

POLICY NAME	What does the policy mean?
Health and Safety	We want you to feel safe from harm when you learn with Lead. We expect you to take steps to protect your own online identity.
Equality Diversity/ equal opportunities	<p>We expect learners, volunteers and staff to respect each other.</p> <p>We try to be fair to everyone who wants to come onto our learning programmes. This includes the assessment process.</p> <p>We know that some people need to take assessments in a different way in order to have an equal chance of success. We ask you to tell us how you need to be supported.</p>
Appeals procedure on Assessment decisions	We try to get your assessment results to you as quickly as we can. We want to help you move forward with your learning. If you feel that we have not done this we would ask that you speak to the assessor. If you are still not happy then this policy tells you what you can do next.
Complaints Procedure	If you are unhappy with the service that you receive from Lead Scotland we would like you to tell us. This policy tells you what to do if you want to complain. This will help us make things better for future learners too.
Confidentiality policy	We will keep your personal information private. You can ask to see any information that we have about you. If you choose to use the eportfolio system that we have developed it is password protected. Please don't give out your password. When using online tools please remember they will have different privacy settings to Lead Scotland.
Plagiarism policy	Plagiarism means borrowing other people's work and pretending that it is your own, e.g. using someone else's words, or photos, etc. This is cheating and won't be accepted. Don't let anyone else borrow your work.

These policies have been explained to me and I know the full policies are on the website or I can ask Lead staff for them.

Learner signature: _____ Date: _____