

# **Making Futures CIC City & Guilds programmes Terms & Conditions**

## **Enrolment**

When participants enroll they will acknowledge that they have read these terms and conditions and will abide by them.

Making Futures reserves the right to refuse enrolment to any prospective participant.

## **City & Guilds programmes – Accreditation and Assessment**

Making Futures CIC (Making Futures) is an accredited centre of Artybird Carnforth. Participants in Making Futures programmes will be registered with the awarding body, City & Guilds London.

The City & Guilds Certificate will only be awarded on satisfactory completion of the full programme and is subject to external verification in accordance with the requirements of City & Guilds as the awarding body.

Making Futures reserve the right to fail participants who do not meet the assessment criteria or address issues identified in individual feedback and action plans.

Participants have the right to appeal against assessment decisions, details are provided in the Making Futures Appeals Procedure (available on request)

Making Futures does not tolerate plagiarism; if participants are proven to have presented work that is not their own, they will be removed from the programme immediately.

Where participants imitate another artistic style, whilst clearly stating sources and inspiration, this is acceptable.

All work submitted on a programme of study must be current, i.e., not used before on another programme. This does not include certain samples that move with the participant from different levels within the same craft title. Work done on external workshops is encouraged and can form part of the student's portfolio – showing an extension of skill and knowledge.

Should a participant wish to replace a lost or damaged certificate they can order a replacement. There will be a £30 charge for this.

## **Fees and charges**

Participants will, on enrolment, pay the programme fee, to include registration and certification with City & Guilds.

Should a participant choose not to complete the course, registration and certification fees are not refundable.

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No refund can be given on a programme fee if a participant chooses to leave part way through a programme of study. Should the pathway not be completed within the tuition time, Making Futures will charge £30 to mark each outstanding module.

Where payment is made in instalments (where available) subsequent modules will be made available upon receipt of the relevant instalment.

Prices are liable to change at the discretion of Making Futures but will be held for individuals for the period of enrolment as agreed at the time of enrolment.

### **Timeframes**

It is anticipated that programmes may be comfortably completed in the following timeframes:

- Introduction Level – 6 months
- Foundation Level - 1 year
- Intermediate & Advanced – 2 years.

However, you will have access to the materials for a further year, should extra time be needed. This will not incur extra fees.

### **Student work**

Making Futures will keep a copy of all assessment work throughout the duration of the programme.

Making Futures will respond as quickly as possible to an enquiry or assessment feedback. This will occur within 3 weeks of receiving the correspondence.

Making Futures may wish, from time to time, to reproduce images of participants' work for use on its website, on social media and in other promotional material. In accepting these terms and conditions you give permission for you and your work to be photographed, and to feature in the gallery and on the website and social media, appropriately credited to you.

Participants who do not wish to have their work used for these purposes should notify Making Futures on enrolment. Should a participant prefer to withhold their full name they should notify Making Futures on enrolment.

Making Futures will not take responsibility for the unauthorised publication of work featured in the website or on any social media platform.

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## **Health & safety**

No responsibility can be accepted by Making Futures for any accident or injury sustained when a participant is engaged in course work. Participants are responsible for following appropriate health and safety guidelines with regard to any processes or products used in completing coursework.

Participants must have suitable insurance for any activities where this is a requirement by law.

## **Course material, structure and content**

Making Futures holds the right to change information or requirements of the programme/pathway as necessary. By doing so this will keep the content current, authentic and valid.

The resource materials and programme/pathway content for the Making Futures programmes are the exclusive property of Making Futures and is not to be shared or distributed in any form. Students may download and print material as required for their own use in completing the course. Access should only be given to those who have paid to enrol on the programme, the materials and content provided should not be duplicated or used elsewhere without the permission of Making Futures and you should never divulge your user name and password to a third party.

The publication of material designed or owned by Making Futures is strictly prohibited.

## **IT and security**

Making Futures accepts no responsibility for websites listed as links from its website.

Making Futures will ensure their system is protected with adequate anti-virus software but cannot be held responsible for any virus transferred by email or other means.

It is the participant's responsibility to utilise appropriate virus-protection software on any devices it uses, including, but not limited to, pcs, laptops, smartphones, tablets, i-pad etc. Participants using public computers should use strong password protection and two-factor authentication (2FA) as necessary to protect data.

Participants agree to data being collected and held by Making Futures in accordance with the Privacy Policy.

The Making Futures website uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and

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provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at [the About Cookies website](#) which offers guidance for all modern browsers

**Course administration**

Making Futures cannot be held responsible for inappropriate actions made by a participant when completing required work for the course.

Making Futures expects and provides courteous communication by email at all times.

Making Futures operates an Equal Opportunities Policy (available on enrolment).

Should you have any queries, please email the team at: [info@makingfutures.org](mailto:info@makingfutures.org)