



Unable to attend Standardisation Training

I cannot attend the training date for standardisation

31st May 2017 · Associate Support

Issue

I am due to attend standardisation training but will not be attend.

FAQ

Do I need to attend standardisation training?

You are required to attend standardisation training in order to perform in your role as an Associate. A failure in attending standardisation training will result in removal of your contract and allocations.

Who should I notify if I can not attend standardisation training?

If you are no longer able to attend your standardisation training, please continue to complete the form selecting the date and type of event.

If your training event is within the next 48 hours or less please contact the [Associate Helpdesk](#).

What will happen if I miss standardisation training?

If you are a General Qualifications Associate, this will mean that your contract will be withdrawn and you will not be able to undertake assessment activities for the current series.

If you are a Vocational Qualification Associate, we may be able to offer alternative training dates and will respond to your query accordingly.

What happens if I miss training and have failed to notify Pearson?

If you miss training and fail to notify Pearson, this may result in a conduct investigation and/or removal of contracts.

What happens to accommodation and travel booked?

You must cancel any travel tickets and accommodation immediately by contacting Capita Travel on 0330 3900 001 or capitatravelsupport@capita.co.uk

Attachments

[Absence Procedure](#)