

TERMS & CONDITIONS

Applicants are advised to read this section thoroughly

The Course

Teaching Method
Delivery of Modules

The course is delivered by distance learning. Modules are available on line but if you are unable to access this source they can be forwarded as hard copies and posted business rate in the UK and airmail overseas.

Every effort will be made by the organisers to send the modules out monthly but due to unforeseen circumstances cannot be held liable for any delays.

Core Modules

The six compulsory core module subjects provide the basic knowledge for the whole course.

Specialist Modules

For Yacht and Small Craft students modules are designated. For study for all other diplomas, there are many specialist modules to choose from which allow for key areas of interest. Four of these specialist modules must be studied to be awarded a Diploma. Additional specialist modules in blocks of four may be taken up to a maximum of eight specialist modules in any one exam period.

Course Duration

The course duration normally last for 12 months but students may defer for an additional 6 months. However, an additional fee will be charged if this timeframe is exceeded.

Tutor-Marked Assignments

(TMA)

One with each module. They are a compulsory element of the course and must be completed prior to the exam. Each TMA will arrive one month following module commencement.

Self-assessed Questions

Some modules contain self-assessment questions, designed to help candidates consolidate their knowledge. Answers are provided for these questions.

The Examination

Exam Date

Two exams per academic year - **November 2011 and April 2012** - dates to be advised.

Exam Length

Two examinations: core module examination and specialist module examination. Both Examinations take place on the same day with a break in between.

Sitting Overseas

Arrangements can be made for candidates to sit the exam in the country in which they are based at the time, subject to available support facilities.

Resitting Exams

If students do not pass the exam, they are able to resit free of charge within 12 months of the original exam date.

Certificate

If you choose not to sit the exam and subject to successful completion of the Tutor Marked Assignments, candidates will receive a certificate.

For interest only

You may take the course to broaden your own experience and knowledge without acquiring a qualification. You will receive the basic core modules but do not have to undertake the assignments or sit the exam.

The Marking Structure

Tutor Marked Assignments

Constitutes 30% of the final mark.

Core Module Examination

Constitutes 22% of the final mark.

Specialist Module Examination

Constitutes 48% of the final mark.

Pass Mark

75% for each examination.
The overall pass mark for the Diploma including TMA marks is 75%.

The Modules

Presentation

Each module will be available online through a student login area.

Recommended Reading

A list will be provided within the course handbook. However, we highly recommend that candidates make every effort to increase their knowledge by reference to other sources.

Tutor Support

Seminars

There will be two tutorial seminars, one in May and one in October each year. The October seminar will be held before the exam. They are not compulsory but are beneficial and are an excellent opportunity to meet fellow candidates, the Course Programme Manager, authors and tutors.

The Course Programme Manager, Tutors & Authors

To support you during your studies the Programme Manager, tutors & authors are available to help with any problems or technical questions. Contact details will be given to you on commencement of the course.

Administration

For matters relating to enrolment, payment of fees, change of enrolment details, module mailings etc, contact MPI Group on: Tel +44 (0)1252 732220 or fax on +44 (0)1252 732221. email: et@mpigroup.co.uk

Studying Time

Core and Specialist Modules

We recommend 10 to 30 hours study time for each module, with additional time being set aside for completing the Tutor Marked Assignments.

Entry Criteria

- "A" level standard or equivalent (High School)
- Five years plus of relevant experience.
- NVQ Level 4 or equivalent and minimum DTI Class Two Certificate of Competency
- Candidates with no formal qualifications but who can demonstrate a number of years relevant industry experience are welcome to apply.

These are a guideline only as all applicants will be vetted by the Course Programme Manager who holds the final discretion on acceptance.

Language of the Course

The course will be conducted entirely in English, in verbal and written format.

How to Enrol on the Course

Complete the application form and send with your payment to MPI Group, Peel House, Upper South View, Farnham, Surrey GU9 7JN. UK

Course Fees

Payment

Payment must be made with application by cheque, bank transfer or credit card. Fees will be refunded in full should applications be declined.

Diploma Fee

For Diploma candidates the fee is £2495.00 this covers the core modules, specialist modules, examination costs and the issuing of a Diploma.

Certificate Fee

The basic course fee is £1600.00 this covers the core modules.

Options

Additional Specialist Modules, per blocks of four, are available at £920.00

Printed Modules

An additional fee of £500.

Not included in the fees

Any travel, food or hotel accommodation required.

Discounts

Available for group registrations. Please contact MPI Group for details. Tel: +44 (0)1252 732220 email: et@mpigroup.co.uk

Payment Methods

Cheque

All payments made payable to MPI Group.

Bank Transfer

MPI Group bank account at: National Westminster Bank, 19 Shaftesbury Avenue, London, W1A 4QQ, UK Account No. 06532381 Sort Code: 56-00-29

Credit Card

Include number, card type, issue, expiry dates and address of the card holder and the 3 digit security code.

Payment Plan

For details of payment plans, applicants should contact MPI Group

Reclaim

Companies from outside the UK may be entitled to reclaim this cost through their local tax office.

Cancellation policy

Terms

To be received in writing before the start date of the course and will receive a full refund less an administrative charge of £500.

Confidentiality

Students are advised that assignments are processed as confidential and will not be shared with any third party outside of the IIMS.

The content of the course is subject to change at the discretion of the Course Programme Manager.