

Public**Late Submission Policy****1. Introduction**

The purpose of this policy is to provide guidance for individuals who have not submitted their assignments by the submission deadline.

Individuals are expected to develop a range of practical life skills alongside subject-specific knowledge. The ability to plan ahead, respond to unforeseen circumstances, meet deadlines and work under pressure is a key part of working towards a qualification.

The granting of a late submission is not a right and will only be granted for valid and reasonable circumstances.

2. Definitions

Individual: Those receiving our services e.g. apprenticeship training, end point assessment, courses, assessment, RPL, mentoring, learning support, qualifications, CPD activities etc.

Xact: Xact Consultancy & Training Limited

3. Criteria

Please note that this policy only concerns those who:

- a) have not submitted their assignments by the submission deadline, *and*
- b) do not have a valid reason for extending their submission deadline i.e. reason does not meet nationally accepted criteria. See Submission Policy Section 8. Deadline extensions for details

4. Late Submission

A late submission application will be assessed on a case-by-case basis for valid and reasonable circumstances.

An application for late submission fulfils the following circumstances:

- a) Individual concerned makes the application and fulfils the criteria in 3 above.
- b) Late submission application is received within six weeks of missed deadline date.
- c) Late submission fee has been received – see 5. Late Submission Fees below.
- d) A late submission must be received within four weeks of application being approved by Xact.
- e) Process in Section 6. Late Submission Application is followed.

Public**Late Submission Policy****Notes**

Note¹: A re-submission is not permitted for late submissions. Individuals who do not pass their initial submission will not be offered a re-submission.

Note²: A late submission is a one-off activity - you cannot apply for a late submission of a late submission.

Note³: If a late submission application is not granted, an administration fee still applies. See 5.1 below.

Note⁴: In some circumstances, a valid order number document will be accepted.

5. Late Submission Fees

The following fees apply:

5.1 Administration fees

An administration fee of £20 will still be charged if an application is not granted.

5.2 Courses fees:

- a) Level 2 qualification: £50 per workbook
- b) Level 3 qualification: £50 per workbook
- c) Level 4 qualification: £60 per workbook
- d) Level 5 qualification: £80 per course workbook or £40 for the self-study module
- e) Specialist courses: All courses other than sprinkler courses: £60 per workbook
- f) Specialist courses: Sprinkler courses: £50 per workbook

5.3 RPL: Recognition of Prior Learning fees:

- a) Level 2 qualification: £50 per workbook
- b) Level 3 qualification: £50 per workbook
- c) Level 4 qualification: £60 per workbook
- d) Level 5 qualification: £80 per workbook

Note: All fees are subject to VAT at the current rate.

6. Late Submission Application

To apply for a late submission, email completed form 4.4.1 to: learner-requests@xact.org.uk stating:

- a) Reasons why they did not submit their work by submission deadline
- b) Evidence to support the application
- c) Signature to confirm that they understand that they will not be permitted a re-submission or another late submission. See Section 4. Late Submission above