

POLICY NAME	What does the policy mean?
Health and Safety	We want you to feel comfortable and safe when you are with Lead. We will hold the learning programmes in places which have health and safety policies.
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 the learning programme. This includes the assessment and verification 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 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 or ARC 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 students 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. We use facebook and if you choose to take up a facebook account, it will have different privacy settings to Lead Scotland. We can explain these settings to you.
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 Get Connected website or I can ask Lead staff for them.

Learner signature: _____ Date: _____