

CYNGOR GWLEDIG LLANELLI
Adeiladau Vauxhall, Vauxhall, Llanelli, SA15 3BD
Ffôn: 01554 774103

PWYLLGOR YMGYNGHOROL DATBLYGIAD A DYSG

I'w cynnal yn Siambr y Cyngor a thrwy bresenoldeb o bell ar,
Ddydd Iau, 30 Gorffennaf, 2026 4.45 y.h.


CLERC Y CYNGOR

24 Gorffennaf, 2026

AGENDA

1. Derbyn ymddiheuriadau am absenoldeb.
2. Derbyn Datganiad o Fuddiannau gan Aelodau mewn perthynas â'r busnes i'w drafod.
3. 'Dechreuwch Eich Taith Yma' – Dydd Agored - i dderbyn diweddariad gan y Gwerthwr/IAQ Logisteg ar y digwyddiad hwn.
4. Polisiâu – i ystyried a derbyn y polisiâu newydd gan y Rheolwr Gweinyddol.
5. Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd), 1960 – i ystyried eithrio aelodau'r cyhoedd pan ystyrir y materion canlynol oherwydd natur gyfrinachol y busnes a drafodir.
6. PeoplePlus – Llythyr Bwriadu i Gydweithio â Chyngor Gwledig Llanelli ar Ddarpariaeth Gwasanaethau O'r Dechrau i'r Diwedd yn Nôl 2 Sir Gaerfyrddin – i ystyried llythyr gan Gyfarwyddwr Datblygu Busnes a Phartneriaeth Grŵp PeoplePlus Cyfyngedig. Mae'r llythyr yn amlinellu'r termau a'r amodau allweddol y bydd PeoplePlus a Chyngor Gwledig Llanelli yn cydweithio ynddynt, gan ddilyn amcanion gyda'r bwriad o gyflawni Cytundeb Ffurfiol Awst/Medi 2026.
7. Rhaglen Twf Swyddi Cymru + - i dderbyn a nodi Cytundeb ITEC ar gyfer darpariaeth gwasanaeth 2026/27.
8. Twf Swyddi Cymru + Rhaglen - i dderbyn a nodi adroddiad gwybodaeth gan Reolwr Cyflogaeth Ieuenctid am gyflwyno'r rhaglen.

Aelodau'r Pwyllgor:

Cyng: S. R. Bowen (Cadeirydd y Pwyllgor), S. N. Lewis (Is-Gadeirydd y Pwyllgor), T. M. Donoghue (Cadeirydd y Cyngor), R. E. Evans (Arweinydd y Cyngor), D. M. Cundy, N. Evans, J. S. Phillips, A. G. Stephens and O. Williams.

LLANELLI RURAL COUNCIL
Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD
Tel: 01554 774103

**LEARNING AND DEVELOPMENT CONSULTATIVE
COMMITTEE**

To be hosted at the Council Chamber and via remote attendance
on Thursday, 30 July, 2026, at 4.45 p.m.


CLERK to the COUNCIL

24 July, 2026

AGENDA

1. To receive apologies for absence
2. To receive Members' Declarations of Interest in respect of the business to be transacted.
3. 'Your Journey Starts Here' – Open Day – to receive an update from the Logistics Assessor/IQA on this event.
4. Policies – to consider and accept the new policies from the Administrative Manager.
5. Public Bodies (Admission to Meetings) Act, 1960 – to consider excluding members of the public during consideration of the following matter owing to the confidential nature of the business to be transacted.
6. Jobs Growth Wales + Programme - to receive and note ITEC Contract for service delivery 2026/27.
7. PeoplePlus – Letter of Intent to Collaborate with Llanelli Rural Council for Delivery of End-to-End Services in Lot 2 Carmarthenshire Region – to consider a letter from the Business Development and Partnership Director of PeoplePlus Group Limited. The letter outlines the key terms and conditions under which PeoplePlus and Llanelli Rural Council will collaborate, following objectives with a view to executing a Formal Agreement August/September 2026.
8. Jobs Growth Wales + Programme - to receive and note from the Youth Employment Manager an information report on programme delivery.

Members of the Committee:

Cllrs. S. R. Bowen, (Chairman of Committee), S. N. Lewis (Vice-Chairman of Committee), T. M. Donoghue (Chairman of Council), R. E. Evans (Leader of Council), D. M. Cundy, N. Evans, J. S. Phillips, A. G. Stephens and O. Williams.

Your Journey Starts Here

Dechreuwch Eich Taith Yma

Come Along, Have a Go and Discover New Opportunities
Dewch, Rhowch Gynnig a Darganfyddwch Gyfleoedd Newydd

LRC Training & TC Wales OPEN DAY DIWRNOD AGORED



WEDNESDAY
15th JULY
2026
DYDD MERCHER
15fed GORFFENNAF
2026



TC WALES
Llys y Piode,
Rhodfa'r Glo,
Cross Hands,
Llanelli
SA14 6FB



JOIN US
Drop in anytime
throughout
the day!
Galwch mewn
unrhyw amser
o'r dydd



Mid and West Wales Fire and Rescue Service
in partnership with Carmarthenshire County Council
will be promoting **Road Safety** during the event.

Bydd Gwasanaeth Tân ac Achub Canolbarth a Gorllewin Cymru
mewn partneriaeth â Chyngor Sir Caerfyrddin yn hyrwyddo
Diogelwch Ffyrdd yn ystod y digwyddiad.



Try our
Simulators
Rhowch gynnig ar
ein Simiwladwr



Meet Our
Trainers &
Partners
Cyfarfod â'n
Hyfforddwyr
a Phartneriaid



Road Safety
Activities &
Information
Gweithgareddau
ac Adnoddau
Diogelwch Ffyrdd



Courses &
Career
Pathways
Cysiau a
Llwŷbrau
Gyrfa



Support &
Guidance
Cefnogaeth a
Chyfarwyddyd

**To the Chairman and Members of the
Learning and Development Consultative Committee:**

Date of meeting: 30 July, 2026.

Dear Councillor,

NEW POLICIES

1. PURPOSE OF REPORT

- 1.1 To present new policies developed for the delivery of training programmes for members' consideration and approval.

2. NEW POLICIES

- 2.1 This report outlines the introduction of new policies designed to ensure the Training Department remains compliant with awarding body requirements and fulfils the contractual obligations set by prime contractors. These policies are essential in protecting funding, maintaining accreditation, and supporting long-term strategic partnerships.
- 2.2 To meet the requirements of awarding bodies and prime contractors, the Training Department must operate within established standards for quality assurance, safeguarding, information governance, and programme delivery. As regulatory expectations continue to develop and external oversight increases, implementing a comprehensive suite of internal policies is essential to ensure compliance, reduce organisational risk, and support continued funding and accreditation.
- 2.3 The appended policies developed by the Compliance Manager in collaboration with the Training Department managers are presented to the committee for review and adoption.
- Centre-based Learner code of Conduct
 - Education Contingency Policy
 - Induction Practice Policy
 - Procedures for Reviews of Marking Centre Assessed Marks
(Non-examination Assessments, Project Qualifications)

3. LONG TERM IMPLICATIONS

- 3.1 The policies in this report are significant in terms of educational quality, compliance, and organisational integrity in improving learner outcomes, data governance, equitable assessment practices that support all learners fairly, provide clear accountability and credibility with awarding bodies and prime contractors.
- 3.2 The introduction of a structured review plan will enhance governance, accountability, and adaptability across the department over the long term.

4. SUSTAINABILITY AND WELL-BEING CONSIDERATIONS

- 4.1 The above will meet the following aims, core values and well-being goals:

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Community Development	CD1 CD2 CD3 CD4 CD5 CD6 CD7 CD8 CD9 CD10	✓	✓	✓	✓	✓	✓	✓
Serving the Public	STP1 STP2 STP3 STP4 STP5 STP6 STP7 STP8 STP9 STP10 STP12 STP13	✓		✓	✓	✓	✓	✓
Acting as a Local Voice	LV1 LV2 LV3 LV4 LV5	✓	✓	✓	✓	✓	✓	✓
Quality of Life								
(1) Environment	QL1							
(2) Social Inclusion	QL2 QL3 QL4	✓		✓	✓	✓		✓
(3) Safe and Healthy Places	QL5							
Sports, Leisure and Cultural Activities	SLC3 SLC4	✓						
The Local Economy	LE1 LE2 LE3 LE4	✓	✓		✓			
Local Democracy								
Partnership Working	PW1 PW2 PW5 PW6	✓			✓	✓	✓	✓
Communication	C1 C3 C4 C5 C6 C8 C9 C11	✓	✓	✓	✓	✓	✓	✓
Health and Safety	HS1 HS2 HS3 HS4 HS5	✓		✓	✓	✓		✓
Resources	R1 R2 R3	✓	✓					✓
Management and Control	MC1 MC2 MC3 MC5	✓			✓		✓	✓

5. PUBLIC INVOLVEMENT

- 5.1 The Training Department delivers a range of training opportunities for the direct benefit of the public, in turn helping to improve the general quality of life.

6. COLLABORATION OPPORTUNITIES

- 6.1 The provision of work-based learning supports the on-going collaboration between the council, Welsh Government, prime contractors, awarding bodies and other sector partners. The local business enterprise is supported by upskilling local people through the provision of training opportunities.

7. PREVENTATIVE MEASURES/CONSIDERATIONS

- 7.1 Ensure staff receive training and understand their roles and responsibilities under each policy.
- 7.2 The policies align with prime contractor and awarding body requirements and reviewed regularly to ensure they remain compliant with updates and guidelines.
- 7.3 Each policy is risk assessed and controls implemented to prevent breaches. Contingency plans are developed to escalate procedures for corrective actions and communication protocols.
- 7.4 Policies are cross referenced to ensure alignment and reinforcement.

7.5 Secure digital platforms are used for data handling, assessments, and record retention. Systems are regularly updated and security checks conducted.

7.6 The activities identified in the report are essential to support the sustainability of the Training Department and the services it provides.

8. RECOMMENDATIONS

8.1 That members approve the new policies.

Yours sincerely,

ADMINISTRATIVE MANAGER

17 July, 2026.



Learner Code of Conduct

Applies to:	Learners
Effective from and replaces all previous policies prior to:	May 2025
Controlled by:	Compliance Manager
Reviewed and monitored by:	Operational Management Team
Approved by	Llanelli Rural Council Learning and Development Consultative Committee
Location:	Teams
Review Frequency:	Annually
Last Review:	27 January 2026

Change History				
Changes to specific sections of this document from the previous version are listed below				
Version No.	Section Reference	Summary of Changes	Author	Date
2	Whole document	New policy layout.	Compliance Manager	05/2025
2.1	4, 5 & 6	Definitions of Misconduct; Learner expectations; Disciplinary Procedures added.	Compliance Manager	27/01/2026

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1. Purpose

This policy outlines the standards of behaviour expected from all learners to ensure a safe, respectful, and productive learning environment.

Other policies relevant to this policy:

- Appeals Policy and Procedures
- Learner Equal Opportunities, Inclusion and Diversity Policy
- Malpractice and Maladministration Policy
- Health and Safety

2. Scope

This policy applies to all learners enrolled on our courses and programmes, including classroom-based, online, and work-based learning formats.

3. Policy Statement

LRC Training is committed to providing every learner with the support and guidance they need to succeed. This policy sets out clear expectations for behaviour, helping create a safe, respectful, and supportive learning environment for all.

The Learner Code of Conduct applies to many of our organisational policies and procedures. Any breach of the policy, or any related policy, may lead to action under our Learner Disciplinary Procedures.

All learners are required to agree to the terms of the policy and must adhere to it throughout their time on programme.

4. Definition of Learner Misconduct

Learner misconduct refers to any behaviour that disrupts teaching and learning, breaches centre rules or policies, or negatively affects the safety, wellbeing, or progress of others. This includes actions that are disrespectful, unsafe, dishonest, or otherwise inappropriate within the learning environment.

4.1 Misconduct (*include, but are not limited to*):

- Zero tolerance to weapons
- Breaching the Learner Behaviour Agreement
- Threatening language
- Racist, sexist, religious, disability remarks and language, including online
- Disruptive behaviour
- Swearing or spitting
- Persistent absence or unauthorised lateness
- Persistent failure to meet deadlines or complete coursework.

4.2 Gross Misconduct (include, but are not limited to):

- Any action which places learners or staff in physical danger or in breach of the law
- Threatening or violent behaviour towards staff and/or learners
- Use or possession of illegal substances or alcohol
- Selling or dealing in drugs whilst on programme
- Theft, vandalism, forging signatures or to fraudulently obtain money
- Attempting to enter Training Centre premises when suspended
- Bullying, harassment or intimidation, including online, both on and off the premises
- Abuse of Training Centre property
- Plagiarism or cheating in examinations/assessments
- Breach of the ICT Acceptable Use Policy – accessing inappropriate material online.

5. What is expected of you (Learners)

5.1 Respect and Courtesy

- Treat all staff, fellow learners, and visitors with respect and dignity
- Use appropriate language and behaviour at all times
- Dress in a way that does not offend others
- Respect the opinions, beliefs, and backgrounds of others.

5.2 Attendance and Punctuality

- Attend all scheduled sessions and arrive on time
- Inform your assessor or tutor in advance if you are unable to attend
- Catch up on any missed work promptly.

5.3 Engagement and Effort

- Participate actively in learning activities
- Complete assignments and assessments on time and to the best of your ability
- Seek help when needed and take responsibility for your own learning.

5.4 Academic Integrity

- Submit your own original work
- Do not engage in plagiarism, cheating, or any form of dishonest academic behaviour
- Acknowledge all sources appropriately.

5.5 Use of Technology

- Use digital devices and online platforms responsibly and only for learning purposes during sessions
- Do not access or share inappropriate content
- Respect privacy and data protection rules.

5.6 Use of Mobile phones

Do not use mobile phones or other personal devices during lessons unless the tutor has explicitly instructed their use as part of a planned learning activity. Devices should remain switched off or on silent and out of sight to maintain a focused and respectful learning environment.

5.7 Health, Safety, and Wellbeing

- Follow all health and safety guidelines
- Report any concerns or incidents to a member of staff
- Avoid behaviour that could endanger yourself or others.

5.8 Property and Environment

- Respect the learning environment and all property that belongs to LRC Training or others
- Keep shared spaces clean and tidy
- Do not damage or misuse equipment or facilities.

6. Disciplinary Procedures

Failure to follow the expectations of this policy may result in:

- Stage 1 - Verbal or written warning – First verbal warning from your assessor, recorded in writing
- Stage 2 - Second verbal warning, issued by a Programme Manager and recorded in writing
- Stage 3 - Meetings with staff, support worker, and parents/guardians (if applicable) and referral to Careers Wales
- Stage 4 - Final warning from a Programme Manager recorded in writing
- Stage 5 - Suspension or dismissal from the course.

Gross misconduct/serious offences may result in instant dismissal from the programme.

7. Support

We are committed to supporting all learners. If you are experiencing difficulties, please speak to a member of staff – we are here to help.

Learner Declaration

I have read and agree to adhere to the Learner Code of Conduct Policy:

Signed: _____(Learner) Date: _____

Print: _____

Signed: _____(Staff Member) Date: _____

Print: _____



EDUCATION CONTINGENCY PLAN

Applies to:	Learners/Assessors/Tutors/Lead Workers
Effective from and replaces all previous policies prior to:	November 2025
Controlled by:	Compliance Manager
Reviewed and monitored by:	Operational Management Team
Approved by	Llanelli Rural Council Learning and Development Consultative Committee
Location:	Teams
Review Frequency:	Annually

Change History Changes to specific sections of this document from the previous version are listed below				
Version No.	Section Reference	Summary of Changes	Author	Date

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1. Purpose

The purpose of this Policy is to ensure all learners can continue their programme of study with minimal disruption in the event of unforeseen circumstances such as staff absence, facility closure, or technology failure. It outlines LRC Training's approach to safeguarding learners, employers and staff while ensuring compliance with awarding body requirements, Department for Education (DfE) funding rules, and Estyn standards.

Other policies relevant to this policy:

- Qualification Assessment Policy and Procedures.

2. Scope

This policy applies to all learners enrolled onto a learning programme with LRC Training and provides guidance to all staff who are involved in the delivery of these programmes.

3. Objectives

The objectives of this policy are to:

- Ensure compliance with awarding body requirements, DfE funding rules, and Estyn standards.
- Safeguard learners' interests, wellbeing, and progression.
- Maintain employer confidence and ensure clear communication in times of disruption.
- Provide a clear plan for staff to follow in responding to contingencies.
- Maintain the integrity of qualifications and assessment.
- Protect business continuity, financial stability, and data security.

4. Potential Risks

This policy applies to (but is not limited to):

- **Staff shortages** through illness, resignation, or emergency leave.
- **Physical site closure** due to severe weather, safety hazards, or maintenance issues.
- **Technology failure** affecting teaching, assessment, certification, or data systems (LMS outage, internet disruption or IT system failure due to cyber-attack).

- **External disruptions** such as, transport strikes, pandemics or public health emergencies.
- **Withdrawal of provider approval** (by awarding bodies or regulators).
- **Business continuity risks** (including financial disruption or loss of key contracts).

5. Preventive Measures

Continuity of Teaching, Learning and Assessment:

- Maintain up-to-date contact lists for staff and learners.
- Cross-train staff to cover essential roles.
- Ensure folders containing all learning materials are accessible and stored on a secure, cloud-based platform.
- Regularly back up digital resources.

6. Response Actions

- **Staff absence:** Assign backup tutors/assessors or redistribute teaching load. Where assessments are disrupted, alternative dates or remote assessments will be arranged.
- **Site closure:** Switch to remote delivery via video conferencing and online platforms.
- **Technology failure:** Provide offline learning packs and alternative communication channels (phone, SMS).
- **External disruption:** Adjust timetables, extend deadlines, and offer recorded sessions. Use alternative arrangements such as online platforms for lesson delivery, learner support, and progress reviews.

7. Learner and Employer Support

- Support learners with clear communication, adapted timetables, and where needed, provide additional catch-up support.
- Keep employers informed of any changes affecting their learners or apprentices, including assessment timelines and funding implications, if applicable.
- Maintain the continuity of safeguarding and wellbeing support during all disruptions including adapted procedures for online or remote delivery.
- Where required, arrange the transfer of learners to another approved provider.

8. Potential Disruption to the Certification Process

Failure of IT systems

Risks associated with IT system failure:

- **At final entry deadline:** Claims may not be submitted on time.
- **During assessments:** Learner assessment evidence could be lost.
- **At results release stage:** Results may not be distributed to learners and staff.
- **Due to cyber attac :** Systems may be compromised, resulting in disruption or data loss.

Mitigation

- The centre will ensure its cyber-security policy is regularly updated and implemented by all staff.
- Entries will be submitted in advance to avoid delays caused by IT failure.
- Claims for completed units or qualifications will be prioritised.
- The Exams Officer will liaise with the relevant Awarding Organisation(s) regarding options for results communication.
- Contracted IT support services must remain vigilant to potential cyber-attacks and take proactive measures to minimise risk.

. Assessment Evidence not Available for Marking

Risks:

Significant damage to, or loss of, completed assessment evidence prior to marking.

Mitigation:

- The Head of Centre will promptly inform the relevant Awarding Organisation(s), learners and their parents/carers.
- Learners may need to retake the assessment at the next available opportunity.

1 . Unavailability of Exams Officer at Key Stages of Assessment Windows

Risks arise where essential tasks, including the following, are not completed:

- Assessment window planning
- Oversight of Awarding Organisation specifications being delivered
- Failure to submit claims within required deadlines

- Learners not being registered with the Awarding Organisation for assessment
- Maladministration, including submission of incorrect claims
- Missed Awarding Organisation deadlines, leading to late fees or other penalties
- Insecure storage of assessment materials and learner evidence
- Non-submission of internal assessment marks and learner samples for external quality assurance
- Requests or responses not provided to the Awarding Organisation during the assessment window
- Restricted access to qualification results, delaying distribution to learners
- Inadequate facilitation of post-results services, including learner appeals.

Mitigation:

- A Deputy Examinations Officer will be appointed as quickly as possible.
- The Deputy Examinations Officer will ensure essential information is available to the Senior Leadership Team to ensure Awarding Organisation specifications are followed.
- The centre will liaise with the Awarding Organisation(s) in the likelihood of deadlines not being met.

11. Centre Unable to Distribute Results Certificates as Normal

Risks:

Centre is unable to access the centre or manage the distribution of results to learners, or to facilitate post-results services.

Mitigation:

- The centre will contact the relevant Awarding Organisation(s) to explore alternative arrangements.
- Staff, learners, and parents will be informed of changes in the distribution of results as soon as possible.

12. Communication Protocol

Learners will be informed of any disruption as soon as reasonably practicable by phone, via email, SMS or text messaging, when clear instructions for accessing alternative learning arrangements will be given.

Regular updates will be maintained until normal operations resume.

13. Review Improvement

A review of the procedures will be conducted after each incident to identify lessons learned. The contingency plan will be updated accordingly.

As a minimum, this policy will be reviewed annually to ensure its effectiveness.



Induction Practice Policy

Applies to:	Learners/Tutors/Assessors/Programme Leaders/Support Staff
Effective from and replaces all previous policies prior to:	06 October 2025
Controlled by:	Compliance Manager
Reviewed and monitored by:	Operational Management Team
Approved by	Llanelli Rural Council Learning and Development Consultative Committee
Location:	Teams
Review Frequency:	Annually

Change History Changes to specific sections of this document from the previous version are listed below				
Version No.	Section Reference	Summary of Changes	Author	Date
2	Whole document	Standardised policy layout. Programme Structure, Delivery Methods, Roles and Responsibilities, Monitoring and Evaluation added.	Compliance Manager	06/10/2025

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1. Purpose

This policy outlines the induction process for all new learners joining LRC Training. The aim is to ensure learners are welcomed, informed, and supported as they begin their learning journey, fostering a positive and inclusive environment.

Other policies relevant to this policy:

- Appeals Policy and Procedures
- Fair Access to Assessment, Reasonable Adjustment, and Special Considerations Policy
- Learner Equal Opportunities, Inclusion and Diversity Policy
- Recognition of Prior Learning (RPL) Policy

2. Scope

This policy applies to all learners enrolled onto programmes delivered by the organisation, including classroom-based, online, and work-based learning formats.

3. Objectives

- To provide learners with essential information about the organisation, their programme, and available support
- To establish clear expectations regarding behaviour, attendance, and engagement
- To introduce learners to key staff, systems, and resources
- To identify and address any additional learning or support needs early on.

4. Induction Process

Information including accreditation, support documents, advice and guidance about qualification procedures and practices are provided to learners prior to commencement and ongoing until completion.

On commencement of the programme, learners are advised that:

- All recording documentation is stored and confidentially maintained in line with DPR and awarding organisation requirements. Learners will be made aware that their records may be shared with the awarding organisation, or other organisations such as the Welsh Government for external verification and auditing purposes.

- Evidence submitted will be assessed to ensure that all performance and knowledge criteria are met, and portfolio evidence is valid, reliable, and sufficient to meet the standards of the qualification being followed.
- Any work submitted for assessment using substantive AI generated text, plagiarised by not correctly referencing published work that has been copied, or by colluding with another learner beyond the level that is permitted will be reported to the relevant awarding organisation. Malpractice will not be tolerated and could lead to penalties such as disqualification or dismissal.
- Their portfolio of evidence may be made available to the internal quality assurer/moderator, and external quality assurer/moderator for final accreditation; the learner may also have to be available should their presence be requested.
- Feedback from learners, employers, assessors, internal quality assurers and external quality assurers/moderators are used to evaluate the quality and effectiveness of the qualification provision against the centre's stated aims and policies, leading to continuous improvement.

5. Induction Programme Structure

The induction programme will be delivered within the first eight weeks of enrolment and will include:

5.1.1 Welcome and orientation

- Introduction to the organisation's mission, values, and culture
- Tour of facilities (physical or virtual)
- Meet-and-greet with staff and fellow learners.

5.1.2 Programme overview

- Course structure, content, and delivery methods
- Assessment criteria and progression routes
- Timetables and key dates.

5.1.3 Policies and Procedures

- Health and Safety
- Safeguarding and Prevent
- Equality, Diversity, and Inclusion
- Code of Conduct and Disciplinary Procedures

- Attendance, Punctuality, and Engagement expectations
- Appeals Procedure.

5.1.4 Learner Support Services

- Academic support and tutoring
- Additional learning support
- Mental health and wellbeing resources
- Careers advice and progression planning.

5.1.5 Digital Systems and Tools

- Accessing learning platforms and communication tools
- Use of e-portfolios, virtual classrooms, and online assessments
- Data protection and responsible use of technology.

5.1.6 Initial Assessment and Planning

- Skills scan and diagnostic assessment
- Identification of support needs and reasonable adjustments - If any particular assessment requirements are identified, these will be acknowledged and met where possible
- Development needs will be matched against the requirements of the qualification and an agreed individual Learning Plan (ILP) developed
- Registration/qualification enrolment – learners will be registered on their vocational qualification within eight weeks of their start date.

6. Delivery Methods

- Induction may be delivered in-person, online, or through blended learning
- Materials will be accessible in multiple formats to ensure inclusivity
- Learners will receive an induction pack and access to digital resources.

7. Roles and Responsibilities

- **Senior Management:** Oversee implementation and review of policy
- **Programme Leaders Tutors:** Deliver induction and support learners
- **Support Staff:** Provide guidance on wellbeing, learning support, and careers

- **Learners:** Engage fully with the induction process and raise any concerns.

8. Monitoring and Evaluation

- Learner feedback will be collected to assess the effectiveness of induction
- Tutors will review induction outcomes during initial progress reviews
- The induction process will be reviewed annually to ensure continuous improvement.

. Review and Revision

This policy will be reviewed annually.



PROCEDURES FOR REVIEWS OF MARKING CENTRE ASSESSED MARKS (INTERNAL AMINATIONS ASSESSMENTS, PROJECT QUALIFICATIONS)

Applies to:	Learners
Effective from and replaces all previous policies prior to:	Sept 2025
Controlled by:	Compliance Manager
Reviewed and monitored by:	Operational Management Team
Approved by	Llanelli Rural Council Learning and Development Consultative Committee
Location:	Teams
Review Frequency:	Annually

Change History Changes to specific sections of this document from the previous version are listed below				
Version No.	Section Reference	Summary of Changes	Author	Date

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LRC Training is committed to ensuring that whenever its staff mark candidates work this is done fairly, consistently and in accordance with the awarding body's specification and subject specific associated documents

Candidates work will be marked by staff who have appropriate knowledge, understanding and skill, who have been trained in this activity and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates work, they will not be the sole marker. LRC Training is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates work, internal moderation and standardisation will ensure consistency of marking.

- 1 LRC Training will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- 2 LRC Training will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- 3 LRC Training will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
- 4 LRC Training will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
- 5 LRC Training will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
- 6 LRC Training will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.
- 7 LRC Training will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.

- 8 LRC Training will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
- 9 LRC Training will inform the candidate in writing of the outcome of the review of the centre's marking
- 10 The outcome of the review of marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.