8.3. In addition to the provision of support, the Mentor will be expected to routinely enquire about the Candidate's progress through the units and encourage the Candidate to remain on schedule. However, the responsibility lies with the Candidate to self-manage their preparation and submission of units so that they complete the Certificate within the normal timetable.

8.4. Mentors will be advised if a Candidate has declared a learning disability on the application form so that appropriate support can be provided.

8.5. Mentors will be included in the Candidate Progress Reviews which are communicated quarterly to the Candidates by the Provider.

8.6. The Mentor will be contacted by the Provider for their support/comment when a Candidate submits a request for an extension. The Mentor should provide an assessment of the Candidate's ability to complete the programme. The decision will be made by the Provider and will be communicated to the Candidate and Mentor.

8.7. Should a Mentor or Candidate wish to terminate the relationship during the course of the assessment period the Provider shall determine whether an alternative mentoring provision is appropriate. Such a decision shall be final and without right of appeal.

9. ASSESSMENT PROCESS

9.1. The complete assessment process should take a maximum of 15 months.

9.2. Candidates who do not complete the assessment within 15 months will have their application reviewed by the Harbour Master Certificate Management Group. The Harbour Master Certificate Management Group reserve the right to either remove such Candidates from the assessment programme or request a further application fee. A Candidate removed from the programme wishing to re-apply will be required to join the end of any applicant waiting list after a period of 24 months.

9.3. Upon receipt of Unit 1 prior to the official start of the programme, the Candidate should commence compiling evidence for submission. The Unit can only be submitted once the Candidate has officially started the programme.

9.4. Evidence should be submitted in the format indicated in the guidance notes on "How to submit evidence" which is provided with Unit 1. Candidates should note the requirement to manage the file sizes of their submitted evidence.

9.5. Candidates should complete and submit Units at evenly spread periods throughout the 15 months. Should a Candidate fail to manage this and to avoid unreasonable time pressure on the assessors, the Harbour Master Certificate Management Group reserve the right to remove the Candidate from the process.

9.6. Once Unit 1 has been completed the candidate should submit the compiled evidence and Control Document to the Provider using the email address : CertificateAdmin@ljmu.ac.uk . The Harbour Master Certificate Provider will allocate two Remote Assessors from the pool of Remote Assessors to assess the Candidate submission. The names of the Remote Assessors will not normally be revealed to the Candidate.