

Removal of a delegate from a course

If a delegate acts inappropriately whilst taking part in any aspect of their course, we will have no option but to immediately remove them from the course and they will not be allowed to finish their training.

The following policies outline such behaviour.

Diversity and Equal Opportunity Policy

Drink and Drugs Policy

Anti-bribery, Fraud & Malpractice Policy

Safeguarding Policy

If the delegate has been placed on the course by their employer, then they will be informed, and a report also issued to CISRS Scheme Manager.

If the delegate/employer is in dispute for the reason given, then they must follow our Appeals and Complaints procedure which outlines the necessary steps for both the delegate/employer and Training Centre.

Signed: *Michelle McFall*

Aspects Total Training Ltd

To be reviewed: Annually