

Terms and Conditions: Conduct Cervical Screening

These terms and conditions cover requirements, expectations, and processes for enrolling in Sexual Wellbeing Aotearoa's Conduct Cervical Screening Course. Here you will find specific information related to enrolment, fee payment, learning resources, workshop attendance, completion requirements, withdrawals, refunds, and assessment

For procedures explaining how Sexual Wellbeing Aotearoa supports learners in any of our courses, see [our Learner Support Information](#).

1. Enrolment

1.1 Eligibility and Acceptance

Enrolment in the course is subject to availability and your ability to demonstrate you meet our eligibility requirements:

- Full New Zealand registration as a Nurse, Nurse Practitioner or Midwife. Enrolled Nurses are also eligible but must fill out this relevant form the NCSP Policies Standard prior to registering. You can access this under the [course description](#) on our website.
- Current Practicing Certificate
- Current indemnity insurance
- A clinical supervisor (please see p. 25 of [Competencies for Cervical Screening Education and Training](#) for the requirements)
- Able to complete all practical requirements within the trainee's own workplace.

By registering for this course, you agree to abide by all the Terms and Conditions for this course.

1.2 Payment

Full payment of the course fee is required upon enrolment unless otherwise specified. Enrolment is confirmed only after payment is received.

Failure to pay for a course will lead to removal.

If you are paying your own fees by card, you must select the LEARNER option on our website to complete payment.

If your employer will be paying your fees by credit card, they must select the EMPLOYER option on our website to complete payment.

If you or your employer will be paying your fees by invoice, you must request an invoice by emailing ptdadmin@sexualwellbeing.org.nz, and ensure the details provided match the details of the payer.

1.3 Access to Learning Resources

Sexual Wellbeing Aotearoa learning resources are copyrighted and may only be used for personal study and must not be shared or reproduced without permission.

Sexual Wellbeing Aotearoa reserves the right to retain copies of all assessment material for internal and external moderation purposes. Learner's personal details are removed from these copies.

Please be aware Sexual Wellbeing Aotearoa only retains learning records for three years from the date of completion. After this period, they will be destroyed. It is your responsibility to download the certificate you receive on completion.

1.4 Registration Details

You must ensure the accuracy of all registration information provided; this includes, where required, information about your supervisors and your employer contact details.

1.5 Change of employment during your enrolment

If you change employers while enrolled, you must inform us in writing as soon as possible. If you change employers prior to becoming a certified sample taker, it is your responsibility to ensure you have a certified supervisor, and that your workplace is set up appropriately for cervical screening. You need to inform us in writing of your new supervisor's details prior to taking any samples. This is required to ensure accurate registration of you as a trainee with the National Cervical Screening Programme.

2. Course Completion Requirements

2.1 Completion Requirements

The duration of this course is 12 months from the start date of the workshop.

After completing the online prerequisite requirements (**See Section 2.2**) and attending the two-day workshop, you will take 15 samples under supervision and undergo a summative assessment of competency in your workplace.

All course components must be completed within this timeframe unless an extension has been sought and approved prior to the end of your enrolment period (see **Section 4**).

2.2 Online Prerequisite Requirements

This course has 3.5 hours of compulsory online learning which **must** be completed at least 14 days before attending the facilitated workshop.

If you cannot complete these at least 14 days before the course start date, we reserve the right to withdraw you from the course (see **Section 6**).

3. Facilitated Workshops

3.1 Attendance and Prerequisites

As per section 2.2, attendance at the facilitated workshop is only permitted only after you have completed the online prerequisites.

You must be present for the entire duration of the workshop training days and adhere to health and safety guidelines.

If you have any special requirements or need support for your attendance, these must be communicated to us via email prior to the workshop start date.

4. Extension Requests

4.1 Online prerequisite learning

Extensions are not guaranteed, and any requests must be made in writing by the due date of the pre-requisite learning modules to nurse.educator@sexualwellbeing.org.nz as our educators require sufficient time to mark and evaluate all learners prior to the workshop.

If you find you are not able to complete these according to Section 2.2 of these terms and conditions, see Section 6.2 for your options and contact us immediately to ensure you will be eligible for a refund within the specified period.

4.2 Final practical assessment

If you are unable to submit your practical training documentation and be ready for your final assessment within 12 months, you may be eligible for an extension. Valid reasons include:

1. Ill health (which prevents the learner from working for an extended period)
2. Bereavement
3. Parental leave
4. Personal difficulties of a serious nature
5. Difficulty obtaining or retaining a clinical supervisor
6. Difficulty obtaining sufficient numbers of samples.

You must notify and request an extension at least one month prior to the end of your course duration. For example, if your course starts in January, you must notify us in November if you are not likely to obtain enough samples to meet final assessment requirements.

Extensions will be given for a maximum of six months, apart from an extension due to parental leave for which a longer extension period may be granted.

This must be requested in writing to ptdadmin@sexualwellbeing.org.nz , providing the following information:

- Name, workshop date and location
- Reason for extension request
- Progress to date, e.g. number of supervised samples completed so far
- New due date/time for completion requested
- The learner's clinical supervisor should be copied into the email.

5. Assessment Results and Resubmissions

5.1 Final practical assessment

Where you do not meet the standard at final assessment, the assessor will inform you of the specific reasons why you have not met the standard at the end of the visit.

This decision will be recorded in the assessment documentation after the visit and our administrative team will inform you in writing of your options to resit this assessment.

5.2 Resits

If your clinical practice is not deemed competent at the practical assessment visit, you will be given one additional attempt to pass the assessment.

5.3. Withdrawal as a trainee cervical sample taker

If you do not successfully pass your assessment, or fail to complete within 12 months, you will be removed from the National Cervical Screening Programme (NCSP) register and will not be able to request cervical samples under your name. You will need to re-enrol in this course to begin taking samples again. Please note, you will only be able to provide HPV self-testing as a HPV screen taker.

5.4 Appealing an assessment decision

If you wish to appeal an assessment decision, you must do so within one month of the original decision being communicated.

The first step is to appeal in writing stating your reasons for appeal and submitting this to PTDAdmin@sexualwellbeing.org.nz. This will be reviewed by the Professional Training Manager who will respond to you in writing of the outcome within 10 working days, and who may initiate a verbal conversation with you if that is appropriate to your situation.

If you are not satisfied with the outcome and decide to pursue the matter further, you will be directed to our [complaints procedure](#) to initiate a formal investigation.

6. Withdrawals by Sexual Wellbeing Aotearoa

6.1 Course cancellation or closure

Sexual Wellbeing Aotearoa reserves the right to cancel or reschedule courses if numbers are insufficient or for any other reason, at its discretion. If a course cannot be re-scheduled or a student is unable to attend a re-scheduled course, a full refund of the course fee will be made.

In the event of cancellation, the learner agrees that, apart from a full refund of any fees paid, Sexual Wellbeing Aotearoa is not liable to the learner for any other costs incurred by the learner, in relation to the cancelled course.

We reserve the right to unenroll people from our Learning Management System if there is no activity within 12 months of registration. You will need to contact PTDAdmin@sexualwellbeing.org.nz to have your account reinstated.

6.2 Non completion of course requirements

As set out in section 2.2, we reserve the right to withdraw learners who do not, where required, complete the prerequisites at least 14 days before attending a facilitated workshop. This component is compulsory, and educators require sufficient time to assess this material before the workshop.

All withdrawals arising from failure to meet the online learning requirements set out in section 2.2 fall within [NZQA's refund period](#). Course fees will be refunded as per the terms and conditions below.

7. Withdrawal or cancellation by the student

7.1 The refund period

You are eligible for a refund of course fees up to 8 days after the course starts. The start date of your course begins on day one of your workshop.

7.2 Amount of refund within the refund period

You are entitled to a minimum refund of 10% of your total course fees paid to Sexual Wellbeing Aotearoa (\$110).

- If in this period you have completed and received a certificate for the online STI learning module, we reserve the right to retain an additional \$180, the cost of administering and providing you with access to this material.
- If in this period you have completed and received a certificate for the online STI learning module, we can consider supplying you with funding to cover the cost of the online STI certificate, if you meet eligibility for funding.
- If in this period you have started but have not yet completed the online learning, we can:
 - a) remove your record of learning from our learning management system
 - OR**
 - b) allow you to complete the STI certificate at cost (\$180).

7.3 Withdrawal after the refund period

At the end of the refund period, you will no longer be eligible for a refund.

7.4 Transfer of course fees to another course date

If you are unable to attend a workshop due to exceptional circumstances, we will consider transferring your fee payment to another course date. You must write to us prior to your workshop to request a transfer.

If your employer has paid the cost of your course, they must also be included in this request.

7.5 Transfer of course fees to another learner

If you are unable to attend a workshop due to exceptional circumstances, we will consider transferring your fee payment to another eligible learner. You must write to us at least 14 days prior to the course start date to request and complete a transfer form, this is to ensure the substitute learner can meet our Online Prerequisite Requirements (see section 2.2).

If your employer has paid the cost of your course, they must also be included in this request.

8. Refunds

8.1 How to apply for a refund

You must contact PTDadmin@sexualwellbeing.org.nz within the refund period for your course to request a refund form. The refund form must be completed and returned within one week of receiving the form. Sexual Wellbeing Aotearoa reserves the right to notify your employer of your withdrawal.

8.2 If your employer has paid your course fees, or reimbursed you

Your employer must complete the refund form (as per 8.1) so that we can return fees appropriately to them.

8.3 If someone else has paid your course fees on your behalf

The payer must be included in your request for a refund as we can only refund fees to the person who made the original payment.

8.4 If you dispute the refund

You can use 'Study Complaints', a free dispute resolution scheme for domestic tertiary learners. <https://www.studycomplaints.org.nz/>