

Frequently Asked Questions

1 How do I apply for a course?

- Apply early as popularity of these courses is increasing. With the introduction of the UKCC endorsed qualifications, courses have increased in duration and cost. To ensure courses have sufficient candidates to run, early application for these qualifications is essential.
- Application Forms are now online, as many Governing Bodies of Sport now have qualification specific forms.
- Please go to www.leedsmet.ac.uk/sport , follow the Courses link and download the Coach Education application form for your course.
- Candidates must ensure that they meet all the course pre-requisite criteria before applying for a course.

2 Is there a closing date for each course?

- Application forms will be accepted up to ten working days prior to a course commencing and payment must always accompany these applications.

N.B. Some governing bodies may require application forms up to 20 working days prior to the course start date so please **apply early**.

3 Am I entitled to a discount?

- Some courses organised by Carnegie Coach Education may offer a discount to Leeds Met students and staff.
- Some courses organised by Carnegie Coach Education may offer a discount to the following applicants:
 - Fee remission e.g. those in receipt of income support, Working Tax Credit, Job Seekers Allowance for example. Conditions apply, please contact Carnegie Coach Education on 0113 812 7437 for full details of all categories.
 - If you are 16-18 years old

Please see the course fee detail for individual qualifications to establish the fee you should pay.

4 When will I hear whether my application has been accepted?

- Applications will be processed on a first come, first served basis. (All courses are subject to limited places)
- A receipt is available on request. Please state clearly on the application form should you require a receipt.
- Confirmation of your place on a course will be sent via **email*** no less than 10 working days prior to the course start date.
 - * A postal confirmation will only be sent on request
- If there are changes to be made to the course you have applied for; a further confirmation letter with any amendments will be sent within 5 working days of the course start date.

5 What happens if there are insufficient numbers on a course?

- Carnegie Coach Education will do everything they can to ensure a course runs.
- If a course needs to be cancelled you will be informed at least 4 working days prior to the start date.

6 What happens if the course is full and I am put on a reserve list?

- If you are put on a reserve list, your payment will not be processed (and if appropriate, returned to you)
- You may be contacted at any time to take up a place on a course. If you accept the place, full payment will then be requested immediately.

7 What if I wish to cancel my place on a course?

- **Before 20 Working Days of the start date**
Full refund **OR** Fee transfer
- **Between 20 & 11 Working Days of the start date**
Fee transfer **OR** £10 administration charge to be deducted from any refund
- **Between 10 Working Days to the start date**
No refund, no transfer

N.B. No course fee will be transferred from one academic year to another.

8 What do I do if I get held up en route to the course?

Contact the following:

- If the course venue is at Headingley Campus please ring the Sports Centre Reception (Tel: 0113 812 3160)
- If the course venue is elsewhere, please ring the venue contact on your confirmation letter.

9 Does Carnegie Coach Education deliver any other GB qualifications?

- Yes, for 2008/9 Carnegie Coach Education will deliver British Gymnastics courses at various levels, throughout the Yorkshire region. The disciplines available throughout this year will include:
General Gymnastics; Women's Artistic and Pre-School.
- Carnegie Coach Education also deliver an extensive range of First Aid At Work courses approved by the Health and Safety Executive and Emergency Aid, Motorcycle Emergency Aid and Early Years Emergency Aid courses recommended and approved by the Health and Safety Executive, in partnership with Leeds City Council and working with West Yorkshire Police. Please contact Carnegie Coach Education for further details: 0113 812 7437, e-mail: coacheducation@leedsmet.ac.uk or visit our website on www.leedsmet.ac.uk/sport

10 What do I do if I need additional support during my course?

- You may need additional support because you have a visual or hearing impairment or you are dyslexic for example. If you are a HE student and have been assessed, we will request your permission to see this assessment and provide support as appropriate. If you are an external candidate please contact Carnegie Coach Education to discuss the next step.