

OSFA LATE ARRIVAL POLICY

Late arrival at the OSFA

Trainees must attend the appropriate venue at the time specified in the OSFA timetable released by the NSHCS.

1. Trainees who arrive after the start of the trainee briefing

- If a trainee arrives late and registers after the start of the trainee briefing they will only be permitted to enter the OSFA on the agreement of the Lead OSFA Administrator. As the briefing covers important health and safety information, a trainee who misses the start of the briefing will receive a summarised briefing at the expense of their assessment time.
- If a trainee who is late is allowed to sit the OSFA, they may not subsequently claim that they were at a disadvantage from not attending the full candidate briefing.
- The OSFA is scheduled so that trainees enter their assessment at set times. The Lead OSFA Administrator may not therefore be able to include a late arriving trainee into this tight schedule without serious disruption to the assessment of all other trainees in that OSFA session. In such a case, the trainee would not be permitted to join the OSFA circuit.

2. If a trainee believes that the cause of their late arrival was not of their own doing, but rather the result of an outside agency

- They must notify the NSHCS within 5 working days of the OSFA.
- Cases must be supported by documentary evidence as to the nature of the event(s) which caused the late arrival at the OSFA venue.

3. A complaint against an exclusion from the OSFA must be made in writing to the NSHCS.