



Brighton Holistics

Beauty - Complementary - First Aid - Holistic - Online - Reiki - Sports

The Brighton Holistics Handbook

Updated in July 2020

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General Terms

- You must adhere to the aims, principles and policies of Brighton Holistics, in particular equality and diversity policies, in the presentation of all programmes and materials used.
- In order to monitor the effectiveness of the training, Brighton Holistics may at its discretion send an assessor to observe any training programme that is delivered.
- Periodically Consultant Tutors will be mystery shopped. This is nothing to worry about, purely to make sure that standards are being delivered. This is an accreditation requirement and is carried out by the accreditor. Brighton Holistics never knows when this is taking place. When we receive the report if there are any issues which need addressing these will be discussed with the relevant Consultant Tutor.
- Consultant Tutors must hold a full membership to the Federation of Holistic Therapists and be a practising therapist with a minimum of three years' experience in industry. *If you have less than three years' experience in the industry, permission will need to be granted from the accrediting bodies before you can teach. This doesn't mean that you cannot take up a freelance teaching position here at Brighton Holistics; the options will be discussed with you beforehand.
- Consultant Tutors must hold a full membership to the Federation of Holistic Therapists and be a practising therapist with a minimum of three years' experience in industry. *If you have less than three years' experience in the industry, permission will need to be granted from the accrediting bodies before you can teach. This doesn't mean that you cannot take up a freelance teaching position here at Brighton Holistics; the options will be discussed with you beforehand.
- Consultant Tutors must have the ability to plan and time manage so that you are sufficiently prepared to deliver the course, deal with any issues that arise on the day and manage the course timings effectively.
- Consultant Tutors are required to be at Brighton Holistics from 10 am till 5 pm, Consultant Tutors are paid for this duration including lunch break. Course times are 10.30 am till 4.30 pm. Please ensure you are in the treatment room at 10.15 am to make the learners welcome drinks (tea and Coffee). Your time from 10 am to 10.15 am is to prepare the treatment room, making sure that everything is in place for the training day.
- Consultant Tutors should never leave learners unattended. A Consultant must always be on the premises of Brighton Holistics whilst learners are. This is a health and safety requirement. If the main house is closed, then you are permitted to use the Brighton Holistics Administration Office during break times.
- Please notify the administration office if you require any equipment or products. This is the Consultant's responsibility and should be completed via the Feedback and Payment form.

- The Consultant Tutors are responsible for making sure that the treatment room is clean and tidy before and after the course.
- Please make sure:
 - The Tea and coffee facilities are topped up
 - All cups and glasses have been placed in the dish washer and that the dish washer has been turned on.
 - The toilet facilities are clean and that a toilet cleaner has been used after each training day. Please also make sure toilet roll isn't empty.
 - That all flooring is clean and tidy - a Hoover can be found in the Administration Office.
 - All bins (treatment room, toilet and office) are emptied and placed in the main wheelie bin.
 - Make sure that all washing has been completed and dried and removed from the washing machine from the previous day.
- Brighton Holistics Administration office will email you before the course with a list of learners. This list will give you their name, telephone number and any special needs. If you need to phone a learner, please use the phone in the office. This information is to be destroyed after the course to comply with data protection. Any breaches of the data protection policy will result in contract termination. A shredder can be found in the Brighton Holistics Administration office. Please note this only applies if the Principal of Brighton Holistics or his nominated representative are away. If one or both are present, then a class list will be given to you at the start of the day.
- It is the Consultant Tutors responsibility to notify Brighton Holistics Administration office of any dates they are unavailable to deliver the teach, also to check their course dates in advance they teach and notify the Brighton Holistics Administration office of any dates they are not available as soon as possible. Brighton Holistics will notify you when we are starting to work on the dates for the following academic year.
- If you use Apple products we can share your diary with you if you wish.
- Consultant Tutors delivering qualification courses ie levels 2, 3, 4 or 5, you will be provided access to the Brighton Holistics Learners portal so that you can see the progression of each of the learners. It is your responsibility to make sure that learners are on top of their courses and coursework. Any problems need to be reported back to the Brighton Holistics Administration office via the Feedback and Payment form.
- Please do not wear your own branded uniforms when training at Brighton Holistics. If you wish to wear a Brighton Holistics branded uniform this can be arranged, Brighton Holistics will pay for the branding but not for the clothes. You are expected to be in therapy dress when teaching, ideally black. Blue jeans or revealing clothes will not be accepted. You can wear your FHT Membership badge.

- During your training if you wish to demonstrate any additional reading materials or learning aids, this is no problem, if you want to leave any material here at Brighton Holistics you do so at their own risk. Items can be left in the administration office, but please be mindful it's not a dumping ground.
- It's vital the Consultant Tutor is 100% confident in the class they are teaching. The PowerPoint presentation is a prompt. It is not reading material. We do not expect a Consultant just to stand there and read the PowerPoint. You must be extremely confident and knowledgeable in the therapy and course content you are delivering. You must make sure that you 100% prepared for each training day.
- If for some reason a training day finishes early for any reason, the time is to be made up by the Consultant Tutor providing additional information to enhance their learning experience or by giving the learner a treatment or learners giving each other a treatment. Learners are paying to be here from 10.30 am till 4.30pm. Unless it's a half day course 10.30 till 2pm
- Periodically the Consultant Tutor may be required to print off paperwork for learners- these are only fairly small documents, made up of 1 to 5 pages.
- If you are assessing a course the assessment form is completed online which is then submitted and sent through to the external assessor and the Brighton Holistics administration office and the IQA.
- All Level 3 and Level 4 and 5 assessment are filmed, which limits the time the external assessor and IQA have to visit, this also makes the assessment less intimidating.
- If any additional training days are required for learners, please arrange for pre- authorisation by the Brighton Holistics Administration Office before being offered or promised to the learner.
- If a Consultant Tutor wishes to add a link from their website to the Brighton Holistics website this can be arranged, Brighton Holistics will then reciprocate the return link.
- Pets belonging to learners or Consultant Tutors are strictly prohibited within the grounds or buildings of Brighton Holistics. This is a breach of Health and Safety and leads to a number of issues of learner welfare and wellbeing. Guide dogs and assistance dogs are permitted for learners. If this is the case, it is your responsibility to make sure that fresh water is available for the dog.
- Learners are clients of Brighton Holistics . Therefore, swapping of personal information, such as contact details or other places of work is prohibited. It presents a conflict of interest and is considered by Brighton Holistics as unprofessional.
- Any Communication regarding the course must come through the Brighton Holistics Administration Office. This is an accreditation requirement. Brighton Holistics supply Consultants with generic business cards with the Brighton Holistics contact details. All questions should be fielded to the Brighton Holistics Administration office to ensure continuity. This is an accreditation and data protection requirement. Brighton Holistics

works on a 4 hour turn around policy on email and telephone communication during office hours.

- Brighton Holistics offers full treatment facilities. Therefore, please do not treat or consult ~~Consultants will not be allowed to see~~ learners as ~~clients~~ outside of Brighton Holistics without the express permission of Brighton Holistics Administration. This is a conflict of interest.
- Brighton Holistics asks that you are mindful of the images and statements you place on your professional and personal social media accounts as learners do search to find the background of freelance Consultant Tutors. If you have personal pictures and derogative or negative status updates this may cause reputational damage to Brighton Holistics, the accrediting bodies as well as your own business. Brighton Holistics strongly advise that your personal social media is restricted to friends and family only. As stated in conflict of interest and communication with learners befriending learners on social media is not permitted considered by us to be professional.

General roles during a training day

- If you have a learner who states that they didn't know they need a model or what they needed to bring. In the drawers you will find three laminated emails which have been sent the learner. If they say they didn't receive it then they gave us the wrong email but they also agreed to the terms and conditions which the information is also listed.
- Consultants need to know how the Brighton Holistics Portal works and have a clear understanding so that if a learner asks a question you can answer it. The system we use is called Moodle, Moodle is used across all education levels and is extremely easy to use. We refer to the system as the Brighton Holistics 'Learners Portal'.

Rates of pay:

- Rates of pay are the same for all Consultant Tutors.
- Brighton Holistics Day Rate 10am to 5pm (1 learner) Hours Rate of (£20.83) 6 hours. Totalling a £125
- Brighton Holistics Half Day Rate 10am to 1pm or 1pm to 5pm. Totalling £62.50
- Brighton Holistics Assessment Rate £20 per learner
- Zoom meetings – Theory sessions £15 per hour
- Payments will be made by bank transfer. Invoice payments will not be paid in cash.
- Consultants are responsible for their tax and national insurance contributions. ~~; this does not fall under the responsibility of Brighton Holistics.~~ If Brighton Holistics are investigated through negligence of the Consultants tax affairs, the Consultant will be responsible for any account's investigation cost accrued / charged to Brighton Holistics for this investigation. If the Consultant Trainer is found guilty of tax avoidance their contract will be terminated with immediate effect.

- Consultants must supply Brighton Holistics with their unique Self-employment registration number and their national insurance number prior to the start of contracting.
- Payment is made strictly for services rendered. Brighton Holistics do not pay holiday, maternity, paternity, or sick pay.
- At the end of each training day it is the responsibility of the Consultant to email the Brighton Holistics Administration office a Consultants feedback and Payment form. This needs to be completed as soon as possible after each training day, including tutorial days. This is an accreditation requirement and is extremely important. The feedback form also acts as your invoice, you will be requested to enter your bank sort code and account number and your own reference number. The link to the feedback form is:

<https://www.brightonholistics.co.uk/feedback-form-tutors/>

- All payments will be made within 14 days of receipt.
- Any out of pocket expenses should be added to the feedback and payment form, i.e. milk, coffee, tea or products which you have been authorised to purchase. Please ensure you scan receipts.
- Whilst you work for us, all training courses with Brighton Holistics will be subsidised by 50%. However, please be aware that if you leave Brighton Holistics within 2 years of the course completion/assessment day the remaining 50% must be paid. If you leave midway through a course, then regretfully, full payment must be made.
- Any breaches the data protection policy will be liable for any data protection fine issued from the Information Commissioner Office, ~~regardless of the amount.~~

Additional Payment / Balance payments etc.

If a learner wishes to make a payment for any products, this can be done via an invoice sent to the learner from the Brighton Holistics Administration Office. Please notify the administration office of any invoices which need to be created on the Consultant feedback and Payment form completed at the end of every training session.

If the learner pay cash, then a payment form needs to be completed and then dropped into the drop box under the window along with the payment form. Please leave a note of this in to the Consultant feedback form too.

Additional Training Materials

- During your training if you wish to demonstrate any additional reading materials or learning aids, this is no problem. If you want to leave any material here at Brighton Holistics, you do so at their own risk. Items can be left in the administration office, but please be mindful it's not a dumping ground. If any books are taken from the Brighton Holistics Library, it is the Consultants responsibility to make sure that all books are accounted for at the end of each training day.

Online Zoom meeting / teaching

If you are teaching using Zoom, Brighton Holistics will set up and host the meeting. Once the session has started Brighton Holistics will then give the consultant control of the meeting and powerpoint.

The please note that the rolling Zoom etiquette must be followed.

- Please make sure you arrive to the meeting waiting room on time
- Please make sure that your webcam is turned on and positioned correctly. Anyone who turns their webcam off will be asked to leave the meeting
- Please be mindful of background noise. If you can, mute your microphone and only turn it on to ask a question or for conversation
- Please ensure that you will have minimal distractions during the meeting. This includes, family, pets, phones etc
- Please make sure that email, text messages and mobile phone notifications are turned off on your phone and computer
- Please remember that you are attending a training session, therefore the same etiquette applies as it would in the classroom. Don't try to multi task during this training session

Learners Agreement

On the first day of a Level 2,3,4 or 5 qualification it is important that all learners complete the Learners agreement, these can be found in the last two drawers of the drawer unit behind the curtain in the additional changing area.

Getting into the Gardens

Keys can be found in the Key safe under the intercom for Lock 2 of the gate. We will provide you with the access code.

- The key in this safe opens the bottom lock of the gate

When you enter the garden make you may to the house back door and you will then see a key safe on the left-hand side again you will be given the code for this. Inside the safe you will find the following keys:

- Purple is the treatment room
- Rounded key is the office key
- Yellow house back door
- Green the house main back door. Remember you can go into the kitchen and into the extension but not into main house as the alarm will go off.

Getting into Treatment Room

Same as above, as you enter treatment room you must make your way into the treatment room to the alarm system. You have 30 seconds to turn this off. Please enter the code you were given. The alarm will beep twice. It makes one hell of a noise when you enter and when it goes off.

At the start of each day and at the end of each day, please allow the room to breathe, by leaving the front door and the side treatment room door open for a few minutes. Please also light an Incense sticks at the start of each day. These can be found in the Brighton Holistics Administration Office in the white drawer on the back wall of the office.

PPE

All necessary PPE can be found within the large white drawers in the Brighton Holistics Administration office.

Please make sure that hand sanitiser and soap are available for all learners at all times.

Entry during COVID-19

Please make sure that you follow the Health and Hygiene Policy as shown in the policy section of this handbook.

Allowing Learners into Brighton Holistics

When a learner arrives, they should push the intercom at the gate, this will ring in the walkway between the office and the treatment room. Press the green button to speak to the person at the gate and the green button to speak to the person and the blue button

to open the gate. It takes about 6 second for the gate to release, the intercom does tell the person when it's unlocked. If the intercom fails to open the gate, please go down to the gate and open it remembering to close it behind you. We offer a safe environment and with the gate open believe it or not people have been known to walk straight into the treatment room, as this can be disconcerting for the learner and you the Consultant.

Learner Running Late (Main Treatment Room Only)

If a learner phones to say that they are running late, a message will be sent through to the iPad above the treatment room computer. The message will be sent using Apple messenger. The passcode for this is the same as the alarm code, but with an additional '25' at the end.

Turning the computer on

If the computer is switched off, at the back-right hand corner you will find the power button, just push it. We no longer use a monitor, only the projector.

Turning the Projector on

Make sure that the projector switch above the computer is set so that the light is furthest away from you. Then using the remote control (see picture) press the on button.

PLEASE MAKE SURE THAT HIS IS TURNED OF WHEN NOT IS USE AND NOT JUST LEFT IN BREAK MODE

Computer freezes

Simply turn it off, (back right-hand corner) and restart it. When this happens it normally means that it needs updating. If the computer asks you to update anything simply just say yes and follow the instructions. It's easy... you can't mess it up.

Pointer stops working

Use the arrow keys on the keyboard, if this fails to work the batteries in the keyboard may be flat. You will find an apple power lead and plug in the administration office.

Keyboard and Mouse stops working

Just inside the office on the left-hand side you will see a white shelf which has the charging leads for the keyboard and pointer.

Finding Presentations

Links for all the presentations can be found on the desktop. All the reflexology courses can be found in the Reflexology link, same for Aromatherapy etc...

Music

In Treatment Room One we use Alexa to play therapy Music.

Just Say “*Alexa play Treatment Playlist*” and it will play, to stop, just say ‘*Alexa Cancel*’ or ‘*Alexa Stop*’.

Turning the heating on.

Please do not use the wall heaters. These are being removed shortly.

Use the Dyson heater, an additional heater can be found within the administration office. In the winter please leave the heating on all the time just turn the temperature down to 16 degrees. Some learners like the heating hot. Ideally the treatment room should be no hotter than 21 degrees. The Dyson heaters regulate the heat.

Additional changing area

In the office you will see that a changing area has been created, please make sure that the all the curtain is drawn, as the office has CCTV in it!

Finding Products

All the products can be found in the administration office. All treatment specific items can be found in plastic boxes behind the curtain in the additional changing area.

Course products can be found on the shelf behind curtain in the additional changing area.

Treatment beds, bolsters, face cradles and pillows can be found in the large cupboard in the treatment room.

Please make sure that all products are accounted for and put back in the correct place at the end of each training day.

If you have used any training books please make sure that these are collected and accounted for as these have a tendency of walking.

New Products can be found in the drawers in the administration office.

Ordering additional products

Please make sure that there are enough products for each training day. If you see that products are getting low, please advise Jon via the Consultants Feedback and Payment Form completed at the end of every session.

Tea & Coffee making

It is the Consultant Tutor’s responsibility to make sure that everyone has a welcome tea or coffee. After this the learners can make their own. However, please make sure that everyone has refreshments during the day.

Extra Tea and coffee can be found within the kitchen area of the treatment room in the top cupboards.

If the products are getting low, please advise Jon via the Consultants Feedback and payment Form.

Cleaning the treatment room

It is the Consultant Tutor's responsibility to make sure that the treatment room is always clean and tidy. A Hoover can be found within the administration office and cleaning products can be found in the cupboards in the kitchen area. Please make sure that bins including the toilet bin has been emptied at the end of the day. If you find that the training room has been left untidy please let Jon know.

Fresh bin liners can be found in the cupboard under the sink. Please replace the bin liners every day and place the used one in the wheelie bin.

The treatment room is deep cleaned every Monday. If you are teaching on Sunday and Monday, please make sure that all learners belongings are placed into the baskets provided and that the treatment room is left so that the cleaner can clean on Monday morning.

If the cleaning products are getting low, please advise Jon via the Consultants Feedback and Payment Form

Changing the hand Towels

In the administration office on the key holder above the printer you will a black key, this key open the paper towel dispenser. Place the key into the hole and turn and then gently pull the front of the dispenser.

Hand towels can be found in the cupboard, to the right of the sink.

If the products are getting low, please advise Jon via the Consultants Feedback and payment Form

Soap and hand sanitiser

Keys are not needed for these dispensers, gently lift from the bottom of the dispenser will reveal the canister.

Hand soap can be found in the cupboard under the sink and hand sanitiser can be found in the white drawers in the administration office.

Toilet rolls

These can be found in the cupboard to the right of the sink.

Washing & Dry

If any wraps have been used, please put them into the washer/dryer and turn the dial on G, alter the Temperature to 60 degrees, push the dry button and then start. Washing power and antibacterial wash back can be found under the sink.

When you arrive at the treatment room in the morning please can you check that no washing has been left in the washer and also make sure that it is fully dry.

PLEASE NOTE Brighton Holistics do not offer towels for any course or treatment.

Leaving the main treatment room

When leaving the treatment room, please make sure that all windows are closed and that the office door and that the side door are locked. Turn the alarm on by pressing Button A, the alarm will beep for 30 seconds. During this time, you need to leave the treatment room and close both doors. Making sure that the main front door is locked.

Please make sure that both gate locks have been locked.

If the alarms, go off because a door or window hasn't been locked correctly the Consultant will be charged for the alarm call out.

Getting into the Second Treatment Room (this room is currently not being used due to COVID-19)

This will be used as a team rest room.

Same as getting into treatment room one.

You will have a key for the house back door. What is really important is that you do not try and enter the hall way from the kitchen. If you try this the house alarm will sound and the alarm monitoring company will then either send the police or send a response car! You can however walk around the kitchen and the treatment area quite happily.

Tea and coffee etc.

This can be found in the tall cupboard

Products

Basic products are kept in the tall cupboard in the corder between the sofas. All the products can be found in Treatment room one in the usual place.

Computer

Computer is same as in treatment room one. You need to make sure that the TV is turned on as this acts as the projector.

Music

In Treatment Room One we use Alexa to play therapy Music.

Just Say "*Alexa play Treatment Playlist*" and it will play. To stop, just say '*Alexa Cancel*' or '*Alexa Stop*'.

Cleaning

Please make sure that the toilet is left clean, bins have been emptied and everything has been put away. A hoover can be found within the main treatment area.

Leaving the second treatment room

Please make sure that the house back door is locked along with the walkway/ interconnecting door.

When leaving the gate, please make sure that both gate locks have been locked.

Please make sure that the toilet is left clean and that all the cups etc. have been washed up and put away.

Brighton Holistics Policies

All these policies are under constant review.

Please make sure that you keep up to date with all these policies.

Brighton Holistics - Registration & Certification Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-registration-and-certification-policy/>

Aim:

- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, Brighton Holistics will:

- Register each learner within the accrediting body requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- Make each learner aware of their registration status
- Inform the accrediting body of withdrawals, transfers or changes to learner details
- Ensure that certificate claims are timely and based solely on internally verified assessment records
- Audit certificate claims made to the accrediting body
- Audit the certificates received from the accrediting body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification

This policy will be reviewed every 12 months by the Principal.

Brighton Holistics - Assessment Malpractice Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-assessment-malpractice-policy/>

Aim:

The aim of this policy is to ensure that there are no acts that seek to undermine the integrity and validity of assessment and the certification of the qualifications.

Malpractice:

The term malpractice covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- The assessment process
- The integrity of a regulated qualification
- The validity of a result or certificate
- The reputation and credibility of the Awarding Body; or
- The qualification or the wider qualifications community

Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

Maladministration:

Maladministration is any activity, neglect, default or other practice that results in the Learner not complying with the specified requirements for delivery of the qualifications as set out in the relevant codes of practice.

All Learners enrolled on any qualification must be registered with the relevant awarding body, i.e. FHT

Procedure:

Brighton Holistics does not tolerate actions or attempted actions of malpractice by:

- Learners
- Team member including Consultant Tutors.

Brighton Holistics may enforce penalties and/or sanctions on Students where incidents or (attempted incidents) of malpractice have been identified and proven.

Our rigorous assessment process will be open, transparent, and fair when handling incidents or (attempted incidents) of malpractice.

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The policy on malpractice aims to:

- Record the incidents or (attempted incidents) of malpractice
- Inform the learner as soon as practicable by email, phone or by letter
- Inform the learner of their rights and responsibilities
- Provide the learner with an opportunity to discuss how they intend to rectify the situation
- Involve members of the Programme and Management team to assist with the investigation.
- malpractice incidents or alleged incidents.
- Handle the investigation in a fair, transparent, balanced and timely manner

Brighton Holistics reserves the right in suspected cases of malpractice to withhold the issuing of a certificate, whilst the investigation is being carried out. The outcome of the investigation will determine whether or not the certificate is issued or withheld.

Intervention and Support for Learners

Learners will be taught the process and appropriate formats for recording cited texts and other source materials or other materials including websites through face to face feedback sessions, study skills class and online formative feedback.

It is necessary for all learners to sign a declaration for all assessed work to authenticate that it is their own work. This will ensure that when any incidents of malpractice have been identified or suspected, it would be considered as evidence which may be used in any investigation. The learner must be made aware of this on each occasion that the document is being signed, confirming that they are agreeing to the statement which states that: “the work is their own”.

Types of Students Malpractice

Plagiarism – by copying and claiming another person’s work as your own, including artwork, images, words, computer-generated work, such as internet sources, inventions whether published or not without appropriately acknowledging the source and giving credit where credit is due.

Collusion – by working together with other learners to produce work that is submitted for assessment as individual work.

Impersonation – by pretending to be someone else in order to produce work for another learner or arranging for another person to take the place of another learner in an assessment or exam.

Altering – any results documentation, including assessment grading records and certificates.

Cheating - in a way that gains an unfair advantage through inappropriate methods.

Inappropriate Material - Inclusion of inappropriate, offensive, discriminatory or obscene material in assessment evidence. This includes vulgarity and swearing that is outside of the context of the assessment, or any material of a discriminatory nature (including racism, sexism and homophobia).

Inappropriate Behaviour - Inappropriate behaviour during an internal assessment that causes disruption to others. This includes shouting and/or aggressive behaviour or language and having an unauthorised electronic device that causes a disturbance in the examination room.

Frivolous Content - Producing content that is unrelated to the question in scripts or coursework.

Who will be involved in the malpractice Investigations?

- Course Assessors/Tutors
- Internal Quality Assurance Officer
- Member(s) of the Management Team

Who will contact the Learner?

- Internal Quality Assurance Officer

The Management Team will determine the penalty or penalties that the individual concerned may receive after all the processes and procedures have been explored during the course of the investigation.

Types of the Teams Malpractice:

The following includes examples of what Brighton Holistics considers to be malpractice : by a team member.

- Failing to keep awarding body assessment records safe and secure
- Altering assessment and grading records without the proper authority
- Influencing the outcome of the assessment by producing work for Learners or providing the support that influences the grade awarded
- Producing false witness statements
- Allowing evidence which is known not to be the Learner's own work to be included in the assessment
- Facilitating and allowing impersonation and collusion

- Inappropriate use of the reasonable adjustments and special considerations policy, where the support has the potential to influence the outcome of the assessment
- Making fraudulent certification claims and/or claiming for a certificate prior to the student completing all the requirements for assessment
- Obtaining unauthorised access to assessment and verification material

Types of Centre Malpractice:

Insecure storage of assessment instruments and marking guidance.

- Misuse of assessments, including inappropriate adjustments to assessment decisions
- Failure to comply with requirements for accurate and safe retention of Learner evidence, assessment and internal verification records
- Failure to comply with awarding body procedures for managing and transferring accurate Learner data
- Excessive direction from assessors to Learners on how to meet national standards
- Deliberate falsification of records in order to claim certificates

The policy also concerns those actions that:

- Attempt to compromise or may compromise the process of assessing the integrity of any qualification or the validity of an exam result or certificate; and/or damages the authority, reputation or credibility of Brighton Holistics, the awarding body or any officer or Tutor.
- The Management team takes seriously any suspected or reported case of malpractice or maladministration, which may be the result of a deliberate act, neglect, or failure in practice or system, or due to actions of an individual(s)
- Brighton Holistics will take appropriate disciplinary actions against the alleged/ reported malpractice staff and the awarding body will be informed if deemed appropriate depending on the seriousness of the matter
- Should students or others wish to report possible malpractice or maladministration they should contact the Principal of Brighton Holistics on 01273 672 690

Appeal Procedure

Stage 1 - Review

Learners, staff members and Consultant Tutors, may request a review of the decision made following the above process. The review is conducted by a panel consisting of representative(s) of the Consultant Tutor, IQA, assessor. The panel will consider the report made initially on the malpractice incident, imposed penalties as well as any new

information or evidence subsequently provided by other relevant parties. Following a review, the initial decision may be upheld or overturned, or upheld but with a change to the penalties originally imposed.

Stage 2 – Appeal:

If the learner, staff member or Consultant Tutor does not agree with the outcome of the review, they have the right to take the process to Stage 2, which would involve an independent review of the case. An appeal at Stage 2 will only consider whether the panel set by Brighton Holistics at the review stage applied its procedures consistently, properly and fairly during the original investigation and/or the Stage 1 review and will cover any inconsistencies if noted.

- The appeal panel will have had no involvement with the assessment or the administration of assessments and have no personal interest in the decisions under consideration
- The appeal panel may uphold the original decision, or overturn it on the grounds that procedures were not properly followed. The appeal panel will not review the original investigation
- The Principal of Brighton Holistics is responsible for ensuring that all parties affected by decisions on malpractice or maladministration are informed of the outcome of the above processes

Reporting to the Awarding Body:

Malpractice or attempted acts of malpractice that have influenced the assessment outcomes will be immediately reported to the Awarding Body and in cases of malpractice to the qualifications regulator if there's evidence that results or certificates may be invalid.

Oversee all investigations into suspected or alleged malpractice; withhold the issuing of results until the conclusion of the investigation, or permanently, where the outcome of the investigation warrants it; apply the sanctions and penalties listed in this document in cases of proven malpractice; report the matter to the regulators and other awarding bodies in accordance with the regulators' General Conditions of Recognition and report the matter to the police if proven malpractice involved the committing of a criminal act.

Brighton Holistics and the Awarding Body reserve the right, in suspected cases of malpractice, to withhold the issuing of results or certificates while an investigation is in progress.

Brighton Holistics - Health and hygiene policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-hygiene-policy/>

In light of the Covid-19 outbreak in 2020, Brighton Holistics has implemented a strict health and hygiene policy for the treatment and training room.

Before your first practical day with us, you will be sent a copy of our health and hygiene policy which you must agree to, sign and return to us before attending your course. If this is not done, you will not be allowed to attend your practical day with us at Brighton Holistics.

1. We require all learners and models to wear a face mask or covering (covering the nose and mouth) during their time with us, but please note that PPE will not be provided by Brighton Holistics to learners or models for the course, unless the course specifically requires it
2. Learners are required to keep their shoes on when entering the treatment room, but will be provided with shoe coverings which must be used
3. Before entering the grounds of Brighton Holistics learners and models will be required to use the hand sanitiser provided outside the main gate as well as outside the training rooms
4. Before any learner or model is allowed entry into the grounds, their temperature will be checked to ensure it is under the allowed limit
5. On each of the tables within the theory area, hand sanitiser will be available for people to use
6. Hand sanitiser must be used by the learner and the model before the start of each treatment
7. Hand sanitiser must be used before leaving the bathroom
8. While using the bathroom learners are responsible for leaving the toilet as they found it. Only toilet paper is to be flushed down the toilet. Sanitary towels are to be placed in sanitary bags provided and then placed in the automatic sanity bin provided
9. The bathroom will be deep cleaned at the end of each training day
10. Learners and models may at any time wash their hands using soap provided
11. No mugs, cups or cutlery will be available for use by learners or models during their practical sessions with us. Please ensure you bring a flask of hot drink if you wish for yourself and your model. All learners and models will be offered a sealed bottle of water to drink during their practical session

12. Between the morning and afternoon practical session as well as at the end of each training day, each treatment bed and all areas will be wiped down using antibacterial wipes or spray
13. Any additional training tools will be sterilised using the correct means for each product
14. Massage medium will be supplied in individual containers for you to use on your model
15. During training, any model requiring a modesty wrap will be offered one, however, no bathrobes will be offered. At the end of each training day, any modesty wraps that were used will be laundered with washing powder at 60°C. An additional antibacterial cleaner will also be added to the wash
16. Every Monday, the treatment room will go through an additional deep clean and disinfectant

This policy is for the health and hygiene of all learners, models and team of Brighton Holistics. Anybody failing or refusing to abide by this policy will be asked to leave the treatment room.

If at any point during the day you begin to feel unwell, please inform a member of the Brighton Holistics team immediately.

We require all learners and models to wear a face-covering during their time with us, but please note that PPE will not be provided to learners or models for the course. Before your first practical day with us, you will be sent a copy of our Hygiene Policy which you must agree to, sign and return to us before attending your course. If this is not done, you will be prevented from attending your practical day with us at Brighton Holistics.

This policy is under constant review by the Brighton Holistics Team

Brighton Holistics - General Data Protection Regulation (GDPR) Policy Statement

URL - <https://www.brightonholistics.co.uk/brighton-holistics-gdpr-protection-policy/>

Brighton Holistics is fully committed to full compliance with the requirements of the General Data Protection Regulations. Brighton Holistics will, therefore, follow procedures which aim to ensure that all team members who have access to any personal data held by Brighton Holistics are fully aware of and abide by their duties under the General Data Protection Regulation. Brighton Holistics will not share any information with any third party.

Statement of policy

Brighton Holistics needs to collect and use information about people with whom it carries out business in order to operate and carry out its business. This personal information must be handled and dealt with properly however it is collected, recorded and used and whether it is on paper, in computer records or recorded by other means.

Brighton Holistics regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between Brighton Holistics and those with whom it carries out business. Brighton Holistics therefore fully endorses and adheres to the Principles of the General Data Protection Regulation.

Handling personal/special category data

Brighton Holistics will, through management and use of appropriate controls, monitoring and review:

- Use personal data in the most efficient and effective way to deliver better services
- Strive to collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)
- Ensure that information is not transferred abroad without suitable safeguards
- Ensure that there is general information made available to the public of their rights to access information

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- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation

These rights include:

- The right to be informed
- The right of access to personal information
- The right to request rectification
- The right to request erasure
- The right to restrict processing in certain circumstances
- The right to data portability
- The right to object to processing

We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

- To process your order
- To provide you with the best possible service

We will hold your name, address, email address, phone number, date of birth and any other relevant details/information you provide to us. We use this information to maintain contact with you to provide your requested services, manage their delivery and bill you for them. We retain this information in our electronic database for five years after the most recent event we host for you, and for seven years in our financial records (due to statutory requirements). Where we have not hosted a course/event for you, we will retain the details relating to your initial enquiries of services for no more than two years

While we retain your contact information, we will contact you about our services. You may unsubscribe from such communications at any time.

Please note that all telephone calls are recorded for training and quality purposes.

We do not share personal information with any third parties except if requested by law. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

Programs used where your information is used/stored

- Mailchimp - for occasional mail-outs
- WooCommerce - Website
- Really Simple Systems - Database

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- Zoom - Conference calling / Assessment
- GoToMeeting - Conference calling / Assessment
- Brighton Holistics Learners Portal (Moodle) is hosted by Hunken Group
- We use Apple equipment including iCloud
- Nameco - Secure Email hosting

Computer system and Connections

All Computers used by Brighton Holistics are connected to a VPN.

Working Abroad

Brighton Holistics occasional works in South Africa, using the same systems listed above. Brighton Holistics follows the same principal as if was working within the UK.

The right to access personal data:

General Data Protection Regulation 2018 gives individuals who are subject of personal data (known in the General Data Protection Regulation as 'data subjects') a general right of access to personal data that relates directly to you.

To request information, a written request and proof of identity must be received before any such information will be released by Brighton Holistics. We aim to supply all requests within a calendar month as prescribed in the General Data Protection Regulation this will be calculated from the day on which the Brighton Holistics receives the written request.

All data subject access requests must be in writing (email not accepted).

All requests should be addressed to:

Mr J Matson-Higgins FFHT.
Principal and Senior Tutor.
Brighton Holistics Ltd.
206 Warren Road,
Brighton,
BN2 6DD,
The United Kingdom.

Brighton Holistics Data Protection policy was updated on January 1st, 2018 in line with the new GDPR legislation for May 25, 2018. Brighton Holistics is fully registered with the Information Commissioner's Office (ICO).

Brighton Holistics - Complaints Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-complaints-policy-2/>

Brighton Holistics takes all complaints and concerns about all professional misconduct very seriously.

The following outlines the process for filing a complaint against Brighton Holistics.

Making a Complaint

A complaint must be received by Brighton Holistics in writing or email within 14 days of the alleged incident. It should be posted for the attention of Brighton Holistics Ltd Director, 206 Warren, Road, Brighton, BN2 6DD. We will investigate the complaint immediately and you will be given a full and prompt reply. The complaint should include the full names of any persons, as well as the time, place, date(s) and details of the alleged event(s). All complaints should be registered with

Brighton Holistics will investigate within one month of the event. To maintain confidentiality, Brighton Holistics asks that any complaints be sent by registered mail or e-mail, by the Complainant. Brighton Holistics will not process any anonymous complaints.

Receiving the Complaint

Once a complaint is filed with Brighton Holistics the complainant will receive an acknowledgement in writing within 14-days of the complaint being made. If the complaint is about a member of the team, then Brighton Holistics will give that team member a further 14-days to respond.

Investigating a Complaint

The investigation process may take an underdetermined amount of time, but no more than 150 days. The Principle will investigate the complaint and following the investigation, a report is prepared. The Principle will make their formal response or decision within 150 days of receiving the complaint.

The Decision

If the decision is in favour of the complainant, then any of the following may happen.

- All efforts will be taken to resolve the complaint amicably and swiftly
- Instructions will be given to take other appropriate or formal action as required

If the decision is in favour of Brighton Holistics or a member of the team, then any of the following may happen.

- The complainant will receive formal notice that no further action will be taken

The complainant and any relevant members of the team will receive a written copy of the decision.

Appealing the Decision

If the complainant is not satisfied with the decision, then they must take further action and discuss their case with the relevant professional body.

Brighton Holistics - Assessment Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics/assessment-policy/>

Aim:

- To ensure that assessment methodology is valid, reliable and does not disadvantage or advantage any group of learners or individuals
- To ensure that the assessment procedure is open, fair and free from bias and adheres to national standards
- To ensure that there is accurate and detailed recording of assessment decisions

In order to do this, Brighton Holistics will:

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment
- Assess learner's evidence using only the published assessment and grading criteria
- Ensure that assessment decisions are impartial, valid and reliable
- Not limit or 'cap' learner achievement if work is submitted late
- Develop assessment procedures that will minimise the opportunity for malpractice
- Maintain accurate and detailed records of assessment decisions
- Maintain a robust and rigorous internal verification procedure
- Provide samples for Standards Verification as required by the accrediting body
- Monitor standards verification reports and undertakes any remedial action required
- Share good assessment practice between all awarding/accrediting body programme teams
- Ensure that awarding/accrediting body assessment methodology and the role of the assessor are understood by the whole team
- Provide resources to ensure that assessment can be performed accurately and appropriately.

This policy will be reviewed every 12 months by the Brighton Holistics Team

Brighton Holistics - Internal Verification Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-internal-verification-policy/>

Aim:

- To ensure there is an accredited lead internal verifier in each principal subject area
- To ensure that internal verification is valid, reliable and covers all assessors and programme activity
- To ensure that the internal verification procedure is open, fair and free from bias
- To ensure that there is accurate and detailed recording of internal verification decisions

In order to do this, Brighton Holistics will ensure that:

- A lead internal verifier for each principal subject area
- Each lead internal verifier oversees effective internal verification systems within each principal subject area
- The whole team are briefed and trained in the requirements for current internal verification procedures
- Effective internal verification roles are defined, maintained and supported
- Internal verification is promoted as a developmental process between the team
- Standardised internal verification documentation is provided and used
- All centre assessment instruments are verified as fit for purpose
- An annual internal verification schedule, linked to assessment plans, is in place
- An appropriately structured sample of assessment from all programmes, sites and teams is internally verified, to ensure centre programmes conform to national standards and standards verification requirements
- Secure records of all internal verification activity are maintained
- The outcome of internal verification is used to enhance future assessment practice

This policy will be reviewed every 12 months by the Brighton Holistics Team

Brighton Holistics - Reasonable Adjustment and Special Consideration Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-special-consideration-policy/>

Policy Statement

Brighton Holistics aims to facilitate open access to vocational qualifications for learners who are eligible for reasonable adjustment and/or special consideration in assessments, without compromising the assessment of the skills, knowledge, understanding or competence being measured.

This will be achieved through:

Reasonable Adjustment

This is agreed at the pre-assessment planning stage and is any action that helps to reduce the effect of a disability or difficulty, which places the learner at a substantial disadvantage in the assessment situation. Reasonable adjustments must not, however, affect the reliability or validity of assessment outcomes, nor must they give the learner an assessment advantage over other learners undertaking the same or similar assessments.

Special Consideration

This is a post-assessment allowance to reflect temporary illness, injury or indisposition that may have occurred at the time of assessment. Any special consideration granted cannot remove the difficulty the learner may have faced at the time of assessment and can only be a relatively small adjustment to ensure that the integrity of the assessment is not compromised. Special consideration **cannot** apply to “licence to practise” units within a qualification, or to “licence to practise” qualifications.

Brighton Holistics will only consider requests for reasonable adjustment and special consideration submitted following a written request by the learner and where possible through supporting documentation ie medical or educational evidence

Brighton Holistics - Quality Assurance Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-quality-assurance-policy/>

Aim:

- To ensure that our learners are at the heart of all our activities
- To ensure we offer an effective and high-quality education
- To develop the principles of lifelong learning and independent study
- To ensure that there are internal system and procedural checks in place to maintain the standard of quality delivery and assessment upon which Brighton Holistic gained approval to deliver qualifications.

In order to do this, Brighton Holistics will, under the supervision of Jon Matson-Higgins, our Internal Quality Assurance (IQA) Officer:

- Ensure there is an internal process in place to monitor the delivery of taught programmes, in order to confirm that there is consistency and that the quality meets the standards of our awarding/accrediting bodies.
- Provide and implement a Registration and Certification Policy, which describes Brighton Holistics procedures to ensure that:
 - Individual learners are registered to the correct programme within agreed timescales and valid learner certificates are claimed within agreed timescales
 - There is a secure, accurate and accessible audit trail, which allows individual learner registration and certification claims to be tracked to the certificate issued for learner
- Provide and implement an Assessment Policy, which describes Brighton Holistics procedures to ensure that:
 - The assessment methodology is valid, reliable and does not advantage or disadvantage any group of learners or individuals
 - There is an accurate and detailed recording of assessment decisions.
 - The assessment procedure is open, fair and free from bias, and meets the standards of accrediting bodies
- Provide and implement an Internal Verification Policy, which describes Brighton Holistics procedures to ensure that:
 - There is an accredited Lead Internal Verifier for each programme subject area

- Internal verification is valid, reliable and covers all assessors and programme activities
- There is an accurate and detailed recording of internal verification decisions
- The internal verification procedure is open, fair and free from bias, and meets the standards of our awarding/accrediting bodies
- Provide and implement an Appeals Policy, detailing internal systems and procedures that:
 - Enables learners to enquire, question or appeal against an assessment decision.
 - Attempts to reach an agreement between the learner and the assessor at the earliest opportunity
 - Standardises and records any appeal
 - Facilitates a learner's ultimate right of appeal to the accrediting body, where appropriate
 - Protects the interests of all learners and the integrity of the qualification
 - Is open, fair and free from bias, and meets the standards of our accrediting bodies
- Provide and implement an Assessment Malpractice Policy, which describes the centre procedures that:
 - Identifies and minimises the risk of malpractice by the team or learners.
 - Responds to any incident of alleged malpractice promptly and objectively
 - Standardises and records any investigation of malpractice
 - Ensures that malpractice procedure is open, fair and free from bias, and meets the standards of our awarding/accrediting bodies.
 - Imposes appropriate penalties and/or sanctions on learners or the team where incidents (or alleged incidents) of malpractice are proven
 - Protects the integrity of Brighton Holistics and our awarding/accrediting body qualifications
- Ensure there is an internal mechanism to audit all quality assurance procedures, identify areas for improvement and provide feedback of audit outcomes.
- Ensure that objectives are set to rectify any issues with the quality process to assure an on-going adherence to the qualification approval criteria.

This policy will be reviewed every 12 months by the Brighton Holistics Team

Brighton Holistics - Health and Safety Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-health-and-safety-policy/>

Statement of general policy:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our Consultant Tutors on matters affecting their health and safety;
- To provide and maintain safe equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for Consultant Tutors;
- To ensure all Consultant Tutors are competent to do their tasks and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

This policy is under constant review by the Brighton Holistics Team

Brighton Holistics - Equal Opportunities Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-equal-opportunities-policy/>

Introduction

Brighton Holistics is committed to a policy of treating all team members, learners and job applicants equally. None of the above will receive less favourable treatment or consideration on the grounds of disability, race, colour, nationality, ethnic origin, sex, sexual orientation, marital or civil partnership status, age, religion or belief or will be disadvantaged by any conditions of employment or requirements that cannot be justified as necessary on operational grounds.

Principles

- These principles apply equally to all employees and learners
- There should be no discrimination on the basis of disability, race, colour, nationality, ethnic origin, sex, sexual orientation, marital or civil partnership status, age, religion or belief
- Brighton Holistics will appoint, train, develop and promote on the basis of merit and ability
- All team members have personal responsibility for the practical application of Brighton Holistics equal opportunities policy
- Anyone involved in the recruitment, selection, promotion or training of Consultant Tutors and learners has a special responsibility for the practical application of Brighton Holistics equal opportunities policy
- Any team member who is found to have committed an act of unlawful discrimination (be it against another member of the team or learner) may face disciplinary action. Harassment or bullying on the grounds of disability, race, colour, nationality, ethnic origin, sex, sexual orientation, marital or civil partnership status, age, religion, belief or for any other reason will be treated as gross misconduct. Harassment is any unwanted conduct which violates another's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for another person or is intended to have one of those effects

The application of this policy will be reviewed annually by the Principal.

Brighton Holistics - Appeals Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-appeals-policy/>

Aim:

- To enable the learner to enquire, question or appeal against an assessment decision
- To attempt to reach an agreement between the learner and the assessor at the earliest opportunity
- To standardise and record any appeal to ensure openness and fairness
- To facilitate a learner's ultimate right of appeal to the accrediting body, where appropriate.
- To protect the interests of all learners and the integrity of the qualification.

In order to do this, Brighton Holistics will:

- Inform the learner at induction, of the appeals policy and procedure
- Record, track and validate any appeal
- Forward the appeal to the accrediting body when a learner considers that a decision continues to disadvantage her/him after the internal appeals process has been exhausted
- Keep appeals records for inspection by the accrediting body for a minimum of 18 months.
- Have a staged appeals procedure
- Take appropriate action to protect the interests of other learners and the integrity of the qualification, when the outcome of an appeal questions the validity of other results
- Monitor appeals to inform quality improvement

This policy will be reviewed every 12 months by the Principal.

Brighton Holistics - Accreditation of Prior Learning (APL) Policy

URL - <https://www.brightonholistics.co.uk/brighton-holistics-learning-policy/>

Introduction

APL is an assessment process which enables the recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of APL is acceptable for accrediting part of a unit, unit(s) or a qualification.

Evidence submitted for APL must map exactly to the requested qualification, and be:

- Authentic
- Current
- Relevant
- Sufficient

APL is a process which recognises that learning is continuous – at work, home and at leisure, as well as in the classroom. APL provides a route for the recognition of the achievements resulting from continuous learning.

Terminology

APL policies and procedures have been developed over time, which has led to the use of a number of names to describe the process. Among the most common are:

- Accreditation of Prior Learning (APL)
- Accreditation of Prior Experiential Learning (APEL)
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning and Achievement (APLA)

These terms broadly describe the same process, but because of its wide acceptance, nationally and internationally, uses the term Accreditation of Prior Learning.

Application

The APL process is not concerned with allowing for exceptional entry to, or exemption from, a programme of study. It focuses on assessment and certification of prior learning which may count as evidence towards:

- A part of a unit or unit(s) accumulated towards a full qualification
- Unit or units recognised by a Certificate of Achievement

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- A full qualification.

The APL process does not allow the accreditation of any externally assessed unit because these units are subject to specific evidence requirements, the externally assessed units of an ITEC, FHT or other awarding/accrediting body short course qualification where a qualification contains a mandatory externally assessed component.

Learners must complete the required assessment to be awarded the overall qualification.

Grading

When grading APL evidence for accrediting body qualifications, the guidance in the specification must be adhered to and the learner's performance must be judged against the criteria in the unit grading grid. The requirements of each grading criterion must be met in full. For instance, if the grading criterion requires the demonstration of independence, the APL evidence for this should demonstrate independence.

Claiming

Although it is possible to claim for an entire qualification through APL, this is not the norm. For example, a qualification with externally assessed units cannot be accredited in its entirety using APL. Furthermore, it would be unusual for an APL learner to be able to offer prior achievement that completely matches every aspect of the qualification's assessment requirements.

Learners are the driving force behind a claim for APL. **Learners** who wish to claim for APL should do so by following the procedures laid below

1. Seek approval from the relevant curriculum leader
2. **Complete an APL Form**
3. Gather evidence to substantiate the claim
4. Submit the appropriate application form (APL Form) together with any supporting evidence to the Brighton Holistics Administration Office
5. The course Consultant will meet with the IQA to discuss the claim
6. A decision will be made regarding the outcome of the claim, normally within 2 weeks

Grading

When grading APL evidence for accrediting body qualifications, the guidance in the specification must be adhered to and the learner's performance must be judged against the criteria in the unit grading grid. The requirements of each grading criterion must be met in full. For **example**, if the grading criterion requires the demonstration of independence, the APL evidence for this must demonstrate independence.

The APL form can be found at <https://www.brightonholistics.co.uk/brighton-holistics-accreditation-of-prior-learning-policy-form/>