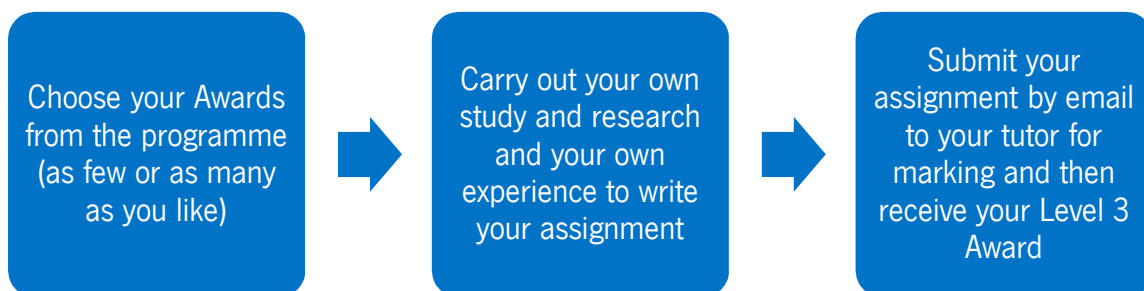


Self-Directed Learning Policy

What is Self-Directed Learning?

Self-Directed Learning means that you complete your own research and studies into the subject(s) of your chosen awards(s) and then complete an assignment which is sent by email to your tutor at Ringway Training for marking. When you enrol onto a programme as a Self-Directed Learner, you will **complete your own research and studies** into your subject and then complete your assignment which demonstrates your knowledge.

The chart below explains the process;



All assignments must be completed using Microsoft Word and sent electronically to your tutor via Ringway Training at info@ringwaytraining.co.uk within 60 days of the shown course start date.

Assignment Results and Fees

If your first attempt at your assignment does not meet the requirements to successfully achieve the award, the fee which you have paid for your course will include a second submission attempt and you will be provided with feedback from your tutor to support your second attempt.

If, on your second attempt, you still do not meet the required standard to achieve the award, you will be subject to a re-assessment fee of £50 for your third assignment submission.

Withdrawal

Ringway Training can withdraw learners for a number of reasons which are identified in our Withdrawal Policy. In addition to this, Ringway Training can withdraw, without notice or refund, any Self-Directed Learner who does not submit their assignment within a 60-day time frame of a course start date.

Learners also have full access to Ringway Training's Appeals Procedure which can be found on our website with all of our other policies and procedures at www.ringwaytraining.co.uk/policies

Anybody who requires further explanations of this procedure should contact Mark Mallender (Managing Director) on 01625 520 434 or at mark@ringwaytraining.co.uk

Issue	Change	Date	Author	Approver
1	First original edition	1/9/2011	Mark Mallender	Richard Butler
2	No changes made	1/9/2012	Mark Mallender	Richard Butler
3	No changes made	1/9/2013	Mark Mallender	Richard Butler
4	No changes made	1/9/2014	Mark Mallender	Richard Butler
5	No changes made	1/9/2015	Mark Mallender	Richard Butler
6				