

Training Services

1. INTRODUCTION

The purpose of this policy is to ensure the *Organisation* enrolls students by using the Student Enrolment Form.

2. POLICY

2.1 Other processes for general aspects of the training service are documented as follows:

2.1.1 Training (for staff) – see HR Training and Development Policy: *HR Policy*

2.1.2 Health and Safety Procedures (for staff and students) – see Health and Safety Policies in General Manual

2.1.3 Field Trip / Training – use procedures for Programmes and Activities at

2.2 Students and Workplace Supervisors are to keep a record of contacts and meetings held. Tutors will also keep a record of the same.

2.3 The Tutors, Students and Workplace Supervisors will plan, record and outline work required.

2.4 The Tutors and Workplace Supervisors will complete workplace-training agreements with students.

2.5 The Tutors, Workplace Supervisors will carry out regular monitoring as agreed in the workplace-training plan.

2.6 Management Systems

- Quality Assurance
- Requirements of the Standard
- Goals and Objectives
- Systems to achieve goals and Objectives
- Governance and management
- Personnel
- Physical and Learning resources
- Learner information, entry and support
- Development, delivery and review of programmes

- Assessment and moderation
- Notification and reporting on learner achievement
- Research N/A
- Achievement of goals and objectives

4 RESPONSIBILITY

- 4.1 The Tutors will take full responsibility to report and assess students on the work placement experiences and to ensure the workplace safety of students and staff.

5 REFERENCES

- 5.1