



MAKING BUILDINGS WORK

CSA DISTANCE LEARNING COURSES – FREQUENTLY ASKED QUESTIONS

1. How long does it take to complete?

There is a maximum of a year to complete the course. However, as this course is distance learning you can work through the modules at any speed you wish as soon as you submit homework we automatically send you out the next three modules so that you can continue your course. We have had students complete the course in less than 6 months so it really is up to you.

2. There is no pass mark on my homework how does the marking work?

You do not receive marks on homework only on the exam. Your tutor will mark your homework and give feedback to assist you. On occasion you may be asked to resubmit a module or just one answer depending on what it is you may have answered wrongly.

3. Is my course transferrable?

Whoever purchased the course owns the course. If a company purchased the course for an engineer and that engineer left their employ before starting the course the company can transfer the course to another engineer. If the engineer who left wishes to continue with the course they would either need to re-purchase the course or get written consent from their ex-employer.

4. What happens if I take longer than a year to complete my course?

If you go over the one year period allocated for the course you will be charged a course extension fee of £50 + VAT. This will then extend your course for another year.

5. How many modules are there?

DLC A and B contain 11 modules and an exam, DLC C contains 9 modules and an exam.

6. What happens if I fail the exam?

If you fail the exam you will be given 4 weeks to revise before a second exam paper is sent out.

7. Am I automatically awarded an upgrade when I pass a DLC?

No, once you complete a DLC you would need to submit an upgraded CV which will be sent to the assessment panel who will review your CV for an upgrade.

8. Can I get members rates for the course?

You can only get members rate for a course if you are currently a member or work for one of our Corporate or Associate members. However, the CSA do have a special offer whereby if you apply for individual membership at the same time as enrolling on a DLC you will not only receive your first years membership for free but will also then be able to receive members rates for the courses.

9. How shall I present my homework?

Where possible your homework should be computer based, however we understand that sometimes homework may be completed whilst an engineer is on site. If this is the case please ensure your homework is presented in a tidy, neat and professional manner before emailing it back to the office for marking.



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10. Who can my invigilator be for the exam?

Your invigilator will be responsible for your exam paper. This ideally will be your employer or someone within the office where you work. The invigilator will receive the test paper and invigilation guidelines.

11. How quickly will I receive modules?

Your first three modules and course instructions will be sent out as soon as you have paid for the course. From then onwards as soon as you submit homework for marking you will automatically be sent the next 3 modules of the course.

12. Who do I submit my homework to?

Please email your homework direct to the office on: office@csa.org.uk the office will send this on to your tutor.

13. Who do I contact if I have a query with my course or homework?

You can contact either the CSA office or your allocated tutor whose contact details can be found on your student letter.

14. When will I get my exam paper?

As soon as your last set of homework is marked and is satisfactory to the tutor your exam will be sent out. You have 4 weeks as dated on the exam paper to complete the exam and for your invigilator to return it to the CSA office.

15. Is there a mock exam paper?

There is no mock paper for the DLC Course Exams.

16. Is the course certified?

Yes, you will receive a CSA certificate on completion of the course. This is marked as either a Pass, Merit or Distinction depending on your exam results.

17. How long do I have to wait for my exam result?

Exam results can be expected between 2-4 weeks.

18. When can I start the next course?

As soon as you have passed the course you are on you can enrol and start the next course.

19. Are the distance learning courses linked to grading?

The distance learning courses reduce the timescale of experience required to apply for certain grades. If you are currently a trainee and complete your DLC A this does not automatically give you an upgrade. (This rule applies to any grade) To upgrade simply send an updated CV to the office who will forward it on to the Assessment Panel for you to be re-graded. Completing a DLC often means there is a higher likelihood that your upgrade application will be successful.