

## Certificate for Music Educators

### Learner Agreement

Edsential's standard [terms and conditions](#) apply to this agreement.

The Learner will:

1. Ensure they meet the criteria before applying for CME.
2. Supply details of a DBS check, Safeguarding Training and Prevent training undertaken within their current workplace within the last three years. Alternatively, Edsential can facilitate a DBS check and safeguarding training -additional charges apply.
3. Pay fees prior to attending the first taught session. If a payment schedule has been agreed, the final payment must be made before the qualification can be finally assessed.
4. Submit work that is their own, referencing all sources.
5. Meet the deadlines agreed.
6. Complete the CME within 24 months of registration. Learners may apply for an extension if there are exceptional circumstances or it is deemed to be a reasonable adjustment for a disability or long-term health condition. In the latter case, there will be no further fees applied. Otherwise, additional fees may be applied in proportion to the additional work required.
7. Seek permission from Edsential, if they wish to utilise in the future any original course material produced by Edsential.
8. Agree to Edsential's Privacy Policy which can be found here: [Data-Privacy-Statement-9.4.19-2.pdf \(edsential.com\)](#)
9. Abide by all policies relating to CME.

**Infringement of this agreement by the learner may result in disqualification from the CME course and other Edsential services.**

Edsential will:

1. Provide 6 taught group sessions, attend 2 observations in the workplace setting and provide up to 7 hours of telephone/online support. Any additional materials or staff time may be charged for.
2. Provide a full refund if cancellation is made before the first taught session. No refunds will be made after that point.
3. Investigate complaints and malpractice according to our policies.
4. Make reasonable adjustments, on an individual case basis, in order to remove barriers to participation in the CME course. No additional financial charges will be made for reasonable adjustments.
5. Make the Award of Certificate for Music Educators on satisfactory completion of the course, payment of all fees and validation by Trinity London.
6. Undertake a review of a final CME Award on appeal.

