

1. Once allocated, your scheduled date of assessment is considered firm. Any request to change a confirmed date must be made at least seven working days before the date of the assessment, to avoid a penalty.
2. Written assignments should be submitted seven working days before the assessment date. If this dateline is not met, your interview timeslot may be passed on to another candidate and you will be asked to re-schedule.
3. If you do not attend on the scheduled day/time of your assessment, you will be required to pay an administrative fee of \$100 (excluding GST) for a new assessment time.
4. If the candidate cancels an assessment date and then does not make an effort to book a new assessment date within three months from the original scheduled date, the candidate is considered uninterested and will be deemed 'not yet competent' (NYC). This result will then be officially registered in the WDA SkillsConnect System.
5. If your absence is due to valid unforeseen circumstances, you can write in to request that the administrative charge be waived. IAL reserves the right to accept or reject the request. Valid request must be backed up with evidence, such as medical certificates. Work commitments are not considered a valid request.