

WELCOME TO



Home Learning

StriveTraining

We value learning and success and underpin all our learners with respect, responsibility and accountability.

Our commitment is to provide outstanding training with a friendly approach and individual attention.

We source funding from the GLA, European Social fund and the Education Skills Funding Agency.

CODE OF CONDUCT

To support you in achieving your qualification it is important that everyone treats each other with respect. Therefore, there is an expectation on the behaviour online, with you and the assessor, via the online learning platform.

1. Use the computer facilities to support your learning experience.
2. Be aware of and follow the safe use practice of the internet.
3. Foul or abusive language is not to be used at any time when communicating to any member of staff at Strive Training or when using the online platform.
4. Respect the well being of yourself and others when you interact with in relation to your home learning course.

ONLINE STUDY AND COMPLETION

You must aim to complete and pass your course to be awarded the relevant certificate for your qualification. To achieve the qualification please ensure you are planning and working towards your set target dates for your units and the end date for your course. We recommend that you should spend sufficient time on your learning to be able to complete your course within the set target dates. It is suggested that you spend an average of 3+ hours a day or 15+ hours a week on your learning.

SUPPORT AND QUERIES

For any queries relating to course content please contact your assessor via email or 'call request' from the calendar in your home learning portfolio. For any other support or if you cannot get through to your assessor please contact our Learner Support Manager, on **07931 012 529** or email - learnersupport@strivetraining.co.uk.

EQUALITY AND DIVERSITY

Equality and Diversity is a legal obligation to protect against discrimination. Strive Training operates a zero-tolerance policy on harassment and discrimination.

Diversity is about identifying the difference in everyone, recognising and respecting the diversity enough to adapt practice and procedures to suit all. This will contribute to a richer, more creative and productive working environment. This means respecting individuals on

- Race
- Gender
- Sexual orientation
- Age
- Religion
- Disability
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Being or becoming a transsexual person

BRITISH VALUES

As part of our curriculum it is our responsibility to promote British Values within our diverse society. These are:

- Democracy
- The Rule of law
- Individual Liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.



These values will support your cultural, social and moral development so we can engage in an equal society.

INTERNET SAFETY

- Only access websites to support your learning
- Only enter your personal information into websites with the secure padlock
- When studying only open secure sites (starting with <https://> or one that show a padlock symbol). Only respond to emails that you recognise and you know that are secure.
- Always log out

SAFEGUARDING

Is protecting yourself and vulnerable individuals from harm or abuse.

RADICALISATION

Radicalisation: is when a person, often from a vulnerable background, begins to adopt extreme political, religious or social views. Through these they will engage in extremist activity. They will often form these views through misguidance, misunderstanding, fear, resentment or possibly a sense of justice.

As part of the Counter Terrorism Act 2015 it is now our responsibility to ensure you are aware of the possibility of radicalisation of any individual. Should you feel or have concerns regarding yourself, family or friends we have a duty of care and you can refer any concern, however small, to the safeguarding officer who may then take further action depending on the circumstances. If you can, please discuss with your assessor or a member of Strive Training staff. If you feel you are not able to discuss this with any of our staff, please contact our Safeguarding nominees.

REPORTING A SAFEGUARDING ISSUE

You can speak directly to your Assessor or Learning Support Manager, in the first instance. You can also contact the Strive Designated Safeguarding Leads directly:

Kim Berkowitz on **07944 163101**

John Stapleton on **07908 400230**

or email in confidence at

safeguarding@strivetraining.co.uk

WHEN YOU ARE STUDYING PLEASE CONSIDER THE FOLLOW INFORMATION

- good posture
- adjusting chairs and other furniture
- arranging desk space
- adjusting screens and lighting to avoid reflections and glare
- taking regular breaks and changes of activity

FEEDBACK AND COMPLAINTS

Strive Training value your feedback and we would welcome your suggestions so that we can improve our service. Please email your comments to learnersupport@strivetraining.co.uk and write 'Suggestion' in the 'Subject' box of you email.

Should you have a complaint, please speak to your course Assessor or Learning Support Manager in the first instance to try and resolve it. You can also follow our complaints procedure found in the learner induction pack or email feedback@strivetraining.co.uk

YOUR CONFIDENTIALITY AND PRIVACY

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