

# Approved Training Centre Tutor Agreement



## Introduction

Safety Training Awards 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), CCEA (Northern Ireland) 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 learner/public confidence, this is achieved through our mandatory quality assurance procedures providing consistency and ensuring our qualification results can be relied upon. Please refer to the Customer Service Statement on our website for further information ([www.safetytrainingawards.co.uk](http://www.safetytrainingawards.co.uk)).

## Conditions

This document has been prepared for STA tutors to explain our agreement. At Safety Training Awards, we aim to support our tutors throughout the process to ensure the highest standards are achieved. However, we do expect our tutors to commit to the following statements:

- Support your centre in meeting the requirements set out in Safety Training Awards Approved Training Centre (ATC) approval criteria;
- Make learners aware of the policies and procedures which are available to support them in their learning journey (please see overleaf for more information);
- Ensure Safety Training Award qualifications are delivered, assessed and quality assured in line with the qualification specifications and assessment guidance;
- Attend mandatory standardisation meetings or updates;
- 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 courses;
- Remain occupationally competent and maintain continual professional development (CPD) in accordance with best practice guidance;
- Store and maintain learner and assessment records in line with the centre legislative policies and procedures;
- Ensure knowledge and skills are kept up to date with current Health & Safety legislative requirements, promoting the welfare of learners by effective teaching in a safe environment;
- Always ensure training and assessment activities and equipment are safe and well maintained, in line with centre policies;
- Any accidents must be reported in line with centre policies;
- Provide a safe environment for all by adhering to Health & Safety legislation and keeping up to date with Safety Training Awards current safeguarding policy where necessary (please refer to our website or request a copy from Safety Training Awards);
- Ensure that assessments are conducted fairly, and all learners have equal opportunities to be successful in their chosen course of study;
- 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 procedures.

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 tutor status, 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/maladministration and whistleblowing policy.

All the above policies are available on our website or you can request a copy by contacting us.

## Breach of Agreement and Sanctions

Safety Training Awards is dedicated to maintaining the highest standards of delivery and assessment for all qualifications. We require our tutors to maintain these standards, if a cause for concern or breach of agreement is highlighted, tutor status may be in jeopardy and we are obliged to investigate this matter in accordance with our sanctions policy which is available on our website.

## Confidentiality

Safety Training Awards hold tutor contact details on our website to allow Approved Training Centres (ATC), assessors, learners and quality assurers to use the 'search a tutor' function for the delivery and/or assessment of a qualification. Please inform us if you do not wish for us to divulge your identity and we will ensure we do not disclose your details.

## Agreement

- I have read the above and agree to adhere to all the conditions set out by Safety Training Awards;
- I agree to abide by all Safety Training Awards policies and procedures;
- I agree / do not agree (***delete as applicable***) for Safety Training Awards to hold my contact details on the 'Search for a tutor' function on the STA website.

<b>Name:</b>	
<b>Membership Number:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Signature:</b>	
<b>Date of agreement:</b>	