

# Approved Training Centre Tutor and Assessor Agreement



Safety Training Awards (STA) is the Awarding Organisation of the Swimming Teachers Association (STA) which is a membership organisation and a registered charity.

Safety Training Awards Qualifications are regulated by Ofqual (England), Qualifications Wales (Wales) and accredited by SQA Accreditation (Scotland). To view the full range of qualifications please refer to Safety Training Awards Qualification Specifications on our website ([www.safetytrainingawards.co.uk](http://www.safetytrainingawards.co.uk)).

At Safety Training Awards, we aim to promote high standards and gain learner and public confidence in the qualifications offered, this is achieved through delivering STA courses to the highest standards and adhering to STA requirements at all times.

## Conditions

At STA, we aim to support our Approved Training Centres (ATC) to ensure the highest standards are achieved. Therefore, this agreement has been prepared for STA Tutors and Assessors to outline the expectations when fulfilling this role. STA expects all Tutors and Assessors to agree and commit to the following statements:

Approval Criteria		Tick to agree
1	Support your Approved Training Centre (ATC) in meeting the requirements set out in Safety Training Awards Approved Training Centre (ATC) approval criteria	
2	Make learners aware of the policies and procedures which are available to support them in their learning journey (please see below for more information)	
3	Ensure Safety Training Award qualifications are delivered, assessed and quality assured in line with the qualification specifications and assessment guidance	
4	Attend mandatory standardisation meetings or updates	
5	Complete all mandatory training or upskills for STA qualifications when instructed by STA	
6	Ensure your knowledge and skills are up to date in accordance with any changes made by Safety Training Awards to the delivery and assessment of qualifications	
7	Remain occupationally competent and maintain continual professional development (CPD) in accordance with best practice guidance	
8	Store and maintain learner and assessment records in line with the ATCs policies and procedures and current legislation, such as GDPR and Data Protection 2018	

9	Ensure knowledge and skills are kept up to date with current Health & Safety legislative requirements, promoting the welfare of learners by effective teaching and assessing in a safe environment	
10	Always ensure teaching and assessment activities and equipment are safe and well maintained, in line with the ATC policies and STA requirements	
11	Any accidents must be reported in line with the ATC policies, STA requirements and current legislation	
12	Provide a safe environment for all by adhering to Health & Safety legislation	
13	Provide a safe environment for all by adhering to and keeping up to date with Safety Training Awards current safeguarding procedures	
14	Report any events and issues with implementing the assessment procedures, suspected malpractice, maladministration, or illegal activity in line with centre procedures and Safety Training Awards requirements	

Please refer to the Safety Training Awards website for further supporting information that may be useful to you.

## Safety Training Awards Policies

To support Safety Training Awards Approved Training Centres (ATC), you may find the following policies useful:

- Equality and Diversity Policy
- Complaints Policy
- Enquiries and Appeal Policy
- Reasonable Adjustments and Special Considerations Policy
- Conflicts of Interest Policy
- Malpractice and Maladministration Policy
- Whistleblowing Policy
- Sanctions Policy.

All the above policies are available to download from the website or you can request a copy by contacting us.

## Confidentiality

Safety Training Awards hold Tutor and Assessor contact details on our website to allow ATCs, STA members, learners and Internal Quality Assurers (IQA) to use the 'Search a Tutor / Assessor' function for the delivery and / or assessment of a qualification.

**Please inform us if you do not wish for us to add your details to the website and we will ensure we do not disclose this information.**

## Breach of Agreement and Sanctions

Safety Training Awards is dedicated to maintaining the highest standards of delivery, assessment and quality assurance for all regulated / accredited qualifications. We require our ATCs and Tutors and Assessors to maintain these standards. If a cause for concern or breach of agreement is highlighted, STA Tutor / Assessor status may be in jeopardy. We are obliged to investigate this matter in accordance with the Safety Training Awards Malpractice and Maladministration policy and sanctions may be applied. Please refer to the policies on the website for more information, or you can request a copy by contacting us.

## STA Tutor / Assessor Final Declaration

I have read the above and agree to adhere to all the conditions set out by Safety Training Awards	Yes		No	
I agree to abide by all Safety Training Awards policies and procedures	Yes		No	
I agree for STA to hold my contract details on the 'Search for a Tutor / Assessor' function on the STA website	Yes		No	

Full Name	
STA Membership Number:	
Telephone Number:	
Email Address:	
Signature:	
Date of Agreement:	

Please confirm which ATC you have agreed to operate for as a Tutor / Assessor:

ATC Name:

ATC Centre Co-ordinator  
Name:

ATC Reference Number  
(if known):