



The training scheme fee includes virtual support, verification of logsheets and the examination.

Candidates are required to submit the completed Logsheets/Workplace Assessments to SAAD in order that they can undergo internal moderation prior to the examination.

The dates for submission are 6 weeks prior to examinations as follows:

21st September for the exam on Saturday 2nd November 2019

25th January for the exam on Saturday 14th March 2020

2nd May for the exam on Saturday 13th June 2020

26th September for the exam on Saturday 7th November 2020

Any candidates who are unable to meet a deadline must contact Emma Lee as soon as possible at emma@saad.org.uk to enable alternative arrangements to be made.

- Candidates who withdraw from the course prior to starting the logsheets will be entitled to a refund of the course fee minus an administration fee of £30
- Cancellation once the logsheets have been started will incur loss of the fee and withdrawal from the examination.
- Transfer to a later examination, within the 12 month submission period, will incur an administrative fee of £30.
- **Candidates must complete within 12 months, failure to complete within 12 months will result in loss of fee**
- Deferment of the submission deadline and final assessment, beyond the 12 month period, will only be considered in extenuating circumstances, and only if satisfactory progress has been maintained during the 12 months. It is the SAAD Training Board's decision to allow deferment and requires a full explanation. The Board's decision is final and there is no appeal process
If Deferment beyond the 12 month submission deadline is granted there will be an administrative fee of £50.
Extension Request Forms are available from Emma Lee (emma@saad.org.uk)

Written Assessment Re-sit

The written assessment must be passed for the candidate to complete the SASN scheme.

If the assessment is not passed then it will be possible to re-sit on one occasion.

The re-sit will be on the Saturday of the next National Course.

Feedback will be provided in the form of 'areas identified for study'; no further teaching or support will be available.

A re-sit fee of £75 will be payable.