



# Drive training

## Terms and conditions

	Conditions	Terms	Fees applicable
<b>Acceptance and availability</b>	By agreeing to the Terms and Conditions you are accepting you are available to attend the training on the dates specified. Confirmation of a Learners place will be sent via email and pre-read information will be sent no later than 2 weeks prior to the course commencing.		
<b>Open College Network London Region (OCNLR)</b>	SafeLives Drive training is accredited to OCNLR level 3.	Learners must be able to establish they have the required level of understanding for each topic covered. Assessment is via the completion of e-learning units, the submission of a portfolio and through classroom work, all of which is internally moderated by SafeLives and externally verified by the OCNLR.	
<b>Pre-attendance requirements</b>	Learners are required to complete two units of E-learning before they attend the training. These will take approximately one hour per unit. The e-learning will be made available to learners 2 weeks before the relevant block of training.	Attendance at the training is dependent on learners meeting these requirements. Any learner who has not met the requirements outlined here prior to the relevant block of training will forfeit their space on the course.	
<b>Substitution</b>	Places are offered to an individual and cannot be transferred to a colleague or friend.		
<b>Travel and accommodation</b>	Travel and accommodation is the responsibility of the delegate.	N/A	N/A

<b>Non-attendance 1 day</b>	<p>We appreciate that unforeseen circumstances can arise but if you are unable to attend one day of the training on the dates specified.</p> <p>All learners who are unable to attend training at any time, must inform the Training Coordinator as soon as possible.</p>		
<b>Participation &amp; respect</b>	<p>Learners are required to attend all 12 days and participate fully in the course, respectfully sharing their ideas, views and experiences with other group members, SafeLives staff and guest speakers.</p>	<p>We expect all learners to model pro-social behaviour and this forms part of the assessment criteria for the course. Should a learner fail to respect the identities, views and opinions of others, SafeLives may refer the matter to the individuals' Line Manager and if any inappropriate behaviour is persistent, SafeLives reserve the right to withdraw the learners training place and no fees will be refundable.</p>	
<b>Confidentiality</b>	<p>Any personal disclosure that takes place during the course shall remain within the training room except where such a disclosure relates to risks of harm to an individual or relates to child protection.</p>	<p>Should the lead trainer identify that a disclosure relates to risk of harm or a child protection issue, SafeLives reserves the right to share information with the relevant authorities in accordance with current legislative requirements.</p>	
<b>Course Assessment</b>	<p>Learners' work is assessed in three ways: by in-classroom assessment; via e-learning modules; and through the completion of a portfolio. All work is moderated by both an internal (SafeLives) and external (OCNLR) moderator. The worksheets and e-learning modules must be completed via the SafeLives Online Learning Centre. The deadline for each worksheet is four weeks from the training.</p> <p>The final portfolio should be sent in no later than six months after the last day of the course.</p>	<p>Full details outlining the assessment process and course deadlines are set out in the Learner Information booklet, which is available via the Online Learning Centre prior to the course commencing.</p>	
<b>Organisational support</b>	<p>You have the support of your manager to enable you to complete the written, assessed element of the course and in submitting worksheets within the agreed timeframes.</p>		
<b>Additional assessment fees</b>	<p>Any Learner who fails to submit assignments within the specified deadlines may be charged for assessment.</p>	<p>Please see the Learner Information on assessment and additional fees which is available on the Online Learning Centre.</p>	
<b>Originality</b>	<p>Every learner must only submit work that is their own; other professional people's work may be quoted, providing it has been specifically acknowledged by clear cross-referencing to the author and publication. Learners</p>	<p>If SafeLives has concerns regarding plagiarism this will be investigated under our plagiarism policy and where appropriate be raised with the individuals' line manager. We use the plagiarism software Turnitin and all learners' assignments will be submitted to this tool. Where learners submit work that we</p>	

	from the same project may discuss questions together but it is important that the actual worksheets are completed separately.	reasonably believe has breached the plagiarism policy, an investigation will take place and may result in SafeLives being unable to mark any of their work and they may not receive any accreditation for the course. SafeLives may withdraw the learner's place/s and no fees will be refundable.
<b>Complaints and Appeals</b>	Complaints in the first instance should be made to the course Lead Trainer or Training Co-ordinator. If you are unhappy with the outcome then it will be taken up as per SafeLives complaints procedure, which is available upon request. For appeals against decisions regarding assessment, please request the SafeLives Drive learner's Assessment Appeals procedure.	Please send your request to:  Drive Lead Trainer SafeLives Suite 2a Whitefriars Lewins Mead Bristol BS1 2NT <a href="mailto:training@safelives.org.uk">training@safelives.org.uk</a>
<b>Data Protection</b>	SafeLives complies with the Data Protection Act 1998. Full information regarding on how we use your data will be provided upon request.	Please send your request to:  Communications and Marketing SafeLives Suite 2a Whitefriars Lewins Mead Bristol BS1 2NT <a href="mailto:communications@safelives.org.uk">communications@safelives.org.uk</a>
<b>Copyright</b>	All intellectual property rights remain the property of SafeLives/guest speaker and any copies made of course manual, booklets or training aids will be an infringement of copyright unless agreed in writing by SafeLives or relevant guest speaker.	
<b>Disclaimer and limitation of liability</b>	SafeLives accepts no responsibility for the use you make or conclusions you draw from training materials provided on the course, whether these take the form of written information, verbal instructions or discussions and information sharing within the training room. Views expressed in the training room are not necessarily those of or endorsed by SafeLives.	SafeLives excludes all liability and responsibility for any amount, kind of loss or damage that may result to learners or any third party without limitation.
<b>Privacy statement</b>	SafeLives will not pass on your business or personal contact details to third party organisations. However, if a third party contacts SafeLives to verify whether you have passed SafeLives' Drive training, we will confirm this information in writing to the third party without passing on any other contact information.	Verification of qualification requests should be sent to:  <a href="mailto:training@safelives.org.uk">training@safelives.org.uk</a> or Operations Manager SafeLives Suite 2a Whitefriars Lewins Mead Bristol BS1 2NT