) is responsible for making this payment.

Closing dates for reservations

Bookings for face-to-face courses close 5 days in advance, while webinars close 2 hours before the start time. We recommend booking early to avoid disappointment. If your school or college is booking on your behalf, please check with them well in advance to ensure your preferred course is secured. If you are unable to secure a place, please contact us for assistance. Please note that for late bookings, subject to availability, we will not be able to accommodate special dietary requirements after the closing date 5 days before. No late bookings will be accepted after 12pm the day before face to face events.

Please note we do not accept purchase orders as a form of booking all bookings need to be done online here: <https://www.wjec.co.uk/home/professional-learning/>
<https://www.eduqas.co.uk/home/professional-learning/>

Making amendments to your reservation details

Should you need to make any amendments to your reservation, change the name or contact details etc, please contact cpd@eduqas.co.uk / cpd@wjec.co.uk. **We reserve the right to refuse access to anyone attending an event who is not registered on the day of the course.**

Delegate Cancellation Policy

You can cancel your reservation **in writing** at any time and up to five working days before an event without incurring a charge (where applicable). Please email cpd@eduqas.co.uk / cpd@wjec.co.uk should you wish to cancel your reservation and to avoid a charge being levied.

In the event of non-attendance or non-participation in an online or face to face course and without cancelling within five working days of the event, the full fee, where applicable, will be charged.

Course Cancellation or Postponement by WJEC / EDUQAS

Occasionally, we need to re-schedule, change a venue or cancel a course and we reserve the right to do so. In this event, we will make every effort to give you as much notice as possible. Where we cancel an event, we will also refund any associated delegate fees



Other Associated Costs

WJEC / Eduqas are not responsible for associated costs incurred by a delegate or centre:

- When booking onto/attending an event
- Arising from cancellation / postponement
- Arising from misunderstanding of / inaccuracies in WJEC Eduqas information

Sound Recordings

In line with Qualifications Wales / Ofqual guidance, please note that a sound recording will be made at each event.

Course Materials

All supporting materials provided at our events are made available on **WJEC's Secure Website / Portal** up to 2 weeks after the last event of each series has taken place.

Parking at venues

- Please note that a car parking space is not guaranteed at any venue.
- Any charges for car parking are the delegate's responsibility.
- Please visit the venue's website to check parking arrangements and public transport facilities.

Privacy Policy

Click here to view our [Privacy Policy](#).



Datblygiad Proffesiynol Parhaus CBAC

Telerau ac Amodau

Cadw lle ar gwrs Datblygiad Proffesiynol CBAC

Mae archebion ar gyfer cyrsiau wyneb yn wyneb yn cau 5 diwrnod ymlaen llaw, tra bod gweminarau yn cau 2 awr cyn yr amser cychwyn. Rydym yn argymhell archebu'n gynnar i osgoi cael eich siomi. Os yw eich ysgol neu goleg yn archebu ar eich rhan, gwiriwch â nhw ymhell ymlaen llaw i sicrhau bod eich cwrs dewisol yn ddiogel. Os na allwch sicrhau lle, cysylltwch â ni am gymorth. Sylwch, ar gyfer archebion hwyr, yn amodol ar argaeledd, ni fyddwn yn gallu darparu ar gyfer gofynion dietegol arbennig ar ôl y dyddiad cau 5 diwrnod ynghynt. Ni dderbynnir archebion hwyr ar ôl 12pm y diwrnod cyn digwyddiadau wyneb yn wyneb.

Sylwch nad ydym yn derbyn archebion prynu fel ffordd o archebu lle mae angen gwneud pob archeb ar-lein yma: <https://www.cbac.co.uk/home/professional-learning/> <https://www.eduqas.co.uk/home/professional-learning/>

Er ein bod ni'n gwneud pob ymdrech i sicrhau bod digonedd o leoedd ar gael, os yw'r cwrs yn llawn, cysylltwch â dpp@cbac.co.uk i fynegi eich diddordeb. Noder bod lleoedd ar ein cyrsiau AM DDIM wedi'u cyfyngu i un cynrychiolydd o bob Canolfan. Argymhellir felly eich bod yn cadw eich lle yn gynnar er mwyn osgoi siom. Nodwch ogydd bod ffioedd digwyddiadau yn berthnasol i pob mewngofnod unigol. Bydd ffioedd ycnwanegol yn ddyledus ble mae unigolion ychwanegol yn menwngofnodi ar y diwrnod.

Ni fydd modd i chi gadw lle dros dro.

Prisiau ein cyrsiau ar gyfer blwyddyn academiaidd 2024-25

- Mae cyrsiau sy'n cyflwyno manylebau newydd yn rhad ac am ddim.
- Mae cyrsiau ar-lein (gweminar) yn £100.
- Mae cyrsiau drwy'r dydd yn £210.
- Mae cyrsiau hanner diwrnod yn £105.

Ar gyfer cyrsiau y mae'n rhaid talu amdanynt, bydd anfoneb yn cael ei chreu hyd at 5 diwrnod gwaith cyn y digwyddiad. Sicrhewch eich bod wedi'ch awdurdodi i gadw lle. Eich Canolfan (lle bo'n briodol) sy'n gyfrifol am wneud y taliad hwn.

Diwygio eich manylion cadw lle

Pe byddai angen i chi ddiwygio eich archeb, er enghraifft newid manylion enw neu gyfeiriad, cysylltwch â dpp@cbac.co.uk. Rydym yn cadw'r hawl i wrthod mynediad ar ddiwrnod y cwrs i unrhyw un sy'n mynychu'r digwyddiad nad yw wedi cofrestru.

Polisi Canslo Cynrychiolwyr

Gallwch ganslo ar unrhyw adeg hyd at 5 diwrnod gwaith cyn digwyddiad yn ddi-dâl (lle bo'n berthnasol). Cysylltwch â dpp@cbac.co.uk os hoffech ganslo eich archeb ac osgoi gorfod talu ffi. Os nad yw person yn mynychu a heb ganslo o fewn 5 diwrnod gwaith, codir y ffi llawn, lle'n briodol.

Canslo neu Ohirio'r Cwrs gan CBAC

Yn achlysurol, bydd angen i ni aildrefnu, newid lleoliad neu ganslo digwyddiad, ac rydym yn cadw'r hawl hwn. Os bydd hynny'n digwydd, byddwn yn gwneud pob ymdrech i roi cymaint o rybudd â phosibl i chi. Os byddwn yn canslo digwyddiad, byddwn yn ad-dalu ffioedd ar ffurf credyd.

Costau Cysylltiedig Eraill

Nid yw CBAC yn gyfrifol am unrhyw gostau cysylltiedig y mae'n rhaid i ganolfan neu gynrychiolydd eu talu yng nghyswllt y canlynol:

- Cadw lle ar/mynychu digwyddiad
- Canslo/gohirio digwyddiad
- Camddeall gwybodaeth CBAC/gwybodaeth wallus gan CBAC



Recordiadau Sain

Noder y bydd recordiad sain yn cael ei wneud ymhob digwyddiad yn unol â chanllawiau Cymwysterau Cymru/Ofqual.

Deunyddiau Cwrs

Bydd deunyddiau sy'n cael eu darparu yn ein digwyddiadau ar gael ar **Wefan Ddiogel / Porth CBAC** hyd at 2 wythnos ar ôl digwyddiad olaf pob cyfres.

Parcio mewn lleoliadau DPP

- Nodwch nad ydym yn gallu gwarantu lle parcio mewn lleoliadau.
- Cyfrifoldeb y mynychwr ydy talu am unrhyw gostau parcio.
- Ewch at wefan y lleoliad i wirio cyfleusterau parcio a trafndiaeth cyhoeddus.

Privacy Policy

- Cliciwch i weld ein [Polisi Preifatrwydd](#).