



Learner Policies

LEARNER INITIAL ASSESSMENT PROCEDURE

This is carried out at enquiry stage to ascertain if a potential student has the relevant qualities, qualifications or experience for their chosen course. If there is RPL (recognition of prior learning) evidence should be forwarded to the training school and sent to Summit for IQA and EQA approval.

LEARNER ADMISSIONS POLICY

Learners are accepted onto their chosen course should they fulfil the criteria set by the awarding body.

Any special educational needs or reasonable adjustments must be highlighted at this stage.

Learners registered with Summit must:

Use facilities and behave in a way which respects the needs of others to learn, teach and work within the community.

Respect other learners, staff and visitors to the centre

Familiarise themselves with the centre's health and safety and other regulations, comply with those regulations and act at all times with due regard for their own safety and that of others and animals

Respect the property of the centre, and of its staff, other learners and visitors

Support staff and other learners in the maintenance of a clean and tidy environment throughout the centre

Follow the learning from home guidelines as part of blended learning. Any acts of misconduct will be acted on as if learners were on site

LEARNER INDUCTION POLICY AND PROCEDURE

A learner's health, safety and mental/emotional wellbeing must be considered at all times and therefore all learners will have an induction on the first day of training. Induction must cover:

Health & Safety

Fire Procedures

Salon Policies

PPE

First Aid Procedures

Illness reporting

Medical disclaimer

Mental health and well-being

GDPR and privacy

Diagnostic assessment

Qualification outline

Grievance & complaints

Social Media Use

Learner Disciplinary procedures

See separate guidance sheet

LEARNER DISCIPLINARY PROCEDURE

MISCONDUCT

The following are examples of misconduct which may result in disciplinary action being taken against learners:

Any breach of any of the learners' obligations set out above

Any failure to follow the reasonable instructions of a member of staff

Any unruly behaviour, including spitting or the use of foul or abusive, racially aggravated or hate language.

Disrupting any class, whether or not involving staff or other learners

Deliberately or by gross negligence causing damage to any centre buildings, equipment, books or furnishings, or any property of others

Any unauthorised interference with software or data belonging to or used by the centre

Any theft of property or any other dishonest acts

Any bullying, including cyber/online bullying, intimidation, taunting, use of banter to cause distress, verbal abuse or the use of any violence or threat of violence towards any person; including inciting hatred and extremist views

Any behaviour which is offensive in relation to the identified protected characteristics listed in the Equality Act 2010; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation

Any behaviour which could bring the centre into disrepute, whether on site or offsite

Any illegal act which may have an adverse effect on the work of the centre or on other learners

ACTION CYCLE

1. Allegation received
2. Summit determine the seriousness of the issue
3. If the issue is minor a verbal warning will be given
4. If the problem is not corrected a written warning will be given and a formal meeting with the head tutor to discuss progression will be held
5. If there are no improvements a second written warning will be issued and a formal meeting with the head of centre will be held
6. If no improvement is made then the learner will face the disciplinary panel of head of centre and quality assurance manager. The learner may have a representative with them such as employer or parent
7. The result of disciplinary panel may result in exclusion
8. A learner has the right to appeal if they do not agree with the outcome; a written letter or email should be sent to Summit detailing reasons why they disagree with the outcome and requires further investigation. At this stage a fee of £90 is payable within 7 working days. This fee is non-refundable
9. The appeal will then be delegated to a Summit Conciliation Panel for their comments and a response will be issued within 10 working days of the receipt of payment.

GROSS MISCONDUCT

Any particularly serious cases of misconduct may be treated by the centre as gross misconduct.

These include:

Any misconduct involving violence or a serious threat of violence, including the threat of use of a weapon or the carrying of weapons.

Deliberate damage to property

Endangering the health or safety of others

Endangering the health or safety of animals

Any criminal activities affecting the centre or other students (or which could bring the centre into disrepute)

Any drunkenness or the use, possession, supply or intent to supply any illegal or harmful substances on centre premises, on any activity associated with the centre

Any intention of being onsite or under the influence of alcohol, illegal substances, harmful or legal highs, regardless of whether this was off site when taken

Any act or omission which puts their own or other people's health and wellbeing at risk in relation to COVID-19

This is not an exhaustive list of the types of case which the centre may treat as gross misconduct.

ACTION CYCLE

1. A learner may be suspended from the centre immediately by a member of Summit, pending a disciplinary interview, where that member of staff has reason to believe that the learner has committed an act of gross misconduct.
2. The learner should, where possible, be interviewed prior to the suspension and their version of the events shall be recorded. Any such suspension will be confirmed in writing within 2 days of its occurrence
3. The learner will be invited to a disciplinary panel with the centre manager and the quality assurance manager, such a panel to be convened within 5 days of the suspension.
4. During the period of suspension a full investigation will be carried out with statements taken from all persons who witnessed the alleged gross misconduct.
5. During the period of suspension, if appropriate, the learner may continue to work off site to continue with work/assessments.
6. If a learner under the age of 18 is suspended from the centre the parent/guardian will be informed by phone as soon as practicable and will be informed in writing within 2 days.
7. In the event of the suspension of a learner who is being sponsored by an employer, the employer will be informed wherever practicable.
8. The result of disciplinary panel may result in exclusion
9. A learner has the right to appeal if they do not agree with the outcome; a written letter or email should be sent to Summit detailing reasons why they disagree with the outcome and requires further investigation. At this stage a fee of £90 is payable within 7 working days. This fee is non-refundable

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