

Confidentiality

As part of our service we need to keep some personal details about you. These are kept securely but we do have to share them with some agencies such as awarding bodies and funding agencies. We will not share them with anyone else without express permission from you.

Data Protection

Our centre complies with the requirements of the Data Protection Act 1998

Equity and Diversity including Disability

We will not tolerate discrimination of any sort. Diversity and differences are valued and respected by Beacon Education Partnership. Equal access of opportunity is given to all of our clients and staff regardless of their ability or disability.

Health and Safety

The health and safety of our learners and staff is paramount to our service. We will actively promote health, keep everyone safe and protect them from danger.

Safeguarding Children and Vulnerable Adults

Our staff are trained and supported to respond appropriately and sensitively to safeguarding concerns.

Marking and Feedback

Learners will be entitled to regular feedback from staff to enable them to understand their progress and achievement. It will facilitate action plans to appraise the learner of remedial action required in order to improve.

Appraisal and Performance Management

Each member of staff will have an opportunity for appraisal. Associate (freelance) staff members will need to provide evidence of ongoing Continuous Professional Development (CPD) for all sectors in which they work.

Internal Quality Assurance

This is the key to quality control in the NVQ and QCF process. IQA includes:

- Sampling assessments
- Monitoring assessment practice
- Standardising assessment judgements

Appeal against an Assessment Decision

An Appeals Procedure operates within all programmes run by Beacon Education Partnership. There is a clear line of appeal and all learners are given a copy of The Appeals Procedure at the start of their programme.

For more detailed information on these policies and procedures please go to:

<http://www.beaconeducationpartnership.org.uk/policies.html>

Or you can ask to see paper copies in the office.