

EDUCATION PROGRAM: TERMS AND CONDITIONS

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DEFINITIONS:

In this document, these words and phrases have the following meanings:

SCCA	Skin Cancer College Australia (<i>sometimes referred to as “the College”</i>)
Assessment	means an activity required by the College to be undertaken by a Student to assess Student’s understanding and skills, and which the Student must pass to be awarded a certified qualification; such Assessment may include for example: online examinations, live observation of practical skills, preparing case studies, preparing written reports and completing assignments.
Course	means a body of prescribed studies and educational activities which may include, for example: lectures, written content, videos, assessment, quizzes, practical demonstrations, self-paced learning, group discussion, and tutorials.
Certificate	means the official record showing that a student has successfully completed a course (see qualification).
Commence (a course)	means either (a) physical attendance at a face-to-face event; and/or (b) login to the SCCA online learning platform and/or online presentations for an online course. For courses with both modes, this means whichever occurs first.
Deferral	means moving from one cohort to another in the same course.
Enrol	means registering with SCCA for a course and paying SCCA the fees to undertake the course
Extension	means changing the due date for an assessment.
Image	means photograph, diagram, illustration, or video image in any format.
Intellectual Property	means all inventions, copyrights, designs, trademarks, and patents.
Online learning platform/s	means the SCCA web spaces/portals used for delivering educational content, assessments, and resources.
Qualification	means the formal record awarded at the successful completion of an SCCA course or program of study which includes summative (formal) assessment. SCCA issues a certificate to students in recognition of the qualification.
Statement of Attendance	means the statement issued to a student after attending the learning activities in a course which leads to a qualification.
Statement of Completion	means the statement issued to a student after completing the online learning activities which do not lead to a qualification.
Student	means a person who has enrolled in a course.
Student Login	means the username and password used to access the SCCA online learning platform.
Summative assessment	means assessments (including examinations, reports, case studies, clinical audits) to which a final grade or pass/fail criteria is applied.
Withdrawal (from a course)	means a student who has cancelled enrolment in the course.

OVERVIEW:

Students enrolling in an SCCA course agree to and are bound by the the Terms and Conditions (T&Cs) set out in this document plus any additional T&Cs applicable to the learning platform and/or venue(s) used for delivery of the course.

- SCCA provides formal courses which lead to a qualification. A course certificate (the SCCA qualification) will be issued upon the successful completion of all required course elements.
 - A Statement of Attendance will also be issued upon completion of the course learning activities.
- SCCA also provides other educational content which does not lead to a qualification.
 - This content is designed to expand knowledge of skin cancer medicine and may provide Continuing Professional Development (CPD) points/hours.
 - Successful completion of this content *may* result in a Statement of Completion being issued.
- Statements of Completion and Statements of Attendance are **not** qualifications and neither the recipient of these statements nor their agents should present them as such.

Section 1: REFUND OF COURSE REGISTRATION FEES

The following terms and conditions apply to:

Certificate of Skin Cancer Medicine

Certificate of Dermoscopy

Advanced Skin Surgery Workshop

Dermatopathology for Skin Cancer Clinicians

Surgical Masterclass

- 1) Where a Student decides to withdraw from a course more than 14 days prior to the published commencement date of the course, the Student will receive a refund of any fees paid less a \$110 cancellation fee. To receive this refund, written advice of course withdrawal must be received at education@skincancercollege.org 14 days prior to the published commencement date of the course.
- 2) Where a Student decides to withdraw from a course less than 14 days prior to the published commencement date of the course, a refund of course fees will be only considered for circumstances which meet the SCCA deferral criteria (see Section 4).

- 3) Where a registration fee has been paid and the Student does not commence the course and does not make contact with SCCA prior to the course commencement date, the student will not receive any refund of the registration fee.
- 4) A Student must pay the registration fee for a course upon enrolment in the course, and no later than the published commencement date of the course. Where a Student has not paid the registration fee by the published commencement date of the course, the Student will not be permitted to commence the course.
- 5) Transferring registration fees to a future date for the same course is not permissible. SCCA may, upon application by a Student, allow the transfer of registration fees to the same course with a future commencement date if the student can demonstrate special or unforeseen circumstances to the satisfaction of SCCA.
- 6) Student Login details to access the SCCA online learning platform are exclusive to each individual Student and are not transferable.
- 7) For courses with blended delivery modes (i.e. an online plus a face-to-face [F2F] component), Students may be able to transfer and/or request a refund of the F2F component due to unforeseen events which meet the SCCA criteria (see Section 4).
- 8) If a Student makes a request to defer a course after commencement, the request must meet the SCCA deferral criteria (see Section 4). Deferring a course will void the Student's progress in the online learning platform. This means the deferring Student will be required to recommence this online learning from the beginning and will not receive credit for online learning in the prior course.

Notwithstanding the above, SCCA reserves the right to refund registration fees based on individual Student circumstances.

The following terms and conditions apply to:

Advanced Clinical Certificate of Dermoscopy

Advanced Clinical Certificate of Skin Cancer Medicine and Surgery

1. Where a Student decides to withdraw from a SCCA Advanced Clinical Certificate course more than 30 days prior to the published commencement date of the course, the Student will receive a refund of any fees paid less a \$250 cancellation fee. To receive this refund, written advice of course withdrawal must be received at education@skincancercollege.org 30 days prior to the published commencement date of the course.
2. Where a Student withdraws from a course within 30 days after the course commencement date, the Student will receive a refund of the course registration fee, less a 20% cancellation fee.

3. Where a Student withdraws from a course more than 30 days after the course commencement date, the Student will not receive any refund of the registration fee.
4. Where a registration fee has been paid and the Student does not commence the course and does not make contact with SCCA prior to the course commencement date, the Student will not receive any refund of the registration fee.
5. Where a Student is unable to complete a course or does not commit adequate time and effort to completing the course within the required time frame, there is no opportunity to defer enrolment to a course with a later commencement date. In such circumstances, the registration fee is not refunded, and a new registration fee will be payable if the Student decides to enrol in the course with a later commencement date.

Notwithstanding the above, SCCA reserves the right to refund registration fees based on individual Student circumstances.

The following terms and conditions apply to:

Micro Learning Modules

Introduction to Skin Cancer

Understanding Skin Cancer

1. Student Login is exclusive to each Student and is not transferable.
2. Student Login will remain active for three months from the date of issue of the Student Login. Access to the course content will be available for 12 months from the date of issue of the Student Login.
3. SCCA will send a course completion reminder to each Student via email one month before expiry of the access period.
4. SCCA will issue a Statement of Completion to each Student via email when the Student successfully completes the course.
5. Students who complete all course modules and are issued with a Statement of Completion will have ongoing access to the online course content for reference purposes for a reasonable period of time (as specified by SCCA).
6. If a Student does not complete the course within three months of receiving the Student Login, online access to the course will close. In this situation, the student is not entitled to an extension to the access period, no Statement of Completion will be issued, and no refund of the course fee is available.

Notwithstanding the above, SCCA reserves the right to refund registration fees based on individual Student circumstances.

Section 2: ASSESSMENT – Certificate Courses

The following terms and conditions apply to these courses (**except where noted**):

Certificate of Skin Cancer Medicine

Certificate of Dermoscopy

Exam component

1. Examination Resit:
 - A. **Certificate of Skin Cancer Medicine:** Where a Student undertakes the exam but fails to pass, the Student can resit the exam not more than 3 months after attendance at the face-to-face component of the course for which the Student registered.
 - B. **Certificate of Dermoscopy:** Student will have the opportunity to resit the exam subject to achieving a satisfactory result for all of the required five case studies. The Student can resit the exam not more than 3 months after the end of the assessment period for the course they enrolled in.
2. Where a Student resits the exam, the Student will be charged an assessment resit fee which must be paid prior to undertaking the exam. The amount of the assessment fee can be obtained by contacting the SCCA office.
3. Where a Student resits the exam and successfully passes the exam, the relevant award for successful completion of the course will only be provided subject to the Student also submitting the required five *satisfactory* surgical case studies.
4. If a Student resits the exam but again fails to pass the exam, the Student will not be permitted to undertake the exam a third time. The Student will have the option to re-enrol in the course, pay the full course registration fee, complete the necessary course work and undertake all assessment requirements. No credit will be given to assessments undertaken in the course where the Student initially failed.
5. Where a Student has been offered recognition of prior learning (RPL) and the opportunity to undertake the exam without first attending the face-to-face component of a course, there will be *no opportunity* to resit the exam if the Student does not pass. The Student will, however, have the option to register for and complete the full course and then undertake the required assessment.
6. The exam must be undertaken individually without assistance from any other person.
7. Students are required to complete a declaration prior to undertaking the exam.

Case study component

Course Name	Minimum number of Satisfactory cases required	Maximum time allowed for submission of all case studies	Maximum extension time available for re-submission of an individual case	Maximum extension time available for submission of all cases
Certificate of Skin Cancer Medicine	5	6 months from passing the exam	1 month	6 months
Certificate of Dermoscopy	5	All cases submitted by the end of the 3-week assessment phase	1 week	2 weeks

- Case studies will be marked as either:
 - Satisfactory
 - Re-submit (1 opportunity to resubmit)
 - Unsatisfactory
- If a case study requires amendment, the case study will be marked “Re-submit”.
- A case study can only be re-submitted **once**. It will then be marked as either Satisfactory or Unsatisfactory.
- Case studies are marked by qualified skin cancer doctors.
- Extensions to the due date for case studies will not be permitted, except in exceptional circumstances which meet the SCCA criteria (see Section 4).

Notwithstanding the above, SCCA reserves the right to make decisions regarding assessment based on individual Student circumstances.

Course completion

- Students must successfully complete the online exam, case studies, all online learning and attend the full face-to-face workshop to be awarded the qualification.

Please note: If a Student fails to complete the assessment component of a certificate course within the specified timeframe, the Student will not be awarded a Certificate of Skin Cancer Medicine / Certificate of Dermoscopy. If the Student wishes to register for an SCCA Advanced Clinical Certificate using the certificate course(s) as a pre-requisite, the Student will have the option to complete the assessment requirements(s) of the certificate course within five years of attending the course.

The assessment will be in the form that is applicable to the relevant course at the current date. No allowance will be made for changes or expansion of the assessment requirements to the relevant course since the Student originally registered.

If the assessment requirement(s) are satisfactorily met, the course will be considered RPL for the Advanced Clinical Certificate. The Student will not, however, be retrospectively granted a Certificate of Skin Cancer Medicine / Certificate of Dermoscopy.

Section 3: ASSESSMENT – Advanced Clinical Certificate Courses

The following terms and conditions apply to:

Advanced Clinical Certificate of Skin Cancer Medicine and Surgery
Advanced Clinical Certificate of Dermoscopy

Exam component

1. There is no opportunity to resit Advanced Clinical Certificate exams.
2. Exams must be undertaken individually without assistance from any other person.
3. Students are required to complete a declaration prior to undertaking each exam.
4. In cases where a Student withdraws from an Advanced Clinical Certificate or fails to complete the non-exam assessment requirements of the course, the Student will not be eligible to sit the exam(s). The Student will, however, have the option to re-enrol in the relevant course as a new Student, pay the full course registration fee, complete the necessary course work and then undertake the relevant exam(s).

Case study component

Minimum number of Satisfactory cases required	Maximum time allowed for submission of all case studies	Maximum extension time available for re-submission of an individual case	Maximum extension time available for submission of all cases
20	22 weeks from course commencement (usually 31 st July)	1 month	<i>determined on an individual basis – see section 4</i>

Images uploaded and written content entered by Students to the SCCA Online Learning Platform for the creation of case studies will be retained by SCCA in digital form on its platform for a period of three years following the end date of each presentation of the course. After this date, case study content will be permanently deleted. This will apply to all case studies including any which remain incomplete, unsubmitted for marking and those marked unsatisfactory.

1. Case studies for the Advanced Clinical Certificate of Skin Cancer Medicine and Surgery and Advanced Clinical Certificate of Dermoscopy must be submitted no later than 22 weeks from commencement of the course (usually 31st July).
6. Extensions to this date will not be permitted, except in exceptional circumstances except in exceptional circumstances which meet the SCCA criteria (see Section 4).
2. Case studies will be marked as either:
 - Satisfactory
 - Re-submit (1 opportunity to resubmit)
 - Unsatisfactory

3. If a case study requires amendment, it will be marked “Re-submit”.
4. A case study can only be re-submitted **once**. It will then be marked as either Satisfactory or Unsatisfactory.

Notwithstanding the above, SCCA reserves the right to make decisions regarding assessment based on individual Student circumstances.

Section 4: EXTENSION/DEFERRAL POLICY

There are several Skin Cancer College Australasia (SCCA) courses where Students are required to submit case studies, and where a deadline for their submission applies. These courses also have online examinations which must be completed during set times.

These courses are:

- 1. Certificate of Skin Cancer Medicine**
 - 5 satisfactory case studies due 6 months from successful completion of the online exam.
- 2. Certificate of Dermoscopy**
 - 5 satisfactory case studies due by the close of the three-week assessment phase for each presentation of the course.
- 3. Advanced Clinical Certificate of Skin Cancer Medicine and Surgery**
 - 20 satisfactory case studies due 22 weeks from commencement (usually 31st July)
- 4. Advanced Clinical Certificate of Dermoscopy**
 - 20 satisfactory case studies due 22 weeks from commencement (usually 31st July)

In general, extensions for assessment or deferrals of courses are not granted unless they meet the strict criteria set out in Section 4 of these terms and conditions. However, unforeseen circumstances may arise in which, through no fault of the Student, a Student may be unable to meet the case study submission deadline or attend a course. In such cases, the Student may apply for an extension which will be assessed by SCCA based on the criteria in this section.

At present, the granting of extensions/deferrals is managed on an individual ad hoc basis. The next section sets out some circumstances in which extensions may, or may not, be granted. It is accepted that no document can cover all possible scenarios and there will still be circumstances not covered by the circumstances listed above requiring individual assessment and decision which may result in an extension or deferral being granted.

Circumstances in which an extension/deferral may be granted.

1. Unexpected illness, serious injury, or other health-related matter requiring prolonged absence from work or inability to perform skin cancer work. The request for extension is to be supported by a medical certificate.
2. Unexpected travel or prolonged absence from work necessitated by unforeseen family circumstances.
3. Bereavement or other personal crisis impacting partner or immediate family.

Circumstances in which an extension/deferral will not be granted.

1. Insufficient number of suitable patients/cases presenting to the Student.
2. Travel or absence from work other than that covered by item 2 above.
3. Change or relocation of practice.

Process for extension/deferral approval and advice to Student

1. The Student must make any request for an extension/deferral in writing directly to the SCCA office via email (education@skincancercollege.org).
2. The Student must provide written explanation and supporting evidence with any application for extension of assessment periods or deferral of a course. Applications without explanation and evidence are unlikely to be approved. SCCA may also ask for additional explanation and/or additional supporting evidence.
3. The SCCA administrative team Confirmation will manage all extension/deferral application requests, communications, and any confirmations in writing to the Student.
4. SCCA presenters, tutors, and markers are unable to provide advice on or to approve extension/deferral applications.

Extension/deferral Periods:

1. The length of the extension/deferral period as determined by SCCA will depend on the individual circumstances of each Student.

Section 5: ASSESSMENT REVIEW AND APPEALS

A Student has the right to request that their results are reviewed by another marker. A review of grade may result in an increase of the grade, a decrease of the grade or no change.

1. Students may request a review of their overall course assessment result.
2. Initial requests for a review should be made within 10 business days from the date listed on the official SCCA results letter.

3. The request must be made in writing to the SCCA at education@skincancercollege.org and must include the reason(s) why the Student believes the assessment result should be reviewed. The email should be addressed to the SCCA Education Manager.
4. In reviewing an overall assessment result, the Education Manager may contact the Student, tutor and/or course presenter(s), course co-ordinator for further information.
5. Based on this review, feedback will be provided to the Student by the Education Manager.
6. If the Student is not satisfied with the outcome of the initial review, they may request in writing a further review by the College Censors. Students have 10 business days from when the initial review is dated to request a review by the College Censors.
7. Following the review by the College Censors, the Education Manager will provide feedback in writing to the Student.
8. The results of the review by the College Censors are final. No further communications will be entered into by SCCA regarding the final review of grade after the review by the College Censors is completed and communicated to the student.

Section 6: COPYRIGHT AND INTELLECTUAL PROPERTY

1. All course content is intellectual property of SCCA and its licensors.
2. No intellectual property is assigned by SCCA to any Student.
3. A Student may only use course content for the purposes of study for the course or for reference purposes after completion of the course.
4. A Student must not copy or distribute course content unless SCCA gives written permission to the Student to do so.
5. Without limiting the foregoing, a Student must not copy images or slides during face-to-face and online presentations.
6. A Student must not take photographs during face-to-face and online presentations, except that a Student may photograph the Student's own work.
7. SCCA may take photographs, video recordings and other recordings during a presentation. If such photographs, video or other recordings capture the Student or the Student's work, then SCCA will seek permission from the relevant Student prior to doing so. The Student is not required to grant permission.
8. Subject to paragraph 7 above, each Student gives SCCA permission to copy, distribute and display a Student's work for the purposes of the course (such as uploading to a student management or grading system, during course presentations, and for examination and grading) and for educational purposes.
9. Each Student warrants that work provided by the Student to SCCA, such as assignments, does not infringe the intellectual property or privacy rights of any other person.

10. In this Section 6, “course content” includes text, images, videos, assessments and other course content provided by SCCA to the Student in relation to a course.

Section 7: FEEDBACK AND COMPLAINTS

The process to handle feedback and complaints is:

1. Receipt by administrative staff.
2. Receipt is acknowledged.
3. Complaint is investigated and directed to the appropriate manager for further input.
4. Response to Student within 30 days.

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