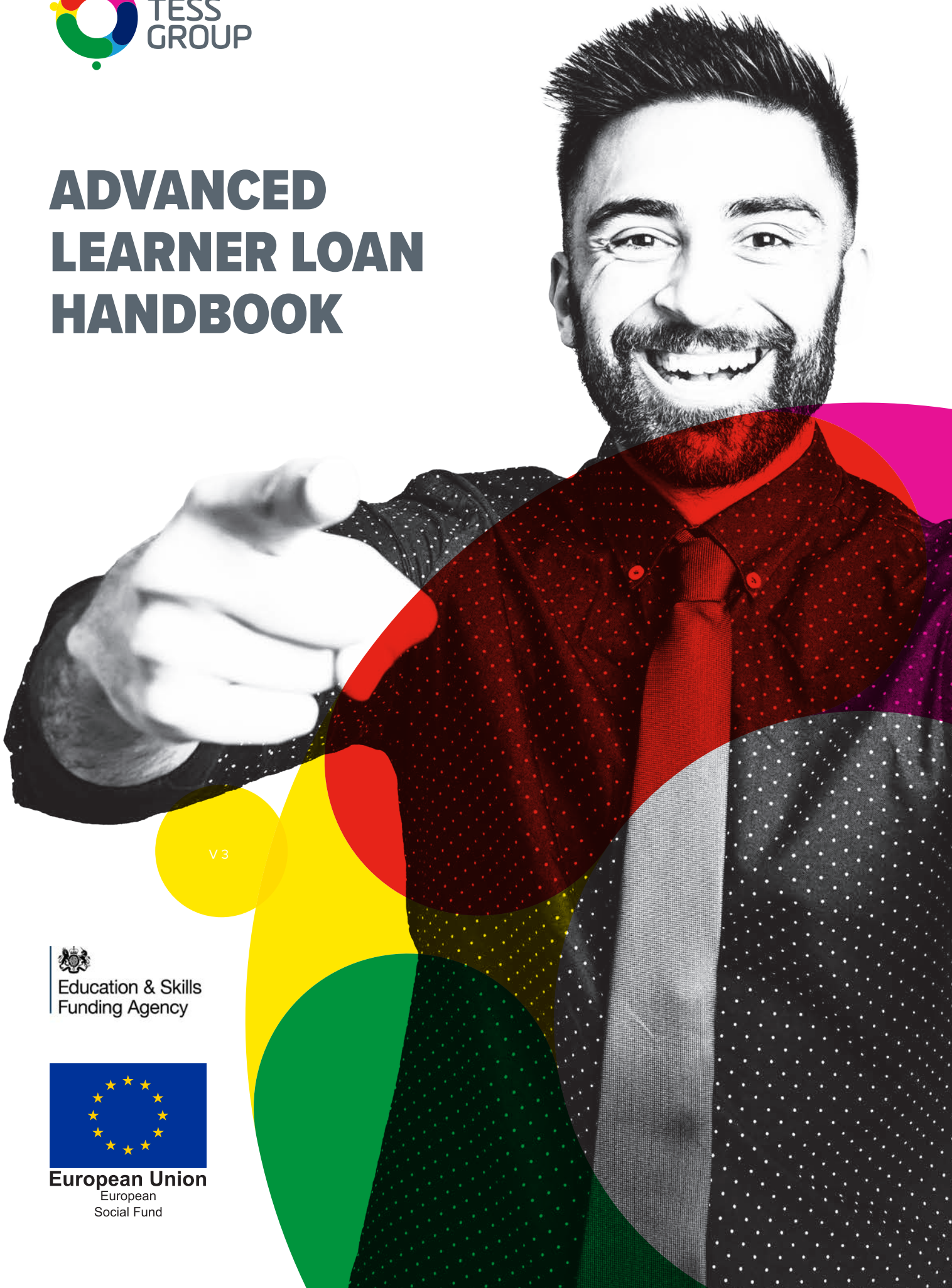




ADVANCED LEARNER LOAN HANDBOOK



V3

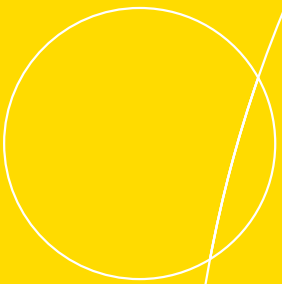
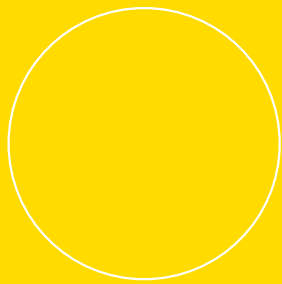


Education & Skills
Funding Agency



European Union
European
Social Fund

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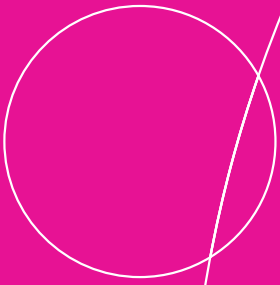
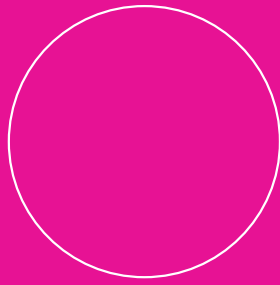
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Learner Name:

Trainer Name:

Qualification(s) working towards:

WELCOME



About us

We are a learning and development provider who take pride in delivering real learning throughout all our programmes. We were established in 2009 when businesses were focused on finding solutions that were cost effective, high-quality and sustainable – we thrived under these conditions and quickly grew into one of the UK's most innovative training providers. In short, we provide real training and coaching solutions that can be digested and applied to your real-life jobs, with a reputation for integrity, innovation and quality, our vision is to work with you to aspire, achieve and sustain your objectives through our training, employment and support services. The TESS Group employs a wealth of dedicated and experienced team members across the country to ensure that our learners and business partners benefit from an innovative and high-quality service throughout the programmes we deliver.

Welcome to The TESS Group

We are totally committed to ensuring that you achieve your objectives and that we exceed your expectations. An Advanced Learner Loan gives you the chance to gain new skills and knowledge which we really value at The TESS Group. You are embarking on a learner journey with The TESS Group and in addition to what you will learn on your programme, we aim to provide you with other useful career information advice and guidance.

If you would like The TESS Group to direct you to other sources of information that are not contained in this booklet, then you can email us at any time on martin.parnham@thetessgroup.com or lisa.o'reilly@thetessgroup.com and we aim to respond to you within 48 hours.

The Team

During your Programme you will be supported by a highly-skilled and experienced Trainer.

Martin Parnham is the Head of Programmes and is responsible for the overall delivery of the Advanced Learner Loans programmes at The TESS Group.

martin.parnham@thetessgroup.com

Peter Dignam is the Head of Quality. Peter regularly reviews the quality of delivery you will receive. Your coursework is quality assured by our assessment and verification team to maintain our high levels of customer service and satisfaction.

peter.dignam@thetessgroup.com

OUR LEARNER PROMISE

Here at The TESS Group we are so committed to you that we have written a promise.

The rules we abide by as a company to ensure that we always do what is right and what is best for your career and succession.

We will support every learner in the right choice of qualification

- You will undertake an initial and diagnostic assessment to insure you embark on a qualification that you can achieve
- We consider your circumstances, responsibilities and future aspirations

We will strive to deliver outstanding teaching and learning and assessment

- You will have access to different types of teaching and learning approaches
- You will have regular access to your Trainer, a competent and qualified professional whose aim is to enable you to achieve your potential and empower you to achieve your succession plan

We will progress every learner at the right pace

- You are an active participant in your learning aims and development goals
- We commit to setting SMART targets in agreement with you

We will provide effective information, advice and guidance

- You will have access to learning resources throughout the duration of your programme
- You will receive a full induction to your learning programme
- You will receive 'next steps' guidance regarding your career aspirations

We will deliver a great learning experience

- We will treat you as an individual
- We will treat you fairly and with respect
- You can expect a safe working and learning environment

We give each learner a voice

- We will listen to you
- We act on what you say
- We work with you to play a big part in improving The TESS Group programmes

INTRODUCTION TO YOUR PROGRAMME

Commitments and Responsibilities

We require your full commitment to the programme, so we have outlined the commitment and responsibilities for you.

You

As a learner agree to:

- Be punctual and compliant at all times
- Behave in a responsible and respectful manner
- Be diligent in both work and learning
- Attend learning sessions, keep records and complete assessments as required to achieve the objectives agreed in your learning plan
- Complete activities set by your Trainer to ensure you are continually progressing with the programme
- Co-operate with The TESS Group in respect of Health & Safety and take reasonable care in all activities to safeguard the health & safety of yourself and others
- Co-operate with The TESS Group in respect of equality of opportunity, ensuring that behaviour is not discriminatory or bring pressure on others to discriminate
- Notify the allocated Trainer of any change of circumstances which may affect your learning and progression on your chosen programme

The TESS Group

As a training provider we agree to:

- Check your eligibility to be able to taking an Advanced Learner Loan
- Carry out a thorough initial assessment to identify your 'starting point' and any additional learning and support you may require in order to successfully complete your programme and incorporate these into your Individual Learning Plan (ILP)
- To follow all agreed processes and procedures set by The TESS Group
- Support, monitor and progress you within the timeframes allocated to the programme

Some of the responsibilities of the IQA are;

- Assuring fair and equal access to assessment for all candidates
- Monitoring the quality and conduct of assessments
- Sampling learners evidence to verify assessment decisions and progress
- Ensure accurate and consistent standards of teaching, learning and assessment between our Trainers over time and adjusting where required to compensate for any differences in standards
- Liaising with the Awarding Organisation through the External Quality Assurer to ensure consistent standards of assessment is maintained

External Quality Assurer – EQA

Your EQA is employed by the Awarding Organisation. Approximately every 12 months the EQA checks the assessment practices of The TESS Group. It is possible the EQA may visit you with your Trainer and IQA or talk to you on the phone about your support and experience as a learner. This will always be by prior appointment. The EQA's role is one of quality assurance, support and auditing and will concentrate on the internal verification process at the centre.

ABOUT YOUR PROGRAMME

What is an Advanced Learning Loan?

Advanced Learner Loans are available for individuals aged 19 or above to undertake approved qualifications at levels 3 to level 6, at an approved provider in England. Advanced Learner Loans give individuals access to financial support for tuition costs similar to that available in higher education and are administered by Student Finance England.

Eligibility

Eligibility for the loan doesn't depend on a learner's income and there's no credit checks. Interest is charged from the date of the first payment to us as the provider.

How much will you repay?

You'll be due to start repaying your loan in the April after you complete or leave the programme. You'll only start making repayments when your income is over £524 a week, £2,274 month or £27,295 a year. If your income falls below these thresholds, repayments stop and will only re-start when you income is over these thresholds.

Repayments are based on your income, not on what you borrow or the number of loans you have. You'll repay 9% of your income that is over £27,295 a year. For example, if you're paid monthly and earn £2,500 before tax you'd repay 9% of the difference.

£2,500 - £2,274 = £226

9% of £226 = £20

Your loan repayment would be £20.34 in that month.

See further terms and conditions document for more information on repayments

BKSB

BKSB is a system that focuses on analysing, developing and supporting maths, English & ICT skills and knowledge. You will have already completed your Diagnostic/Initial Assessment; the BKSB software will then identify specific areas you need to improve upon. Your Trainer will be able to access these results to help support and guide you and set actions for you to further develop your maths, English and ICT skills.

The BKSB system will have pre-loaded resources, videos and resources for you to access to practice and develop your skills to prepare you to upskill your current strengths. It will be your responsibility to take ownership of using this system throughout the duration of your programme. Your log in details can be found at the back of this handbook.

Complaints Procedure

From time to time you may have an issue that you wish to raise about your programme or qualification. We would always encourage you to report any complaints to The TESS Group so that we can ensure our service is to the highest level.

If you do have an issue or complaint, then please in the first instance contact your Trainer and discuss your issue / concern. If you feel this is still unresolved then please contact the Head of Programmes, Martin Parnham. At this stage an investigation will be carried out to determine the outcome of the complaint. After this stage of the process if you still feel that your complaint or issue is unresolved then contact the Lisa O'Reilly, CEO for Funded Services on 01604 210 502. Again, at this stage an independent investigation will be carried out and you will be informed of the decision from the investigation. You may be requested to put your complaint in to writing to be dealt with throughout the process.

The Tess Group is committed to providing a quality service for you and working in a transparent and accountable way that builds the trust and respect of all of our stakeholders. One of the ways in which we can continue to improve our service is by listening and responding to the views of our learners, staff, customers and stakeholders, in particular by responding positively to complaints and correcting any mistakes which may occur. We aim to ensure that:

- Making a complaint is as easy as possible
- We treat a complaint as a clear expression of dissatisfaction with our service and ensure we respond within 48 hours of the complaint being lodged
- We will deal with the complaint promptly, politely and when required, confidentially
- We will always provide an explanation of our decision and will always apologise when we have got things wrong
- We learn from our complaints and use them to improve our service and continually update our policies and procedures to ensure we can exceed your expectations
- See what is to be covered further on in your programme



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WHAT IS SAFEGUARDING AND WHO IS RESPONSIBLE?

If you have any safeguarding concerns at all, please do not hesitate to contact our team on: Safeguarding@thetessgroup.com

Or call one of our Safeguarding team on:

Stephanie (DSL)

07701 395 521

Martin (DDSL)

07985 423 972

Ian (DSO)

07701 395 516

Elaine (DSO)

07701 395 512

Safeguarding is a term which is broader than 'child protection' Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. It is important that children, young people and vulnerable adults and not just those who care for them know about their rights and are empowered to be a key part of plans to stop bullying and abuse. It is wrong if vulnerable people are not treated by everyone with the same respect as everyone else. It is making sure that people are supported and have full and happy lives. Everyone has a responsibility for safeguarding children, young people and vulnerable adults. It is the responsibility of all The TESS Group employees to safeguard and promote the welfare of children, young people and vulnerable adults participating on Government funded programmes delivered by The TESS Group.

The Protection of Freedoms Act 2012 established the DBS (Disclosure and Barring Service) which processes criminal records checks and manages the Barred Children's and Barred Adult's lists of unsuitable people who should not work in regulated activities with these groups. The DBS decides who is unsuitable to work or volunteer with vulnerable groups and it is illegal for a barred person to apply for such work (paid or voluntary), or for a charity to employ a barred person in such work.

Safeguarding incorporates all the below:

- Learner health, safety and wellbeing
- Child protection
- Protection of adults at risk
- Domestic Violence
- Honour based violence (HBV) (encompasses crimes which have been committed to protect or defend the family/community)
- Bullying, harassment and discrimination including racial abuse
- Abuse and neglect
- Safety from sexual exploitation, female genital mutilation (FGM) and forced marriage
- Alcohol, drug and substance misuse
- E-safety including all aspects of electronic communication
- Financial exploitation
- Protecting people from radicalisation and extremism
- The security and safety of The TESS Group Head Office or any place of learning

Within Safeguarding is something called E-Safety

E-Safety is a term used to describe how we keep safe when using any kind of technology- including the Internet, mobile phones and computer games E-Safety including cyberbullying which is a major issue affecting the lives of people today.

Cyberbullying is when someone bullies' others over the internet using Social Media or on a mobile phone by sending abusive emails or texts directly or by posting nasty comments or humiliating images for others to see. Grooming and radicalisation can also take place using the internet's social media sites so please be vigilant when people are trying to befriend you, especially when they are asking to meet you or trying to encourage you to adopt beliefs or persuade you to join groups. If you are worried or have any questions regards to this, please speak to your Manager or your TESS Group Trainer and/or safeguarding officer.

The TESS Group Safeguarding Staff are **Stephanie Richardson (Designated Safeguarding Lead)**, **Martin Parnham (Deputy Designated Safeguarding Lead)**, **Ian Palmer (Designated Safeguarding Officer)** and **Elaine Denney (Designated Safeguarding Officer)** and can be contacted on the numbers shown on the previous page, should you have any concerns.

If there is any other information about your programme or qualification not listed above that you would like The TESS Group to answer there are a couple of ways to contact;

- You can ask or contact your Trainer
- You can email a member of the team detailed at the front of this booklet

Prevent: what is it?

The UK faces a range of terrorist threats. Threats are not limited to the threat from religious extremists and we therefore all need to be mindful of all potential threats to which we may be exposed to. All terrorist groups who pose a threat to us all as they seek to recruit and radicalise individuals to their cause. Nationally, Prevent seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote those views
- Provide practical help and support to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support
- Work with a wide range of sectors where there are risks of radicalisation which need to be addressed, including the education sectors, criminal justice, faith groups, the internet and health service

The UK has a system of threat levels which represents the likelihood of an attack in the near future. The five levels are:

- Critical – an attack is expected imminently
- Severe – an attack is highly likely
- Substantial – an attack is a strong possibility
- Moderate – an attack is possible but not likely
- Low – an attack is unlikely

Please report any suspicious activity immediately to your Manager and inform The TESS Group immediately.

The Tess Group Prevent Officer is Peter Dignam and can be contacted at peter.dignam@thetessgroup.com

We strongly recommend you undertake the following training:

Side-by-Side, ETF Learners - www.etfleaders.org.uk

It is an introduction to the Prevent Duty and will take approximately 45 minutes to complete. It includes interactive activities and a completion certificate. Please ensure you save a copy and give this to your Trainer as evidence of your learning.

Equality and Diversity

Equality and diversity exist to ensure an inclusive workplace, one where 'difference' is never an obstacle to getting a job or progressing in your career. In the UK, practices and procedures are in place to ensure all workers are treated equally and given the same opportunities regardless of their age, race, sexuality, gender, disability, or culture – or indeed anything else that could be discriminated against.

Equality means treating everyone fairly. Diversity means treating people as individuals, and not making assumptions that everyone is the same. We will look at your individual needs to make sure you have fair assessment / training. If necessary, we will make any reasonable adjustments to help you to achieve your qualification. If you have any concerns about the course, please speak to your Trainer, so that they are

able to discuss this with you on a one-to-one basis. The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced the previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. Every workplace must adhere to this Act and put in place policies and procedures to protect employees. People should not treat you differently in relation to any of the following nine protected characteristics;

- Age
- Religion or belief
- Marriage and civil partnership
- Race
- Gender reassignment
- Sexual Orientation
- Disability
- Sex
- Pregnancy and maternity

Legal requirements

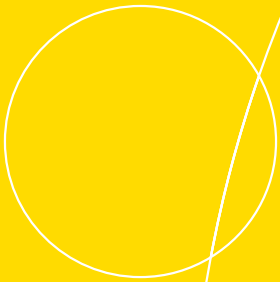
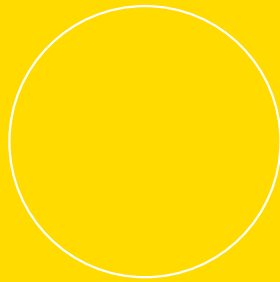
Companies in the UK are legally required to follow a set of practices to ensure discrimination is eradicated and expectations of equality are met in the workplace. The legislation is wide ranging and comprehensive, essentially making sure companies adhere to the minimum standards set out by a variety of discrimination acts, including the:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Equality Act 2006, Part 2
- Equality Act (Sexual Orientation) Regulations 2007

The TESS Group is fully committed to the principles of equal opportunities in employment and training and opposes all forms of unlawful or unfair discrimination, direct or indirect. We believe that it is in TESS Group's best interests and those of all it serves and employs to:

- Provide services and opportunities equally and fairly to all employees, applicants for employment, contractors, learners and customers irrespective of religious belief, political opinion, colour, race, nationality, ethnic or national origin, sex, marital status, disability or spent convictions.
- Ensure that no employee, applicant for employment, contractor, learner or customer is disadvantaged by conditions or requirements which cannot be shown to be relevant to the job.
- Oppose sexual harassment, defined as unwanted conduct of a sexual nature or other conduct based on sex, affecting the dignity of women and men at work.
- Oppose injustice to people with disabilities.
- Oppose racial harassment i.e. where individuals are subjected to a hostile working environment because of their colour, race or ethnic origin.
- Prevent the victimisation of any person who raises a complaint.
- Ensure that the resources, talents and skills of its employees are fully utilised.
- Review the Equal Opportunities Policy and its implementation on an annual basis.

BRITISH VALUES OVERVIEW



As part of the Prevent Strategy that has been set in place by the Government in 2015 The TESS Group will be promoting Fundamental British Values to reflect life in modern Britain throughout the duration of your qualification.

These values are Democracy, Rule of Law, Respect and Tolerance and Individual Liberty.

Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain valuing our community and celebrating diversity of the UK. These fundamental values are embedded throughout organisations who work and trade within Great Britain, these are driven by all staff within these organisations through company values.

Fundamental British Values are not exclusive to being British and are shared by other democratic countries as a way of creating an orderly society, where individual members can feel safe, valued and can contribute for the good of themselves and others.

These will mirror the principles and values of The TESS Group and all the work areas that we support. These will occur throughout your programme and will be promoted by the staff with whom you meet. Your trainer will often question you on these to seek your views and opinions.

An overview of these values is recorded below:

Democracy

A culture built upon freedom and equality, where everyone is aware of their rights and responsibilities

Examples include;

- Leadership and accountability
- Joint decision making
- Team meetings
- The right to protest and petition
- Receiving and giving feedback

Rule of Law

The need for rules to make a happy, safe and secure environment to live and work in.

Examples include;

- Legislation
- Agreed ways of working, policies and procedures
- How the law protects you and others
- Codes of conduct

Respect and Tolerance

Understanding that we all don't share the same beliefs and values. Respecting the values, ideas and beliefs of others whilst not imposing our own others.

Examples include;

- Embracing diversity
- The importance of religion, traditions, cultural heritage and preferences
- Stereotyping, labelling and prejudice
- Tackling discrimination

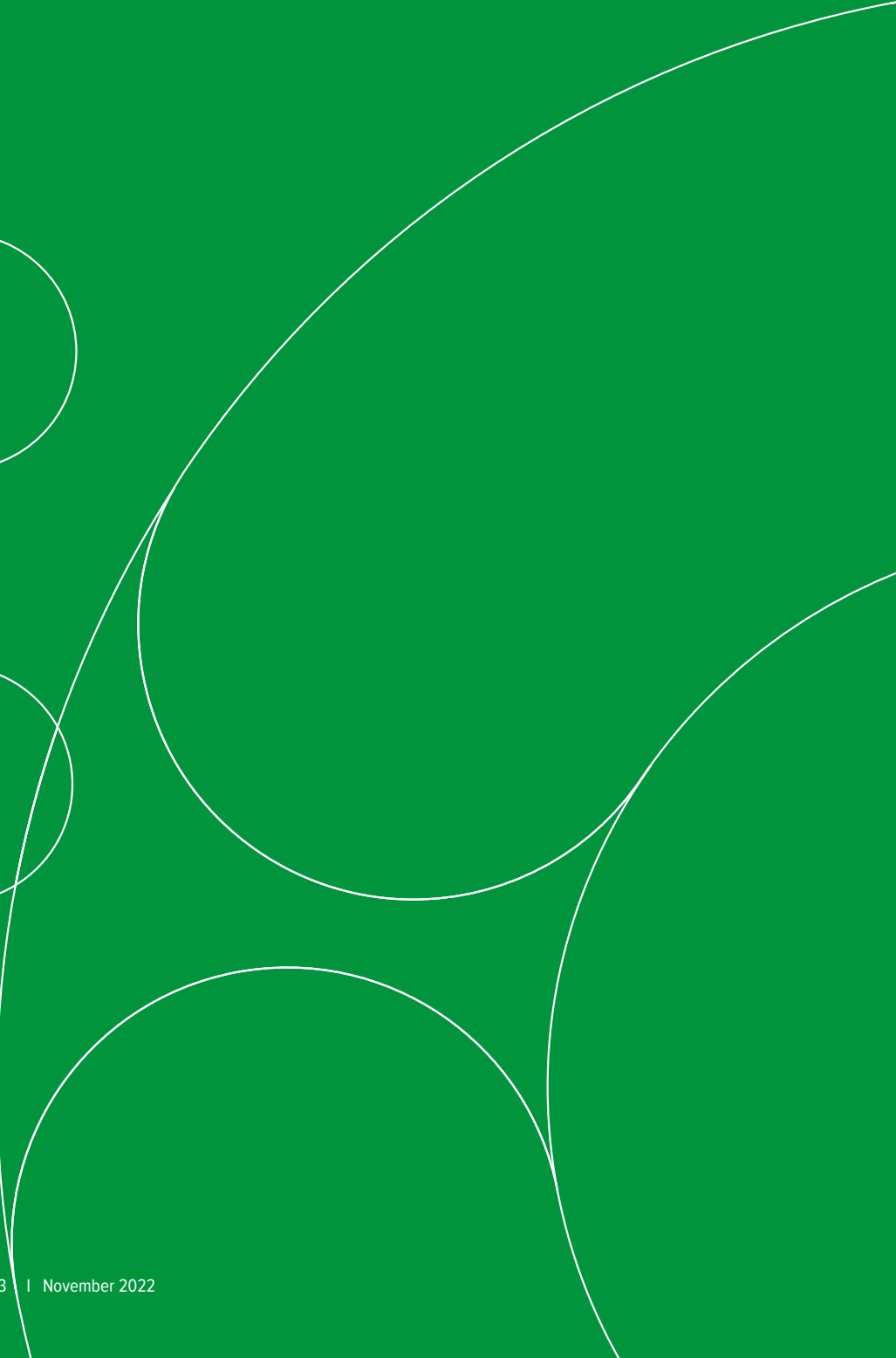
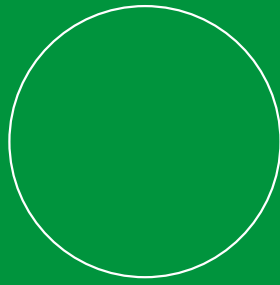
Individual Liberty

Being aware of and protecting your rights and the right of others you work with.

Examples include;

- Equality and Human Rights
- Personal Development
- Respect and Dignity
- Rights, choice, consent and individuality
- Values and principles

HEALTH AND SAFETY



Health and Safety is Everyone's Responsibility

What you must do:

1. Follow the training you have received.
2. Take reasonable care of your own and other people's health and safety.
3. Tell your trainer if you think inadequate precautions are putting anyone's health and safety at serious risk.

If there is a problem

If you have any concerns regarding health and safety, please talk to your TESS Trainer. If, after talking with the relevant contacts you are still worried, you can find the address of your local enforcing authority for health and safety and the Employment Medical Advisory Service via HSE's website: www.hse.gov.uk

THE TESS GROUP APPEALS PROCEDURE

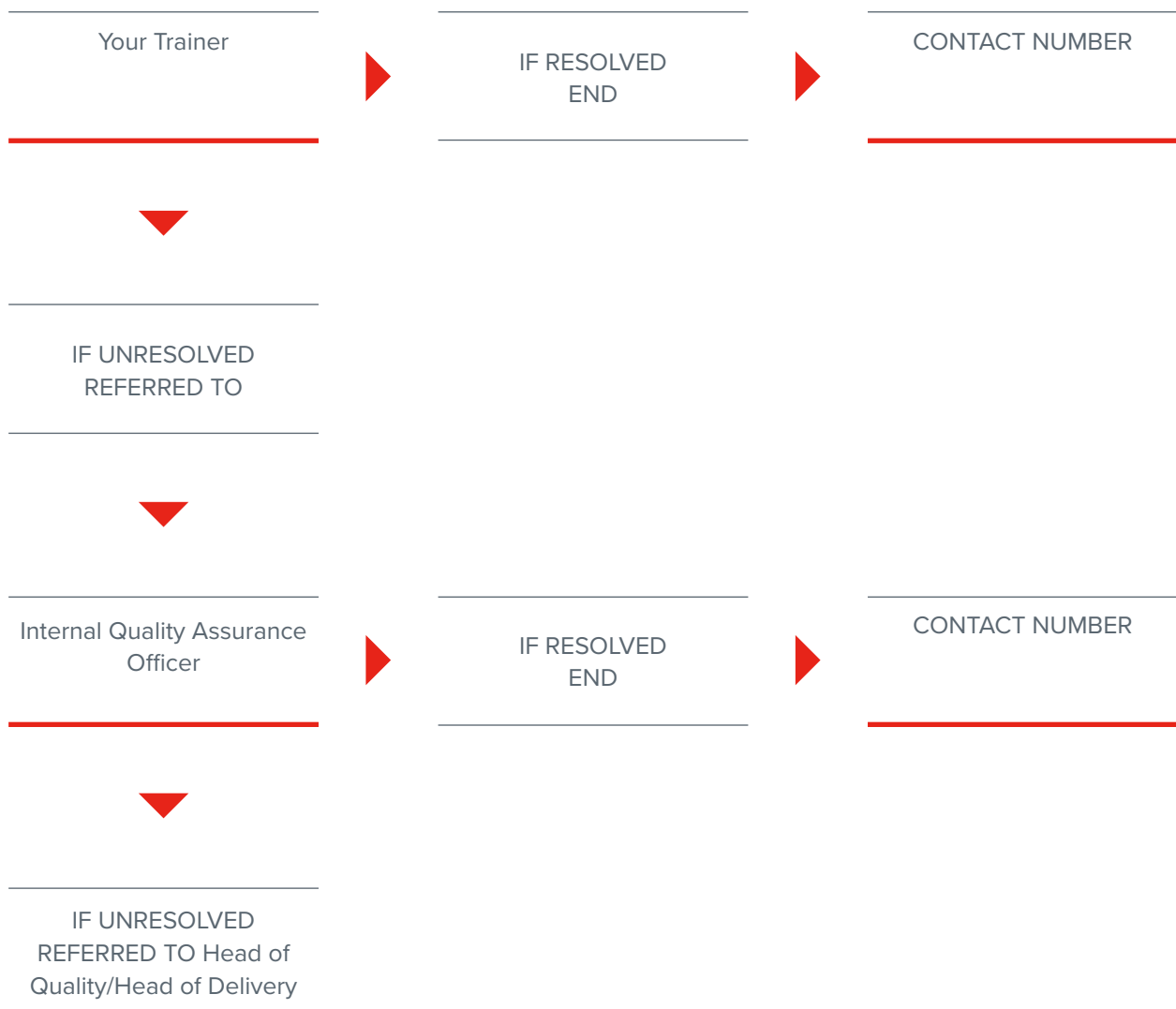
As the assessment of work and evidence is an ongoing process it is possible that sometimes you and your Trainer do not agree on whether the presented evidence meets the required standards. It is important that learners know that if this happens they have the right to appeal.

The appeals procedure is structured so that:

- Prompt action is taken
- All parties can put their case
- You receive constructive feedback
- Clear and concise outcomes are agreed
- A record of the appeal is formally kept

The appeals procedure comprises 3 stages:

The following steps should be followed when appealing against any decision.



INFORMATION ADVICE AND GUIDANCE

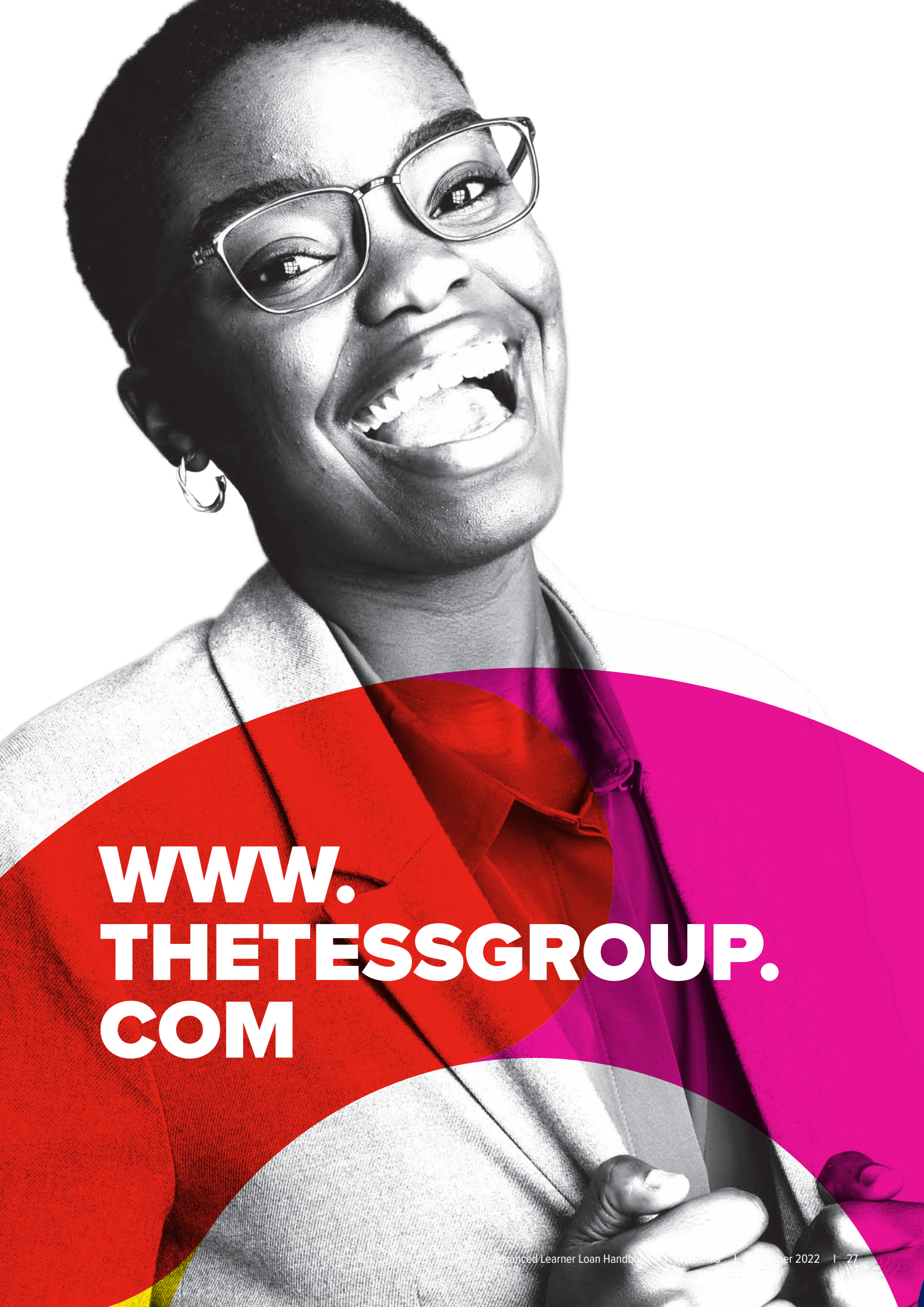
Sources of other Information Advice & Guidance

From time to time people require specialist sources of advice and guidance in their own day-to-day lives or maybe that of friends and family. We have therefore listed some contact details on several topics that we hope may be of use. If you do not have internet access, please ask for help. If you are unsure of the support you require, or simply wish to discuss a matter in confidence, please speak to your Trainer. If the issue requires more detailed guidance, the Trainer will refer you to specialists within The TESS Group who can help. Don't be afraid to ask!

- Advisory Conciliation and Arbitration Service (ACAS) www.acas.org.uk. Booklets and advice on employment matters Tel: 020 7210 3000
- Eating Disorders Association <http://www.b-eat.co.uk/Home>. B-eat provides help lines for adults and young people, online support and a UK-wide network of self-help groups to help people beat their eating disorder. B-eat Helpline: 0845 634 1414, B-eat Youth line: 0845 634 7650
- Citizen Advice Bureau gives detailed information on a number of day to day topics including Money, benefits, employment, tax, money management, family, health, home and neighbourhood, education daily life communications, consumer affairs, gas and electricity, travel, your rights discrimination, civil rights, immigration, legal system. Information is available in a range of languages. If you wish to contact your local CAB, there is a link on the Advice Guide home page to find your nearest office by putting in your postcode. www.adviceguide.org.uk
- Cruse Bereavement Care: Anyone can contact Cruse if they want to talk about themselves or someone they know who has been affected by a death. Helpline: 0870 167 1677 or email helpline@crusebereavementcare.org.uk
- Depression Alliance www.depressionalliance.org.uk Support for people affected by depression. A national network of self-help groups plus information available on the website.
- Drink Line: http://www.netdoctor.co.uk/smokingalcoholanddrugs/support_groups/006076.htm
A national alcohol 24hour helpline providing counselling, support, advice and information.
Tel: 0800 917 8282
- FRANK www.talktofrank.com Free and confidential Information and advice to anyone in the UK concerned about drugs and details of organisations offering practical help and support in your area. 24-hour helpline 0800 776600 email frank@talktofrank.com
- Gambling issues www.gamcare.org.uk Counselling and advice for those affected by gambling. Helpline: 0845 6000 133
- Identity Fraud www.identitytheft.org.uk This is a good site to give you some tips on how not to become a victim of identity fraud and some assistance if you unfortunately do.
- Men's Aid <http://www.mensaid.com> Help and support for men suffering any form of abuse or discrimination. Tel: 0871 223 9986
- National Debt Line <http://www.nationaldebtline.co.uk> A helpline that provides free confidential and independent advice on how to deal with debt problems. Tel: 0808 808 4000
- Next step promotes learning and work to all adults aged 20 and over. Whether you want to improve your career prospects or make the most of your job they are there to help.
http://www.direct.gov.uk/en/educationandlearning/adultlearning/dg_071762

- NHS Direct www.nhsdirect.nhs.uk Advice on any health issue via its website or helpline 0845 46 47
- Parentline Plus www.parentlineplus.org.uk The national charity for parents. Free 24hour confidential helpline offers information and support for issues facing parents, 0808 800 2222.
- Rape Crisis <http://www.rapecrisis.org.uk/> On this website you will find information about rape and sexual violence and details of your nearest Rape Crisis Centre if you need support. There is also information for family, friends, students and professionals.
- Relate www.relate.org.uk Counselling for adults with relationship problems. Support groups http://www.netdoctor.co.uk/support_groups/index.shtml A website providing information on more than 200 support groups throughout the UK.
- Victim Support <http://www.victimsupport.org.uk> The national charity giving free and confidential help to victims of crime, witnesses, their family, friends and anyone else affected across England and Wales.
- Youth2Youth The UK's first National Young Person's helpline, run by young people, for young people. <http://www.youth2youth.co.uk/?gclid=CMvSi4Gu3qECFRaZ2AodLVLcJQ>
- Time to change is a support initiative for anyone who is struggling with mental health or if you know someone with mental health issues: <https://www.time-to-change.org.uk> They also offer direct links to gain support from a variety of agencies <https://www.time-to-change.org.uk/mental-health-and-stigma/help-and-support>
- Runaway Helpline is an online website that can provide advice, guidance and direct you to support with sexual exploitation - <https://www.runawayhelpline.org.uk/advice/sexual-exploitation/> Grooming - <https://www.runawayhelpline.org.uk/advice/grooming/> , gangs, legal issues, homelessness to name just a few of the topics they support with. Go to <https://www.runawayhelpline.org.uk/advice/> to see the wide range of topics they can support with.

If there is any other information not listed above that you would like The TESS Group to investigate, or any other concerns you might have, please contact The TESS Group through your trainer or a member of the management team detailed in this booklet.



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LEARNER VOICE - IT'S TIME TO TALK!

We are committed to listening to our Learners and doing something with what they say. We expect our learners to feel an obligation to their communities and be keen to participate and make a difference. As part of that experience, it is vital that you have an active involvement in shaping the future of both your own learning experience and have a significant, and positive impact on the commitment to improving outcomes for all learners.

'Learner Time to Talk' gathers learners feedback and uses the information to introduce changes to the current systems to improve the overall learning experience and quality systems.

It is important to us that you have your say, the Learner Voice will be running in 2 different ways;

- A survey that is completed at the request of your trainer. The trainer will have no input on this survey or the answers you provide
- A phone call or visit from a member of the quality or management team
- Alternatively, you can contact the Head of Quality at any point to discuss your feedback (contact details are provided in this handbook)

Learner Voice – It's Time to Talk Aims and Objectives

- Actively listen to the voice of the Learner and do something as a result
- Improve our teaching, learning and assessment and overall Learner experience by listening and acting on Learner feedback
- Ensure the business recognises and uses the Learners voice strategic business planning and decision making
- Promote a flexible approach that understands the complexity of Learner's lives
- Encourage Learners to be involved in their community through volunteering and other community- based groups
- Give Learners greater confidence and help to develop skills that are transferable to other areas of their personal and professional lives, both now and in the future
- Encourage Learners to develop as individuals, improve their personal communication and leadership skills
- Develop greater awareness and understanding of equality and diversity, British Values and Safeguarding amongst our Learners

Useful Websites

Skillsfirst - www.skillsfirst.co.uk

One File - <https://login.onefile.co.uk>

BKSB - www.bksblive.co.uk

Prevent - www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

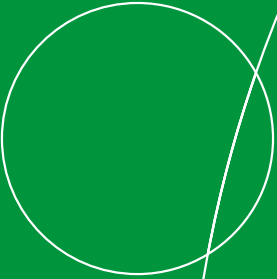
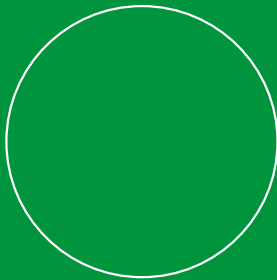
Safeguarding - www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people

Equality and Diversity - www.gov.uk/government/organisations/home-office/about/equality-and-diversity

Health and Safety - www.hse.gov.uk

www.healthyworkinglives.com/advice/Legislation-and-policy/Workplace-Health-and-Safety/health-safety-legislation

DECLARATION



I confirm that I have delivered an induction session that has gone through this Induction Handbook with the Learner and they have understood what has been explained to them.

TESS staff member carrying out this induction

Name:

Signature:

Date:

I confirm that I have attended the induction session and have read and fully understood this Handbook and will refer to my hand book on a regular basis as a guide.

Learner attending this induction

Name:

Signature:

Date:

Welcome to your learning with The TESS Group, we hope you are as excited as we are. We look forward to working with you to achieve and to inspire you.

Good luck with your learning, from all of us at The TESS Group!

.....
Log in details;

BKSB Log in details;

Username:

Password:



**TESS
GROUP**

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