



WELCOME TO THE PACK!

Dear Participant,

We would like to take this opportunity to express our gratitude that you've chosen Alpha Training NI to provide you with the knowledge you'll need to build a successful career in the fitness industry. We pride ourselves on building and maintaining positive and supportive relationships with all our students and nothing is more important to us than seeing you succeed.

As a member of the Alpha pack you'll receive hands-on support from a dedicated fitness professional from the moment you walk in the door, and you'll continue to receive all the support you need for as long as it takes to achieve your goals. Previous students have found our personal approach to be much more beneficial than online or home based study.

We aim for all our courses to be fun, informative, detailed and highly professional and we're confident that you'll have a very positive experience with us. We hope that you'll continue to use Alpha Training NI to develop and refresh your knowledge for years to come and that you'll refer your friends and family to us as well.

One of our main objectives is to develop a global network of world class fitness professionals who will support each other and their clients to continually raise the standards of care and quality of service and delivery in this booming industry, ensuring that the highest standards of health and fitness support are typically associated with Alpha Training NI and our alumni.

Thank you once again for joining us and on behalf of everyone at Alpha, good luck and enjoy!

Kind Regards,

Emma Brennan

Pack Leader

Alpha Training (NI) Induction Pack

Who Are We?

Thank you for choosing to learn with **Alpha Training (NI)**.

Alpha Training (NI) was established in 2015, and we are quickly becoming Northern Ireland's leading training provider delivering Exercise and Fitness Vocational Qualifications for those seeking a career in the fitness industry.

All of our courses range from Level 1 to Level 3 and are accredited by both VTCT and YMCA Awards. The qualifications are government approved (on the QCF and/or the NQF) and are sought after by employers.

Our team of highly qualified experienced tutors and assessors will support you through your chosen training programme making each step of your journey an enjoyable experience.

Our Mission Statement

“Alpha Training: Inspiring and supporting people to change their lives and the lives of others through world class training, development and events.”

Who are our awarding bodies?

We are approved training providers with two leading international awarding organisations, VTCT and YMCA Awards.

VTCT, Vocational Training Charitable Trust, is a Government-approved awarding organisation which has awarded world class qualifications and has been at the forefront of developing the vocational system of qualifications in the United Kingdom since 1962.

YMCA Awards (YMCA Awards) was launched in 1998 and is the UK's leading health, fitness and wellbeing specific awarding organisation, developing and awarding nationally recognised health, fitness and wellbeing qualifications.

Our Commitment to Learners:

1. Alpha Training NI will provide comprehensive manuals for all sections of the course to provide support.
2. Your sections of learning will be planned and adapted to ensure it meets your individual training requirements.
3. You will have the right to unbiased confidential advice throughout your time as a learner with Alpha Training NI
4. You will be given a learning plan for each module including guidance on assessment dates and all assessment procedures will be fully outlined.
5. A record of achievement file and assessor's feedback will be provided where appropriate.
6. You will be assessed at the end of each module, this will include both practical and theoretical assessment unless your Training Manager or Tutor informs you otherwise.
7. Assessments will be current, consistent and fair and will be overseen through the standardisation and verification process.

8. Lessons will start and finish on time and we require you as learners to be punctual.
9. We strive to ensure that our quality and delivery of the course is of a high standard and you will be given the opportunity for comments and feedback on completion of your course which will allow us to improve our service.
10. Your Tutor, Training Manager and Internal Verifier will provide any support required throughout your course.
11. Our employees and staff are constantly assessed to ensure they meet high standards which have been set by the awarding body.

Learners must comply with the following:

1. All mobile phones and electronic devices must remain switched off during theory and practical sessions.
2. No eating will be permitted during practical sessions especially chewing gum.
3. No alcohol, drugs or any illegal substances are to be consumed or taken while on our courses.
4. Anyone considered by the Tutor or Training Manager to be under the influence of alcohol, drugs or illegal substances will be removed from the course.
5. Anyone deemed to be in possession or under suspicion of possession of any of the above will be removed from the course.
6. Learners must adhere to the dress code as not to offend other learners. Guidance will be given by the Training Manager.

7. All students must maintain high standards of personal hygiene.
8. Learners must contribute to all lessons with a positive attitude and complete all work within the agreed time frame.
9. Learners must take reasonable care in observing health & safety for themselves and other learners as led out in the Health & Safety policy.
10. Learners must respect fellow learners and teaching staff.
11. Good behaviour must be displayed during the course and in any training facility.
12. Alpha Training NI will not be responsible for any loss, damage or theft of personal items.
13. Any learner missing more than 10% of any section of the course may have to re-sit the whole section again.
14. Any learner found cheating during theoretical or practical assessments will be disqualified from the course and refused further entry without refund of any fees.
15. Learners will not be permitted to leave the examination room early and if they choose to do so will be refused re-entry. These points will be reviewed by the Training Manager.
16. Examination re-sits will be agreed and taken within a reasonable period of time and the Training Manager /Tutor will agree appropriate time and dates. Resit fees and costs will apply.
17. Learners must represent Alpha Training NI in a professional manner at all times and not act in any way that would bring the company into disrepute.

18. Learner balances must be paid in full 2 weeks prior to the commencement of the course unless alternative payment arrangements have been agreed.

19. Learners who wish to cancel the course must inform the Training Manager immediately and the following policy will apply:

A) 14 days' notice of cancellation, 75% of the course value will be credited on account.

B) 7 days' notice of cancellation, 50% of the course value will be credited on account.

20. Less than 7 days' notice, no refund whatsoever.

Certificates

Learners must realise that the awarding bodies will issue certificates on successful completion of the course and on the basis that an External Verifier will audit all portfolios and approve standards at least twice per year. A delay may occur and this is outside of Alpha Training NI's control.

To enable Alpha Training NI to speed up the certification process all completed portfolios must be submitted to the Training Manager within the given time frame advised. Failure to comply with this submission of work will delay the issuing of certificates.

Course Cancellation

Alpha Training NI reserve the right to cancel or postpone courses at their own discretion for reasons including but not limited to tutor unavailability, acts of nature, security concerns or insufficient course registrations.

By signing the 'Registration Form' you agree to adhere to all of the above requirements.

Exercise and Fitness Qualifications available through Alpha Training (NI)

L2 Certificate in Fitness Instructing (Gym and Exercise to Music)

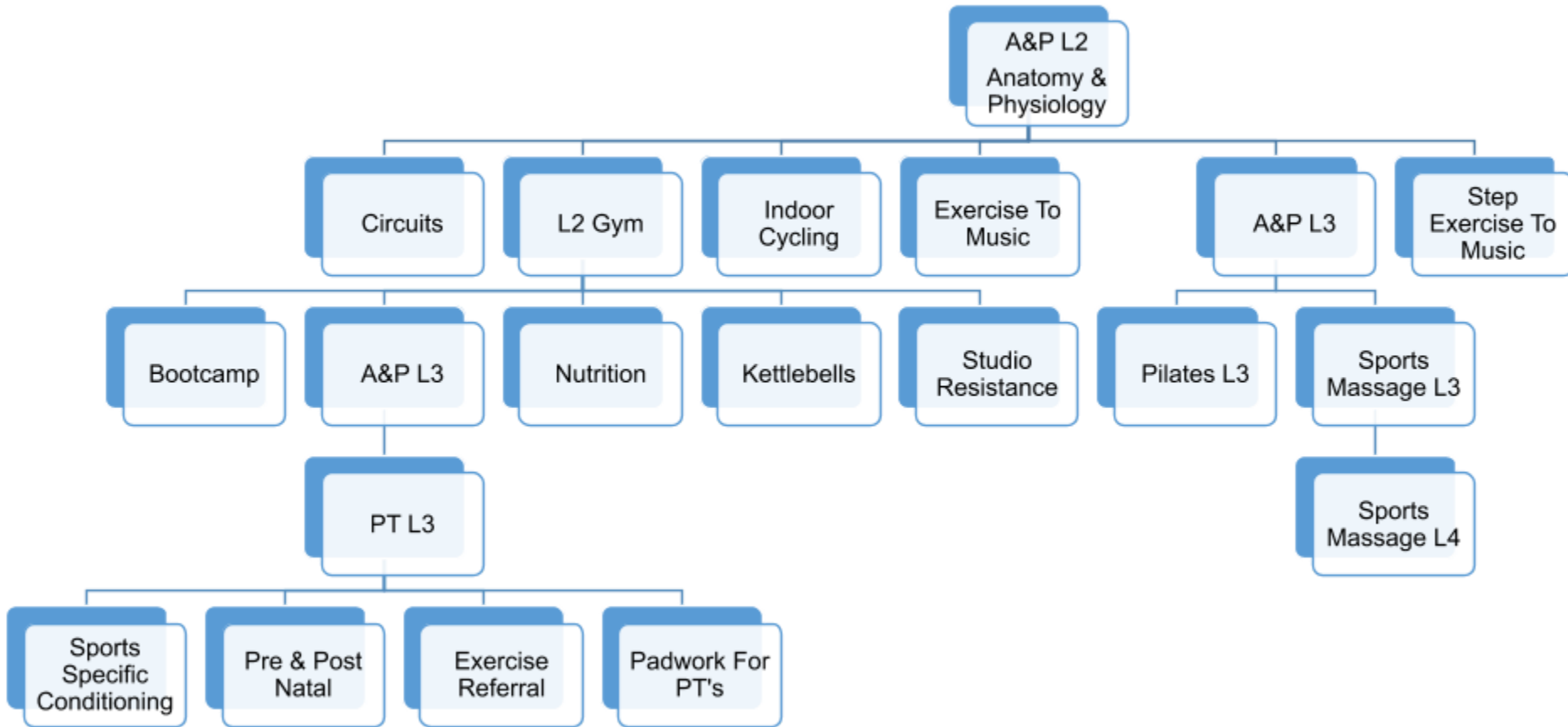
L2 Award in Instructing Circuit Training Sessions

L2 Award in Instructing Group Indoor Cycling Sessions

L2 Award in Step Exercise to Music

L2 Award in Studio Resistance
L2 Award in Instructing Kettlebells Sessions
L2 Award in Instructing Suspended Movement Training Sessions
L3 NVQ Diploma in Personal Training
L3 Award in Nutrition for Physical Activity
L3 Award in Instructing Outdoor Fitness
L3 Award in First Aid at Work
L3 Award in Instructing Bootcamp Fitness
L3 Award in Sports Conditioning
L3 Diploma in Sports Massage Therapy
L3 Diploma in Teaching Pilates
L3 Diploma in Exercise Referral
L3 Certificate in Pad Work for PT's
L3 Award in Adapting Physical Activity for Antenatal and Postnatal Clients
L4 Certificate in Sports Massage Therapy

Each course will be assigned a dedicated tutor and will consist of a mix of theory and practical sessions.



Alpha Training (NI) deliver qualifications from Level 2 through to Level 4, therefore progression within fitness qualifications can be achieved. Progression within the fitness industry will also be discussed towards the end of each course.

Recognition of Prior Learning (RPL)

This is aimed at learners with relevant work experience and/or other related learning who do not hold appropriate certification. This is a route to assessment which may be considered to ensure that learning is not needlessly repeated. In such a case the learner may be entitled to proceed directly to their assessment however, some questioning may be required to ensure that the learner's knowledge is still current.

An assessor will be appointed to assess the skills, knowledge, experience and understanding of the learner in relation to the qualification.

A decision to proceed to assessment will be made once the assessor is satisfied that the learner has demonstrated that they have sufficient knowledge and competence relevant to the qualification.

Exemption

This is aimed at learners who are already in possession of relevant knowledge and competence in relation to the qualification. In such a case the learner must demonstrate their knowledge and/or competence by providing evidence to the assessor.

The evidence provided by the learner will be reviewed by the assessor to create an appropriate assessment plan based on the individual training needs of the learner.

Please note, that all RPL and Exemption claims will be assessed on an individual case by case basis.

Students wishing to claim for RPL and/or Exemption must inform **Alpha Training (NI)** prior to the start of their course using the form provided at the back of this handbook. Learners must consider the following before proceeding with their claim:

1. RPL and Exemption are not short cuts to achieving a qualification and are not necessarily a way of saving time or money. The traditional training and assessment route may actually be easier in the long run.
2. Learners must demonstrate all of the competencies required from the qualification under the same conditions as the other learners. We strongly discourage any learners claiming RPL or Exemption if there is any doubt about their skills, knowledge, competence or quality of evidence.

3. Learners do not get credit for Exemption.

Once a learner's claim has been granted for RPL or Exemption **Alpha Training (NI)** will ensure the learner receives the following information:

1. What the learner should know and be able to demonstrate to meet the needs of the qualification.
2. The cost of the application. Please note, the overall cost of the qualification will be discussed on a case by case basis in relation to the learner's individual training needs.
3. Guidance on the type of evidence that will be considered by the assessor within the learner's portfolio. The assessor will ensure that all evidence submitted is valid and authentic, i.e. it is the learner's own work.
4. Guidance on how to construct and present the portfolio for assessment.
5. The procedure for RPL and Exemption is as follows:
 - Application sent to **Alpha Training (NI)**
 - Guidance on portfolio completion
 - Assessor and learner to agree a suitable time, date and venue for interview
 - Interview through questioning and assessment of evidence submitted within portfolio.
 - An agreed action plan identifying any training or assessment needs to complete the qualification.

LEARNING AND SPECIAL NEEDS POLICY

Individual learning needs

Learners are requested to identify any individual learning needs, medical conditions and/or injuries that may affect learning or the assessment process, on the application form or directly to the tutor.

Your tutor and assessor will be able to advise you on the specific requirements of the course and related assessment. In some instances, it may be possible to apply a '**Reasonable Assessment Adjustment**' to take into account a specific learning need. Please discuss this with your course tutor during course registration to ensure you are fully supported during the course and assessment. The course timetable will also clearly identify learner guidance and support time when your tutor will be available to answer specific queries or clarify areas that are unclear.

It is important that learners are aware that the course will involve a small amount of homework at the end of each day. This may involve some written work or practice of practical teaching skills and exercise technique.

Alpha Training NI will offer support and advice to any learner who may have a learning difficulty such as sight impairment, hearing impairment, dyslexia or any other problem that may occur. However, it is the Learner's responsibility to provide Alpha Training NI with any information in relation to their needs or requirements. Forms will be provided at the enrolment and if there is any assistance required to complete these forms this will be provided by the Tutor or Training manager.

Alpha Training NI are committed to facilitate the needs of all learners to the best of our ability.

Learners with special requirements will be entitled to:

- A) Continued support in theoretical and practical exercises
- B) They may be offered an oral examination if required and were possible.
- C) Up to 30 minutes extra time for written assessment.

ACCESS & FAIR ASSESSMENT POLICY

In addition to our Equal Opportunities Policy Alpha Training NI are committed to ensuring that our services and training are accessible and fair to all learners taking current legislation into account.

This includes:

- A) Sex Discrimination UK
- B) Race Relations Act UK
- C) Disability Discrimination Act UK
- D) Human Rights Act UK
- E) Northern Ireland Act 1998

The provision of training will be flexible and adapted where necessary to meet the needs of all learners including those with particular requirements.

Re-assessment Procedure

In the event of a learner not meeting the criteria a re-assessment will need to be arranged and the following procedures must be followed:

1. A discussion between the assessor and Training manger will take place regarding areas required to meet the standards. The learner will be given full support.
2. In the event of the theory exam requiring a resit is necessary and it will be arranged by the Training Manager and agreed with the learner.
3. Practical re-assessments will be arranged by the assessor and agreed with the Training Manager and learner.
4. For all theoretical and practical re-assessments, the requirement is a minimum of 7 days. This will allow the learner time to practice or study for the required standard. However, the amount of time required will be reviewed by the Assessor and Training Manager. Some aspects of re-assessment may be carried out on the same day at the discretion of the Internal Verifier.
5. The names of learners requiring re-assessment must be given to the Training Manager as soon as possible so arrangements can be made at the centre for the re-assessment to take place.
6. Costs for all re-assessments must be paid in advance otherwise the re-assessment will not take place.

If a learner is unsuccessful at the re-assessment, then the Training Manger or Internal Verifier and Assessor will advise them of their options. The Internal Verifier/ Training Manager will review the knowledge and performance of the learner in relation to their ability to meet required standards. The learner may attend the section of the

course again were required standards were not met. This will depend on course availability and the section of the course will be priced as normal.

Learner Complaints Procedure

Dissatisfaction of Service / Delivery

Alpha Training NI will be committed to providing high quality service to our learners. We recognise that on occasion mistakes can be made. In these circumstances we will aim to resolve the matter as quickly and professionally as possible.

Alpha Training (NI) provide a formal route for learners wishing to complain about its services.

All complaints will be treated seriously and confidentially. Please note that in order to properly investigate your complaint it may be necessary to disclose limited, relevant information, to third parties in the form of personal data i.e. information from which you can be identified. Information about a complaint will only be given to people directly and everyone involved will be advised of the need for confidentiality.

A complaint or dissatisfaction with our service can be brought to the attention of Mr Gary McCartney, Quality Assurance Manager in writing our address is:

Alpha Training NI, Unit 17, Blaris Industrial Estate, Altona Road, Lisburn, Co. Antrim, BT27 5QB

We will ensure acknowledgement of your complaint is made in writing within 48 hours, giving an indication of our proposed action. A considered response would then normally be made within 10 working days. You should include:

- A clear explanation of the nature of your complaint or query
- Your full name and contact details
- Copies of any supporting documentation

Our procedure covers all complaints about course delivery and administration, administrative support, quality assurance services, supporting resources including any allegations of discrimination or harassment and wherever possible we hope to satisfactorily resolve your complaint.

If, following our full response, you feel that your complaint has not been adequately addressed then you have the right to appeal in writing to the Director of **Alpha Training (NI)** at the above address setting out the reasons for your continued dissatisfaction. The director will respond with a final decision concluding the matter.

If you have exhausted **Alpha Training (NI)** complaints procedure and your complaint has not been adequately addressed, you have the right to forward it to the relevant awarding body.

Please provide full details of the complaint and action taken so far to the awarding body in writing to their address, which can be found on their website.

If the awarding body are unable to resolve the complaint it will be referred to the Chair of the Independent Committee for final investigation and resolution.++

HEALTH & SAFETY POLICY

STATEMENT TO LEARNERS AND STAFF

The Health & Safety Act 1974 (N.I. Order 1982) places a duty upon the management of Alpha Training NI to provide and maintain a safe working environment for all employees and learners who will be affected by services provided.

Alpha Training NI will undertake to:

1. Provide a consistent and safe environment within their Centre.
2. Provide guidance to learners and staff on safe working practices.

3. Health & safety knowledge will be included in all activities.
4. All information relating to procedures for accidents will be provided.
5. Training on all up to date information will be provided to all parties concerned.
6. A monitoring process for all of the above will be provided.
7. We will ensure that all relevant information will be posted on the training and staff notice boards.

Alpha Training NI will also ensure that our learners and staff observe the Centre Health & Safety regulations. They must also strive to keep the environment safe. They must take care to avoid injury to themselves or others. They must be appropriately dressed and not enter storage areas and not damage materials or equipment on the premises. They must report any hazard immediately to the Tutor or any other member of staff, First Aid Officer, Course Tutor

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Alpha Training (NI)
Emma Brennan – Managing Director
Glen McCready – Head Tutor

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS
To prevent accidents and cases of work-related ill health, and to provide adequate control of health and safety risks arising from work activities.	Emma Brennan	Relevant risk assessments completed at the venue on a daily basis actions arising out of those assessments implemented. Risk assessment process should be reviewed every year or earlier if working habits or conditions change.
To provide adequate training to ensure employees are competent to do their work.	Emma Brennan	Staff, subcontractors and learners are given necessary health and safety induction and provided with appropriate training (including safe and effective use of gym equipment and use of appropriate clothing and footwear suitable for a gym / workout environment). We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Emma Brennan/Glen McCreedy	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required. Written screening is implemented on every programme during induction and verbal screening is carried out at every practical session to assess individual risk suitability of participation in practical sessions.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Emma Brennan/Glen McCreedy/Iron Gym Staff	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. (You can find help with your fire risk assessment at www.communities.gov.uk/firesafety .)
To maintain safe and healthy working conditions, provide and maintain equipment and, and ensure safe storage/use of substances.	Emma Brennan	Toilets, washing facilities and drinking water provided.

		System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.		
		Staff trained in safe handling/use of substances. (See www.coshh-essentials.org.uk .)		
Health and safety poster is displayed:	Training Room			
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	At reception and gym reception			
Signed: (Employer)	<i>Emma Brennan</i>	Date:	12/12/15	
Subject to review, monitoring and revision by:	Emma Brennan	Every:	12	months or sooner if work activity changes

For further information, visit www.hse.gov.uk/risk

Alpha Training (NI) Conflict of Interest Statement

To avoid any potential conflict of interest Alpha Training (NI) will ensure that any activity undertaken by it or on its behalf does not have the potential to act contrary to its role in the delivery and assessment of qualifications in accordance with the Ofqual conditions of Recognition.

Alpha Training (NI) will ensure that any assessment of learners (including internal quality assurance sampling) is not undertaken by any person who has a potential interest in the result of the assessment. Where an assessment by such a person cannot be avoided, arrangements will be made for the relevant part of the assessment to be subject to scrutiny by another person.

Alpha Training (NI) Appeals Procedure

Alpha Training NI have systems in place for reviewing the quality and fairness of the assessment procedure. As part of this procedure the learner will have the right to appeal and assessment decision for written or practical assessments that they deem unfair.

If an appeal is made and a meeting between the assessor and the learner fails to resolve the issue, the assessor will assist the learner further in using the appeals procedure.

Areas for Appeal

Learners can appeal against an assessment decision relating to:

- The mark for an individual item of coursework e.g. worksheets and case studies

- The final result of any element of assessment e.g. planning, teaching and/or evaluation
- The external assessment (theory paper)
- The final overall internal/external assessment decision for a qualification

Grounds for Appeal

An appeal may be made if:

- The assessment was not conducted in accordance with the college's regulations
- Medical or other extenuating circumstances arose during the assessment process which affected the learner's performance
- There was inappropriate or irregular behaviour on the part of the assessor

Appeals Procedure

Stage 1

- The learner should firstly discuss the reason for the appeal with the Assessor or Internal Quality Assurer (if possible) on the day of the assessment
- If this does not resolve the appeal the learner should complete the Learner Appeal Form and submit to the Internal Quality Assurer within 5 days from the date of the assessment – include any supporting evidence (see additional notes below)
- The Internal Quality Assurer will investigate the appeal and respond in writing within 7 working days

Stage 2

- If the learner feels that the outcome is unsatisfactory they should complete the relevant section of the Learner Appeal Form and re-submit to the Internal Quality Assurer
- The college will then notify the awarding body's External Quality Assurer.
- If the External Quality Assurer was not present or is unable to resolve the appeal issue, the learner will be directed to the third stage of the appeals process

Stage 3

- The learner should complete a written appeal directly to the awarding body's Lead External Quality Assurer, who will investigate the matter thoroughly and respond in writing
- If the learner feels that the Lead External Quality Assurer has been unable to bring the matter to a satisfactory conclusion, the appeal may be referred directly to the awarding body's Director of Awarding

Stage 4

- The learner may be offered a formal appeals hearing. This will be conducted within 6 weeks and will be conducted by the appeals panel
- Provision of an appeals hearing will incur a nominal fee. The fee will be refunded if the appeal is upheld

Additional Notes

- It is extremely difficult to investigate appeals without impartial evidence. Therefore, appeals against referrals in practical teaching based solely on the learner's disagreement with the assessor's decision will only be considered when accompanied by a video recording

- The learner has the right to video any aspect of their assessment using their own video recording equipment provided it does not interfere with the assessment process, other learners or the assessor's ability to carry out their role(s)
- It is the responsibility of the learner to arrange a video operator
- It is the responsibility of the learner to notify the centre where their assessment is taking place of any medical problem which may affect student performance adversely in the assessment process, so that a decision can be made for deferral, prior to the assessment date
- Theory papers that are externally assessed by the awarding body are marked electronically and sampled regularly
- Appeals against referrals in the external theory result can result in the following action:
 1. Investigation into the centre's invigilation procedures/delivery
 2. Hand marking of the theory papers
 3. Investigation into the content of the theory paper by the awarding body's Senior Qualifications Manager

Alpha Training (NI) Data Protection Policy

Alpha Training (NI) needs to keep certain information about its learners in order to allow it to record learner achievements, effectively manage customer correspondence, monitor the effectiveness of its qualifications and comply with awarding body guidelines. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this, **Alpha Training (NI)** must comply with the Data Protection Principles which are set out in the Data Protection Act 1998 (the 1998 Act).

In summary these state that personal data shall:

- be obtained and processed fairly and lawfully and shall not be processed unless certain conditions are met;
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with that purpose;

- be adequate, relevant and not excessive for that purpose;
- be accurate and kept up to date;
- not be kept for longer than is necessary for that purpose;
- be processed in accordance with the data subject's rights;
- be kept safe from unauthorised access, accidental loss or destruction;
- not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

Alpha Training (NI) and all staff who process or use personal information must ensure that they follow these principles at all times.

Alpha Training (NI) will adhere to the Act through the following measures:

- fully observing conditions regarding the fair collection and use of information;
- meeting its legal obligations to specify the purposes for which information is used;
- collecting and processing appropriate information only to the extent that it is needed to fulfil our operational needs or to comply with any legal requirements;
- ensuring the quality of information used;
- ensuring that the information is held for no longer than is necessary;
- ensuring that the rights of people about whom information is held can be fully exercised under the Act (i.e. the right to be informed that processing is being undertaken, to access one's personal information; to prevent processing in certain circumstances, and to correct, rectify, block or erase information that is regarded as wrong information);
- taking appropriate technical and organisational security measures to safeguard personal information;
- ensuring that personal information is not transferred abroad without suitable safeguards.

Data Security

Alpha Training (NI) staff is responsible for ensuring that:

- any personal data that they hold is kept securely;
- personal information is not disclosed orally, in writing, via Web pages or by any other means, accidentally or otherwise, to any unauthorised third party.

Learner information

Learners' personal details, registrations, assessment results and qualification or unit achievements are retained by **Alpha Training (NI)** for a minimum of 1 year and the awarding body for a minimum of 6 years. Unless authorised by a learner, this information will not be shared with other parties other than **Alpha Training (NI)** and the awarding body.

Learners wishing to access personal details in relation to the awarding body's qualifications will be subject to an identity check before any information is disclosed.

In accordance with Condition D4.2 of the Ofqual Conditions of Recognition, the awarding body is not obliged to disclose information if to do so would breach a duty of confidentiality or any other legal duty.

CODE OF ETHICAL PRACTICE

The Code of Ethical Practice outlines good practices for fitness professionals by looking at the core values of responsibilities, relationships, rights and standards.

Fitness professionals who work under this code accept the responsibilities to clients who participate in exercise to fellow fitness professionals, respective associations, professional bodies and institutes, to society and their employer.

It is important that fitness professional establish, publicise and maintain standards of any ethical behaviour during the instruction of fitness and to inform and to protect members of the public and customers using the services of any fitness professional.

Exercise and physical activity can have a positive impact on an individual's development. It is a tool used for physical, mental, personal, social and emotional development. This development will be enhanced if individuals are guided by a professional, caring, well informed and enlightened fitness professional working within the accepted ethical framework.

Coaching, instructing and teaching helps with the development of individuals by having them participate safely in exercise. The role of the fitness professional is to:

- Identify and meet the needs of the individual
- Improve fitness and performance levels using safe, effective and enjoyable programmes
- To create an environment where individuals are motivated to maintain their fitness and performance levels.
- Conform to all ethical standards in the area of relationships, personal standards, advertising, integrity, confidentiality, humanity and co-operation

The principles of this code are:

1. Relationships

All fitness professionals will:

- Develop relationships with customers based on honesty, mutual trust, respect and openness.
- They must inform clients of their qualifications, experience and any relevant registration details. They should provide an opportunity for the client to either accept or decline training/instruction by that person and must respect their opinions when making any decisions in relation to exercise.

- They will not engage in any behaviour that constitutes any form abuse including sexual, physical, neglect, emotional or bullying.
- Always promoting welfare and best interests of their clients and should help and guide their clients to accept responsibility for their own behaviour and actions during training and with relationships with others.
 - Avoid sexual intimacy with clients during training.
- Ensure physical contact is appropriate and necessary during training.
 - If a relationship is forming, then the client must be referred to another instructor.
- Take appropriate action if they have any concerns about behaviour of any adult towards a child.
- Will not engage in any form of sexual contact with minors and this includes flirting or inappropriate gestures.
 - Must be aware of the physical needs of people especially those still undergoing growth and must follow the FITT principles.
- They will discuss with appropriate adults the potential impact of programmes offered to minors.
- Must clarify in advance with clients any costs, method of payment, number of sessions and any additional costs involved.
- Should communicate with other professionals associated to the fitness industry in the best interests of their client e.g. sports physiotherapy
 - Should not infringe on any other trainer's client without discussion or consent.

2. Personal Responsibilities

- Always demonstrate proper behaviour and conduct.
- Be honest, considerate and fair to all clients
 - Project a professional image and display high standards in being punctual, well-mannered and always prepared.
- Demonstrate good personal hygiene.
- Will not smoke, drink alcohol or use drugs and will not take any action that will compromise the safety of clients during training.
- Exercise professionals should never promote or condone the use of any prohibited or performance enhancing drugs.
- Must ensure all training programmes or activities that they promote are appropriate for the age, experience and ability level of the client.
- Must advertise your services accurately and in relation to their qualifications.
- Must possess valid and current public liability insurance.

3. Professional Standards

- Must maintain a high level of competence by gaining professional qualifications and show a commitment to on-going training or CPD that will help to ensure good practice and the potential to maximise client benefit.
 - Must promote safe and effective practice in the planning and delivery of all sessions.

Must accept responsibility for all their actions and must realise when it will be appropriate to refer clients to another trainer or specialist.

Alpha Training (NI) Diversity and Equality Policy

1. Policy

Alpha Training (NI) is committed to encouraging diversity and reducing discrimination, and accepts the spirit and intention of the various legislation, regulations and codes of practice which separately and collectively outlaw certain kinds of discrimination in selection, recruitment, induction, programme delivery and assessment.

Alpha Training (NI) aims to ensure that learners are truly representative of all sections of society and that every learner feels respected and able to give their best.

Alpha Training (NI) undertakes to ensure equality of treatment for all and aims to:

- a. ensure no learner is discriminated against or receives less favourable treatment because of a protected characteristic
- b. ensure awareness is raised around issues of diversity, and
- c. acknowledge any issues of discrimination, harassment or victimisation that are brought to the attention of management ensuring they are investigated and rectified promptly and sensitively using an appropriate procedure

2. Definitions

For the purposes of this policy **Alpha Training (NI)** has adopted the following definitions:

- a. Diversity means recognising, valuing and taking account of people's different backgrounds, knowledge, skills and experiences, and encouraging and using those differences to make the way we work and learn more creative, efficient and innovative
- b. Direct discrimination is treating a person less favourably than others due to a protected characteristic
- c. Indirect discrimination is the applying of a requirement or condition, which, although applied equally to everyone, is such that a considerably smaller proportion of a particular group can comply with it and it cannot be justified
- d. Harassment is the violation of a learner's dignity, or, the creation of an intimidating, hostile, degrading, humiliating or offensive environment relating to a protected characteristic

- e. Victimization arises where someone is treated badly because they have made a complaint or helped someone else make a complaint by giving evidence

Alpha Training (NI) will take steps to address identified inequalities or barriers that may arise and challenge discrimination in respect to the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Pregnancy
- Marriage/Civil partnership

Roles & Responsibilities

It is the responsibility of every individual to eliminate discrimination and to ensure the practical application of this policy.

Alpha Training (NI)

Has a responsibility to:

- Adhere to the Equality Act (2010)
- Not discriminate, harass or victimise a learner in relation to the withdrawal of a qualification
- Ensure that there is an environment in which individual differences and the contributions of all learners are recognised and valued
- Ensure that every learner can learn in an environment that promotes dignity and respect to all and to ensure that no form of intimidation, bullying or harassment will be tolerated
- Ensure that practices and procedures are reviewed and amended to ensure fairness
- Ensure that equality is promoted in the learning environment
- Ensure that any breaches to this policy and procedure are dealt with appropriately
- Provide advice and guidance to staff and learners to ensure that equality of opportunity is demonstrated
- Check that college policies and procedures are reviewed on a regular basis to ensure that they promote equality of opportunity for all
- Consult with relevant learners and/or their representatives to ensure that there are no barriers to entry to the units and qualifications offered, other than those directly related to the integrity of units or qualifications
- Oversee the fair and consistent application of this policy and procedure
- Monitor and evaluate the effectiveness of this policy and determine the nature of any corrective action

Reasonable Adjustments

There is a duty to make reasonable adjustments which can apply to all of the protected characteristics. There are three requirements in relation to reasonable adjustments that **Alpha Training (NI)** is required to follow:

- i. Take reasonable steps to avoid a substantial disadvantage to, for example, a disabled person (in comparison to someone who is not disabled) **arising from a provision, criteria or practice**
- ii. Take reasonable steps to avoid a substantial disadvantage to, for example, a disabled person (in comparison to someone who is not disabled) **arising from a physical feature**
- iii. Provide an auxiliary aid to avoid a substantial disadvantage to, for example, a disabled person (in comparison to someone who is not disabled).

Learners

Need to ensure that they accept personal responsibility for the application of **Alpha Training (NI)** diversity policy. They are also responsible for bringing to the attention of the teaching staff any examples of discrimination of which they become aware.

Academy Staff

Need to ensure that good practice in the area of equality of opportunity is applied within their area of control; and that all their learners are aware of Alpha Training (NI) policy in this area.

3. Procedure

- a. Learners who are aware of discrimination of any kind, or consider that they are being discriminated against, should in the first instance consider whether it may be appropriate to raise the issue informally with the alleged discriminator, who may not be aware that their behaviour is causing offence
- b. Where it is not appropriate for an approach to be made to the alleged discriminator, or the learner is unwilling to do this, they should consider to whom they should highlight their issue. In most cases it is envisaged this would be their tutor/assessor. Where their tutor/assessor is implicated in their concerns, they should approach their tutor/assessor's line manager or the Internal Quality Assurer
- c. The manager with whom the matter is raised should either investigate the concerns raised or refer the matter, wherever possible with the agreement of the employee concerned, to a more appropriate manager. Whenever allegations of discrimination are made the manager must inform their HR Department
- d. Once the matter has been investigated the learner who has alleged discrimination should be informed of the action taken and, where appropriate, the outcome. It may not be appropriate to give details of any disciplinary sanctions applied

- e. Where learners are not happy about the action taken they should appeal, within seven working days, to the Quality Manager of **Alpha Training (NI)**, who should appoint an appropriate senior manager to review their concerns.

4. Related Documentation

It may be appropriate to use this in conjunction with other policies and procedures.

Safeguarding Policy and Procedures

Name of organisation: Alpha Training (N.I.) Ltd

Section heading	Section content
1. Introduction	<p>Alpha Training (N.I.) Ltd makes a positive contribution to a strong and safe training environment and recognises the right of every individual to stay safe.</p> <p>Alpha Training (N.I.) Ltd comes into contact with children and / or vulnerable adults through the following activities: providing fitness related training courses to members of the public</p>

	<p>The types of contact with children and / or vulnerable adults will be: providing/attending fitness related training courses. This will be a controlled environment which encourages non-contact (the exception being Sports Massage Therapy – a guardian would be required to be in attendance to minimise potential risks)</p> <p>This policy seeks to ensure that Alpha Training (N.I.) Ltd undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support tutors in their practices and clarifies the organisation's expectations.</p>
<p>2. Confirmation of reading</p>	<p>I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for (insert name of organisation).</p> <p>Please complete the details below and return this completed form to (insert name of person).</p> <p>Tutor Name:</p> <p>Tutor Signature:</p> <p>Date:</p>
<p>3. Legislation</p>	<p>The principal pieces of legislation governing this policy are:</p> <ul style="list-style-type: none"> ○ Working together to safeguard Children 2010 ○ The Children Act 1989 ○ The Adoption and Children Act 2002:

	<ul style="list-style-type: none"> ○ The Children act 2004 ○ Safeguarding Vulnerable Groups Act 2006 ○ Care Standards Act 2000 ○ Public Interest Disclosure Act 1998 ○ The Police Act – CRB 1997 ○ Mental Health Act 1983 ○ NHS and Community Care Act 1990 ○ Rehabilitation of Offenders Act 1974
<p>4. Definitions</p>	<p>Safeguarding is about embedding practices throughout the organisation to ensure the protection of children and / or vulnerable adults wherever possible. In contrast, child and adult protection is about responding to circumstances that arise.</p> <p>Abuse is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture.</p> <p>It can take a number of forms, including the following:</p> <ul style="list-style-type: none"> ● Physical abuse ● Sexual abuse ● Emotional abuse ● Bullying ● Neglect ● Financial (or material) abuse <p>Definition of a child</p> <p>A child is under the age of 18 (as defined in the United Nations convention on the Rights of a Child).</p>

	<p>Definition of Vulnerable Adults</p> <p>A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.</p> <p>This may include a person who:</p> <ul style="list-style-type: none"> ● Is elderly and frail ● Has a mental illness including dementia ● Has a physical or sensory disability ● Has a learning disability ● Has a severe physical illness ● Is a substance misuser ● Is homeless
<p>5. Responsibilities</p>	<p>All tutors have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.</p> <p>We expect all tutors to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.</p> <p>Additional specific responsibilities</p> <p>The Managing Director is: Emma Brennan</p> <p>This person's responsibilities are: Managing Director: To lead and to report any incidents or concerns to the appropriate authorities</p>

	<ul style="list-style-type: none"> ● To ensure the safeguarding policy is monitored and reviewed ● Ensure sufficient resources (time and money) are allocated to ensure that the policy can be effectively implemented ● Promoting the welfare of children and vulnerable adults ● Ensure tutors have access to appropriate training/information ● Receive tutor concerns about safeguarding and respond to all seriously, swiftly and appropriately ● Keep up to date with local arrangements for safeguarding and CRB/AccessNI ● Develop and maintain effective links with relevant agencies ● Take forward concerns about responses to the appropriate authorities
<p>6. Implementation Stages</p>	<p>The scope of this Safeguarding Policy is broad ranging and in practice, it will be implemented via a range of policies and procedures within the organisation. These include:</p> <ul style="list-style-type: none"> ● Whistleblowing –ability to inform on other tutor practices within the organisation ● Grievance and disciplinary procedures – to address breaches of procedures/ policies ● Health and Safety policy, including lone working procedures, mitigating risk to tutors and students ● Equal Opportunities policy– ensuring safeguarding procedures are in line with this policy, in particular around discriminatory abuse and ensuring that the safeguarding policy and procedures are not discriminatory ● Data protection (how records are stored and access to those records) ● Confidentiality (or limited confidentiality policy) ensuring that service users are aware of your duty to disclose ● Tutor induction ● Tutor training <p>Safe recruitment</p> <p>Alpha Training (N.I.) Ltd ensures safe recruitment through the following processes: AccessNI Check</p> <p>Criminal Bureau Records Gap Management</p>

	<p>The organisation commits resources to providing Criminal Bureau Records check on tutors whose roles involve contact with children and /or vulnerable adults.</p> <p>In order to avoid CRB gaps, the organisation will ensure a 3 year rolling programme of re-checking CRB's</p>
<p>7. Communication s training and support for staff</p>	<p>Alpha Training (N.I.) Ltd commits resources for induction, training of tutors, effective communications and support mechanisms in relation to Safeguarding</p> <p>Induction will include: Induction meeting, training and tutor handbook</p> <ul style="list-style-type: none"> ● Discussion of the Safeguarding Policy (and confirmation of understanding) ● Discussion of other relevant policies ● Ensure familiarity with reporting processes ● Initial training on safeguarding including: safe working practices, safe recruitment, understanding child protection and the alerter guide for adult safeguarding <p>Training</p> <p>All tutors who, through their role, are in contact with children and /or vulnerable adults will have access to safeguarding training at an appropriate level. Sources and types of training will include: Child and Vulnerable Adult Protection Training</p> <p>Communications and discussion of safeguarding issues</p> <p>Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice: Tutor Meetings</p>

	<p>Support</p> <p>We recognise that involvement in situations where there is risk or actual harm can be stressful for those concerned. The mechanisms in place to support staff include:</p> <ul style="list-style-type: none"> ● Debriefing support for tutors so that they can reflect on the issues they have dealt with. ● Seeking further support as appropriate e.g. signposting to counselling services (GP/Community based) ● Tutors who have initiated protection concerns will be contacted by Managing Director within 1 week
<p>8. Professional boundaries</p>	<p>Professional boundaries are what define the limits of a relationship between a tutor and a student. They are a set of standards we agree to uphold that allows this necessary and often close relationship to exist while ensuring the correct detachment is kept in place.</p> <p>Alpha Training (N.I.) Ltd expects tutors to protect the professional integrity of themselves and the organisation.</p> <p>The following professional boundaries must be adhered to:</p> <ul style="list-style-type: none"> ● Giving and receiving gifts from clients: Alpha Training (N.I.) Ltd does not allow tutors to give gifts to or receive gifts from students. However, gifts may be provided by the organisation as part of a planned activity or marketing venture. ● Staff contact with user groups. Personal relationships between a tutor and a student who is deemed a child or a vulnerable adult is prohibited. This includes relationships through social networking sites such as, and not limited to, Facebook and Twitter. <p>Tutors and students will also be advised to avoid the following:</p> <ul style="list-style-type: none"> ● Use of abusive language ● Response to inappropriate behaviour / language ● Use of punishment or chastisement ● Passing on students' personal contact details ● Degree of accessibility to students (e.g. not providing personal contact details)

	<ul style="list-style-type: none"> ● Accepting responsibility for any valuables on behalf of a student ● Accepting money as a gift/ Borrowing money from or lending money to students <p>The following policies also contain guidance on tutor conduct: e.g. Code of conduct, e-safety, computer misuse.</p> <p>Tutors must declare any actual or potential interests with the Managing Director. See conflict of interest policy.</p> <p>If the professional boundaries and/or policies are breached this could result in disciplinary procedures or enactment of the allegation management procedures</p>
<p>9. Reporting</p>	<p>The process outlined below details the stages involved in raising and reporting safeguarding concerns at Alpha Training (N.I.) Ltd</p> <p style="text-align: center;">Communicate your concerns with the Managing Director</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Seek medical attention for the vulnerable person if needed</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Discuss with parents of child Or with vulnerable person.</p> <p style="text-align: center;">Obtain permission to make referral if safe and appropriate</p> <p style="text-align: center;">↓</p>

	<p style="text-align: center;">if needed seek advice from the Police and/or Social Services</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Complete the Local Authority Safeguarding Vulnerable Groups Incident Report Form if required and submit to the local authority within 24 hours of making a contact</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Ensure that feedback from the Local Authority is received and their response recorded</p> <p>The local authority has a process for reporting and this must be adopted. Organisations will be expected to complete the local authorities initial contact form when informing them of a concern about a child.</p>
<p>10. Allegations Management</p>	<p>Alpha Training (N.I.) Ltd recognises its duty to report concerns or allegations against its tutors within the organisation or by a professional from another organisation.</p> <p>The process for raising and dealing with allegations is as follows: follow the full local authority process</p> <p>Alpha Training (N.I.) Ltd recognises its legal duty to report any concerns about unsafe practice by any of its tutors to the Independent Safeguarding Authority (ISA), according to the ISA referral guidance document http://www.isa-gov.org.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf</p>

11. Monitoring	<p>The organisation will monitor the following Safeguarding aspects:</p> <ul style="list-style-type: none"> ● Safe recruitment practices ● CRB/AccessNI checks undertaken ● References applied for new tutors ● Training – register/ record of tutor training on child/ vulnerable adult protection ● Monitoring whether concerns are being reported and actioned ● Checking that policies are up to date and relevant ● Reviewing the current reporting procedure in place
12. Managing information	<p>Information will be gathered, recorded and stored in accordance with the following policies e.g. Data Protection Policy, Confidentiality Policy</p> <p>All tutors must be aware that they have a professional duty to share information with other agencies in order to safeguard children and vulnerable adults. The public interest in safeguarding children and vulnerable adults may override confidentiality interests. However, information will be shared on a need to know basis only, as judged by the Managing Director.</p> <p>All tutors must be aware that they cannot promise students or their families/ carers that they will keep secrets.</p>

Alpha Training (NI) Malpractice/Maladministration Procedure

Alpha Training (NI) will investigate instances of alleged or suspected malpractice or maladministration and will take appropriate action where required to maintain the integrity of units and qualifications.

Malpractice is defined as any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process, and/or the validity of certificates.

Maladministration is any activity, neglect, default or other practice that results in the centre not complying with the specified requirements for delivery of units and qualifications.

Should an alleged malpractice/maladministration arise on the part of the learners, centre staff, or others involved in providing a qualification, **Alpha Training (NI)** will:

1. Report immediately to the awarding body any suspected case of malpractice/maladministration arising after learners have been registered.
2. Investigate and record full details of the nature of the suspected malpractice/maladministration issue, including personnel involved and any action taken.

Examples of learner misconduct could include:

- Non-compliance in observing the mandatory rules of conduct during an assessment
- Replication of another learner's work in either the practical, theoretical or portfolio aspect of assessment,

Misconduct procedure (learners)

Where an issue of misconduct occurs and is discovered or reported the following action will be taken:

- The Invigilator/Centre Contact is empowered to expel a learner from the assessment room
- The expelled learner's assessment paper will be securely retained and a report filed to the Centre Contact
- The report and assessment record will be available for submission to the awarding body and the regulatory authority (Ofqual) upon request

If any of the rules of external assessment are deemed to have been broken by a learner, invigilator or other person involved in the assessment process, then **Alpha Training (NI)** and the awarding body may declare the assessment void.

Examples of centre malpractice/maladministration could include:

- Failure of **Alpha Training (NI)** to report any suspected malpractice reported to the awarding body from other sources
- Failure of **Alpha Training (NI)** to apply the awarding body's recommended invigilation procedures for external assessment, thus affecting the validity of the assessment process
- Failure of **Alpha Training (NI)** to apply the awarding body's recommended assessment paperwork and procedures for internal assessment, thus affecting the validity of the assessment process
- Failure of **Alpha Training (NI)** to apply the awarding body's recommended security procedures as identified within the centre approval declaration
- Failure on behalf of **Alpha Training (NI)** to comply with the awarding body's guidance relating to reasonable assessment adjustments
- Claims for certification being submitted by **Alpha Training (NI)** for units and/or qualifications that have not been approved for delivery

by the awarding body

- Delivery and assessment of units and/or qualifications that have not been approved by the awarding body
- Claims for certification being submitted by **Alpha Training (NI)** for learners that have not been registered with the awarding body
- Unauthorised replication of (or other tampering with) externally assessed theory papers and/or e-assessment
- **Alpha Training (NI)** or any part (if a consortium group) becomes bankrupt or insolvent or goes into liquidation, or undergoes a voluntary or compulsory winding up procedure
- There is any significant change in control of **Alpha Training (NI)** (or a change of membership if a consortium group). The awarding body should be informed immediately if this occurs

Malpractice/maladministration procedure (centres)

Where an issue of malpractice or maladministration occurs, is discovered or reported **Alpha Training (NI)** will:

- Report the issue to the awarding body's Lead Quality Assurer who will investigate the suspected case of malpractice/maladministration

Malpractice occurrence	Procedure/Rationale	Action and sanctions
Non-compliance in observing the mandatory rules of conduct during an assessment, resulting in fraudulent claims for certification.	<ul style="list-style-type: none"> • learner expelled from assessment • assessment paper retained and report filed securely • assessment paper and report file made available to the awarding body and regulatory authorities (Ofqual) 	<ul style="list-style-type: none"> • suspension of certification (tariff level 3) • suspension of registration (tariff level 3) • suspension of the awarding body approval • possible assessment void decision
Replication of another learner's work in either the practical, theoretical or portfolio aspect of assessment, resulting in fraudulent claims for certification (including plagiarism, copying, collusion, impersonation)		
Centre failure to report any suspected malpractice reported to the	<ul style="list-style-type: none"> • The awarding body investigation 	<ul style="list-style-type: none"> • suspension of certification

<p>awarding body from other sources.</p>	<ul style="list-style-type: none"> • The awarding body record evidence • The awarding body report to Ofqual 	<p>(tariff level 3)</p> <ul style="list-style-type: none"> • suspension of registration
<p>Centre failure to apply the awarding body’s recommended invigilation procedures for external assessment, thus affecting the validity of the assessment process.</p>	<ul style="list-style-type: none"> • The awarding body investigation • proven loss of the integrity of assessment decisions • irretrievable breakdown in management and quality assurance of specific programmes • The awarding body report to Ofqual 	<p>(tariff level 3)</p> <ul style="list-style-type: none"> • suspension of the awarding body approval • possible assessment void decision • loss of integrity of assessment decisions - danger of invalid claims for certification <p>(tariff level 3)</p> <ul style="list-style-type: none"> • withdrawal of centre approval for specific units and/or qualifications <p>(tariff level 4)</p> <ul style="list-style-type: none"> • notification to Ofqual • possible notification to other awarding bodies

- Investigate the facts relating to allegation/complaints in order to determine whether any irregularities have occurred

Conclusions will be based on established evidence. A course of proposed actions will be identified, agreed, implemented and monitored in association with the awarding body. All relevant evidence will be considered without bias.

<p>Payment for the awarding body's accreditation is not received in accordance with the payment terms (see terms and conditions).</p>	<ul style="list-style-type: none"> • non-compliance with contracted agreement but no threat to the integrity of the assessment decisions 	<ul style="list-style-type: none"> • suspension of certification (tariff level 3) • suspension of registration (tariff level 3) • suspension of The awarding body approval - until resolution achieved • withdrawal of centre approval for all programmes (tariff level 5) – if no resolution achieved
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Non-compliance monitoring guidelines – malpractice

Malpractice occurrence	Procedure/Rationale	Action and sanctions
<p>Centre failure to apply The awarding body's recommended assessment paperwork and procedures for internal assessment, thus affecting the validity of the assessment process.</p>	<ul style="list-style-type: none"> • The awarding body investigation • proven loss of the integrity of assessment decisions • irretrievable breakdown in management and quality assurance of specific programmes <p>The awarding body report to Ofqual</p>	<ul style="list-style-type: none"> • suspension of certification (tariff level 3) • suspension of registration (tariff level 3) • suspension of The awarding body approval • possible assessment void decision • loss of integrity of assessment decisions - danger of invalid claims for certification (tariff level 3) • withdrawal of centre approval for specific units and/or qualifications (tariff level 4) • notification to Ofqual • possible notification to other awarding bodies
<p>Centre claims for certification being submitted for units and/or qualifications that have not been approved for delivery by The awarding body.</p>		
<p>Centre claims for certification being submitted for learners that have not been registered with The awarding body (where applicable).</p>		

Unauthorised replication of (or other tampering with) externally assessed theory papers and/or e-assessment.		
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Malpractice Occurrence	Procedure/Rationale	Action and Sanctions
The centre or any part (if a consortium group) becomes bankrupt or insolvent or goes into liquidation, or undergoes a voluntary or compulsory winding up procedure.	<ul style="list-style-type: none"> irretrievable breakdown in management and quality assurance of all unit and qualifications run by the centre threat to learner completion of certification – learner support/guidance required The awarding body report to Ofqual 	<ul style="list-style-type: none"> withdrawal of centre approval for all units and qualifications (tariff level 5) notification to Ofqual
There is any significant change in control of the centre or a change of membership if a consortium group.	<ul style="list-style-type: none"> potential irretrievable breakdown in management and quality assurance of all units and qualifications run by the centre threat to learner completion of certification – learner support/guidance required 	<ul style="list-style-type: none"> suspension of centre approval for all units and qualifications
Centre begins delivery/assessment of a The awarding body unit/qualification that has not been approved.	<ul style="list-style-type: none"> The awarding body investigation proven loss of the integrity of assessment decisions – danger of invalid claims for certification 	<ul style="list-style-type: none"> suspension of certification (tariff level 3) suspension of registration (tariff level 3) suspension of The awarding body approval possible assessment void decision

