

Centre Registration

Further Guidance for Centres on completing Part 2 .1 Policy and Procedures: Quality assurance V2

This guidance relates to Part 2: Centre Requirements in the Application form for registration as a LAMDA Examinations Centre and specifically to 2.1 Policy and Procedures: Quality Assurance.

This guidance provides clarification on LAMDA Examinations requirements for each policy stated within the quality assurance section of the Application form for registration as a LAMDA Examinations Centre.

Health and Safety Policy

LAMDA Examinations registered centres must have in place procedures that adhere to current existing health and safety regulations. For the majority of providers that are government aided and under the auspices of a local authority you will already have in place strict procedures to support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces should also be following strict guidelines based upon legislative Health and Safety requirements in the workplace and should also have in place documented procedures. If any UK centre does not have any documented procedures to support the requirements for Health and Safety, helpful information can be obtained from your Local Authority or through the Health and Safety Executive at www.hse.gov.uk. Centres wishing to register as a centre with LAMDA Examinations must confirm they have procedures in place before being granted Centre Registered status.

Equality and Diversity Policy

LAMDA Examinations registered centres must have in place procedures that adhere to current existing equality and diversity legislation. For the majority of providers that are government aided and under the auspices of a UK local authority you will already have in place strict procedures to support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces should also be following legislative guideline relating to Equality and Diversity and should also have in place documented procedures. If any centre does not have any documented procedures to support the requirements for Equality and Diversity helpful information can be obtained from LAMDA Examinations Equality and Diversity policy which is available for download on the LAMDA website at www.lamda.org.uk. Further support can be obtained by accessing the Equality and Diversity legislative acts including the Equality Act 2010, the Disability Discrimination Act 2005 and the Race Relations Act 2000. Centres wishing to register as a centre with LAMDA Examinations must confirm they have a documented statement and procedure regarding Equality and Diversity in place before being granted Centre Registered status.

Data Protection Act

The Data Protection Act is mandatory in the UK. All organisations that hold or process personal data must comply. The Data Protection Act requires anyone who handles personal information to comply with a number of important principles. It also gives individuals rights over their personal information. For the majority of providers that are government aided and under the auspices of a UK local authority you will

already have in place strict procedures to support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces will also be following strict guidelines based upon legislative requirements for Data Protection. If any centre does not have any documented procedures to support the requirements for Data Protection it is advisable they obtain information from the published Data Protection Act 1998 www.dataprotectionact.org which will provide guidance to ensure all legislative duties are met. Centres wishing to register as a centre with LAMDA Examinations must confirm they have documented procedures regarding Data Protection in place before being granted Centre Registered status.

Reasonable Adjustments and Special Considerations Policy

A reasonable adjustment helps to reduce the effect of a disability or difficulty that places the learner at a substantial disadvantage in the assessment situation. A special consideration is when a learner is placed in an extenuating circumstance which stops them being able to complete an assessment. It is a requirement of LAMDA Examinations as an awarding organisation to have a policy reflecting the requirements of reasonable adjustments and special consideration. As a registered centre it is a requirement by LAMDA Examinations that you will have read and understood LAMDA Examinations Reasonable adjustments and Special considerations policy and that you will adhere where required to the details stated within. Further information on LAMDA Examinations Reasonable adjustments and Special considerations Policy can be found in downloadable format on the LAMDA website at www.lamda.org.uk.

Malpractice and Maladministration Policy

Ofqual's General Conditions of Recognition require Awarding Organisations to publish procedures to learners/parents, teachers and registered centres for dealing with malpractice/maladministration on the part of a learner, teacher, centre coordinator, examiner or others involved in the conduct of LAMDA Examinations qualifications/units and to take appropriate action to maintain the integrity of the qualification/unit or assessment. For the majority of UK providers that are government aided and under the auspices of a local authority you will already have in place strict procedures to support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces should also be following strict guidelines on Malpractice and should have in place documented procedures. If any centre does not have any documented procedures to support the requirements for Malpractice information can be obtained from LAMDA Examinations Malpractice policy which is available for download on the LAMDA website at ww.lamda.org.uk. Centres wishing to register as a centre with LAMDA Examinations must confirm they have a documented statement and procedure regarding malpractice/maladministration in place before being granted Centre Registered status.

Complaints, Enquiries about Results and Appeals Policy

Ofqual's General Conditions of Recognition require Awarding Organisations to publish procedures for complaints and appeals relating to its services. As a registered centre it is a requirement by LAMDA Examinations that you will have read and understood LAMDA Examinations Complaints, Enquiries about Results and Appeals policy and that you will adhere where required to the details stated within.

For the majority of UK providers that are government aided and under the auspices of a local authority you should already have in place procedures that support this requirement. Community/Voluntary aided/controlled schools/independent schools/private trainers/hospital and health care/armed forces should have procedures in the event of complaints and appeals regarding their services. If any centre does not have any documented procedures to support these requirements information can be obtained from LAMDA Examinations Complaints, Enquiries and Appeals policy which is available for download on the LAMDA website at www.lamda.org.uk. Centres wishing to register as a centre with LAMDA Examinations must confirm they have a documented statement and procedure regarding Complaints, Enquiries about Results and Appeals in place before being granted Centre Registered status. Centres wishing to register as a centre with LAMDA Examinations must confirm they have a documented procedure regarding Complaints, Enquiries about Results and Appeals in place before being granted Centre Registered status.

Sanctions Policy

Ofqual's General Conditions of Recognition require Awarding Organisations to publish procedures to learners/parents, teachers and registered centres about imposing sanctions on individuals/Private centres/third parties (where appropriate) found guilty of malpractice/maladministration. As a registered centre it is a requirement by LAMDA Examinations that you will have read and understood LAMDA Examinations Sanctions Policy and that you will adhere where required to the details stated within. Further information on LAMDA Examinations Sanctions Policy can be found in downloadable format on the LAMDA website at www.lamda.org.uk.