

POLICY HANDBOOK

In line with our C1 'Centre Application', the following summarises all of our Policies to **“Protect the Interests of the Candidate and Integrity of the Qualifications”**. First Aid 4 Life confirms that ITC qualifications offered by our Centre will be supported by documented systems and policies that are compliant with current legislation.

Centre systems include:		Yes or No	Use ITC	N/A	Link to all of our Policies here
A	Insurance Cert (Employers & Public Liability)	Y			A. Hiscox HU PI6 current.pdf
B	Internal Quality Assurance Procedures	Y			B. Internal Quality Assurance.pdf
C	Staff Recruitment and Induction Policy	Y			C. Staff Handbook.pdf
D	Access to Fair Assessment Policy	Y			D. Access to Fair Assessment.pdf
E	Appeals Policy	Y			E. Appeals.pdf
F	Candidate Record Keeping Procedure	Y			F. Record Retention.pdf
G	Complaints Policy	Y			G. Complaints.pdf
H	Conflicts of Interest Policy	Y			H. Conflicts of Interest.pdf
I	Data Protection Policy	Y			I. Data Protection.pdf
J	Enquirer (Customer Charter) Policy	Y			J. Customer Charter.pdf
K	Equality & Diversity Policy	Y			K. Equality and Diversity.pdf
L	Health and Safety Policy	Y			L. Health & Safety.pdf
M	Malpractice Procedure	Y			M. Malpractice & Misconduct.pdf
N	Withdrawal from Delivery Policy	Y			N. Withdrawal from ITC Qualifications.pdf

Trainers/Internal Assessor's - YOUR AGREEMENT

Please read and then sign and date below to indicate that you agree to the undertakings given and requested in all of First Aid 4 Life's policies above and, in particular, our Health & Safety, Child Protection* & Conflict of Interest policies. ***In the interest of Child Protection and that of Vulnerable Adults, please provide a copy of your latest Enhanced DBS Check, previously known as Enhanced CRB Check. If you do not have a recent check, please advise and we can arrange one for you at a cost of £60 (June 2014).**

Name (please Print)	Signature	Date
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