

## Frequently Asked Questions

### **What happens if I sign up to a workshop but then don't attend?**

If you know you are not going to be able to attend you should de-register on [myAdvantage](#). We have lots of students on our waiting list so they may want to take your place. If you do not de-register and do not attend this will be recorded. If the same thing happens on more than two occasions you will be blocked from signing up to any Student Careers and Skills workshops for the next 30 days. Existing bookings are unaffected.

### **What is the policy if I am late?**

It is as the tutors' discretion whether to allow you to join the session. They may advise you to sign up to another workshop as you have missed too much for the session to be valuable to you. Or they might feel that your joining at that point would disrupt the workshop.

### **If I need to leave early from the workshop what should I do?**

Notify your tutor. If you are leaving early for a bus for example, this is acceptable. Otherwise you should be prepared to stay for the entire workshop.

### **What should I bring with me to the workshop?**

You should bring a pen and paper. Bring a computer or tablet if you would like to, but most of our workshops are interactive and so do not require much note-taking.

### **What will be expected of me during the workshop?**

It is expected that you stay for the whole session and act as directed by the tutor. It is also expected that you listen with courtesy to the tutor and to others in the session. You can learn as much from your peers as from the tutor. Texting during the session means you will not gain full benefit from attending.

### **Will I receive anything after the workshop?**

You will be sent a copy of the PowerPoint that was used during the workshop.

### **How do I achieve recognition for attending workshops?**

We do not give out certificates for attending individual workshops. However, if you sign up for the [WSPA](#) you can gain recognition after attending 4 of our workshops and writing reflective pieces on them. If your attendance at the workshop has been made mandatory by your department, we will contact them directly to let them know you attended.