

The CIBTAC / SALLY DURANT

Level 4 Qualifications in Advanced Skin Studies and Aesthetic Practice

STUDENT LEARNING AGREEMENT

Student Name

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**THE SALLY DURANT LEVEL 4**

**STUDENT LEARNING AGREEMENT**

Your designated tutor will arrange for you to attend an induction meeting to complete this Learning Agreement. It is designed to ensure that you are fully aware of what is required for the completion of your course and the resources you will be provided with.

|  |  |
| --- | --- |
| Student Name |  |
| Course Tutor Name |  |
| Date of Enrolment |  |
| Date of Learning Agreement |  |
| Student Address |  |
| Tel No (Landline) |  |
| Tel No (Mobile) |  |
| Email |  |
| Emergency Contact Name |  |
| Emergency Contact Tel No. |  |
| Emergency Contact Email |  |
| E-Learning Login Password |  |
| Student Background |  |
| Pre-Requisite Certificates |  |
| Certificate copies received? |  |

**YOUR COURSE**

|  |  |  |
| --- | --- | --- |
| Full Course Title/s |  | |
| Qualification Code |  | |
| Course Units | | Tick as applicable |
| Unit 1 / SDT01 - Core Knowledge for Aesthetic Practice | |  |
| Unit 2 / SDT02 - Advanced Skin Science | |  |
| Unit 3 / SDT03 - Investigative Consultation and Advanced Skin Assessment | |  |
| Unit4 / SDP01 - Provide Chemical Skin Peeling | |  |
| Unit 5 / SDP02 - Provide Micro-Needling Treatment | |  |
| Unit 6 / SDP03 - Provide Blemish Removal by Thermolysis and Cryotherapy | |  |
| Unit 7 / SDT04 - The Principles and practices of the Medispa Sector | |  |

**YOUR COURSE TUTOR**

|  |  |
| --- | --- |
| Tutor Name |  |
| Email |  |
| Tel - Landline |  |
| Tel - Mobile |  |

**CIBTAC REGISTRATION**

|  |  |
| --- | --- |
| Your CIBTAC Registration Number |  |

**YOUR COURSE RESOURCES & LOGIN INFORMATION**

**Student**

**Affirmation**

|  |  |  |
| --- | --- | --- |
| E-learning Login | Have you received your login details for the E-learning portal? |  |
| Course Folders (Full Course) | Have you received your Course Folders? |  |
| Course Folders (Payment Plan) | Have you received your course folders inline with your payment plan schedule? |  |
| Sally Durant Student Handbook | Have your received a copy of the Sally Durant Student Handbook? |  |
| Course Memory Stick | Have you received your student memory stick? |  |

**YOUR STUDENT HANDBOOK**

|  |  |
| --- | --- |
| Have your read through your Student Handbook? |  |

**THJE CIBTAC Student Handbook**

|  |  |
| --- | --- |
| Have you been instructed where to find this? |  |

**YOUR INDUCTION PROGRAMME**

**Date of Attendance -**

During your induction your Course Management Team and Course Tutor will explain key information relating to the following. Please indicate in the right-hand columns that each of the elements listed below have been explained to you and that you been provided with a satisfactory introduction to, and understanding of, the delivery, management and completion of your chosen course.

|  |  |
| --- | --- |
| **General Information** |  |
| * The role of your Course Tutor |  |
| * The Objectives of your Learning Agreement |  |
| * The Unit and Modular Format Of Your Course |  |
| * Your Course Completion Schedule |  |
| * Your Tutorial Schedule |  |
| * The Sally Durant Student Zone on www.sallydurant .com |  |
| * Finding your way around your course folders |  |
| * Your Sally Durant Memory Stick |  |
| * Your E-learning Programme |  |
| * Accessing and completing your E-Learning Programme |  |
| * IT support for your E-learning |  |

|  |  |
| --- | --- |
| **Information on your Practical Training** |  |
| * How to book your practical training |  |
| * Your Professional Appearance – Clinical and Non-Clinical |  |
| * Code of Conduct |  |
| * Treatment models |  |

|  |  |
| --- | --- |
| **Your Assessment, Assignment and Examination Schedules** |  |
| * The types of assessment and assignment work you may need to compete |  |
| * Course Folder Completion |  |
| * Your Modular MCQs |  |
| * The Unit Assessment workbooks |  |
| * Written Assignments |  |
| * Practical Competency Assessments and Range Statements |  |
| * Treatment Case Studies and student kits |  |
| * Course Portfolio |  |
| * Formative Assessments |  |
| * Mock Examinations |  |

|  |  |
| --- | --- |
| **Submitting your Coursework** |  |
| * Digital Submission |  |
| * Hard Copy submission |  |
| * Which method of submission is your preference? |  |
| * The avoidance of plagiarism |  |
| * The marking system and return of your coursework |  |

|  |  |
| --- | --- |
| **Your Activity Logs** |  |
| * Private Study Log |  |
| * Attendance Register |  |
| * Tutorial Log – Course Tutor Record |  |
| * Tutorial Log – Your Record |  |
| * Practitioner Log |  |

|  |  |
| --- | --- |
| **Building Your Portfolio** |  |
| * The importance of your Portfolio |  |
| * What will your portfolio contain? |  |
| * Electronic Portfolio - Folders on your memory stick |  |
| * Hard Copy Portfolio - please tell your course tutor if you wish to submit your work in this way |  |

|  |  |
| --- | --- |
| **Your Final CIBTAC Exams** |  |
| * Your CIBTAC registration and candidate number |  |
| * Do you already have a CIBTAC number ? Please provide this to your Course Tutor |  |
| * Your Exam Schedule |  |
| * The examination entry process and time scale requirements |  |
| * ID requirements when you attend your CIBTAC examinations |  |
| * Coursework and portfolio presentation |  |
| * Your theory examination |  |
| * The CIBTAC grading framework |  |
| * Your CIBTAC practical examinations |  |



**THE SALLY DURANT POLICIES AND PROTOCOLS**

To ensure that we can deliver a standardised level of education and training, and the smooth management thereof, we ask you to confirm your understanding and acceptance of the Policies and Protocols listed below.

|  |  |
| --- | --- |
| **Policy / Protocol** | **✔✗** |
| The Course Completion Policy |  |
| The Tutorial Policy |  |
| The Protocol for Booking, Pre-Attendance and Cancellation of Practical Training |  |
| The Professional Presentation and Uniform Policy |  |
| The Sally Durant Code of Practice |  |
| The Health and Safety Policy |  |
| The Plagiarism Policy |  |
| The Examination Entry Policy |  |
| The Extenuating Circumstances Policy |  |

|  |
| --- |
| **For your reference other Policies and Protocols on The Student Zone include** |
| Equality and Diversity Policy |
| Complaints Policy |
| Appeals Policy |
| Disciplinary Policy |
| Zero Tolerance Policy |
| Refund Policy |



**COURSEWORK COMPLETION AND SUBMISSION POLICY**

This policy is to be implemented by Course Tutors, monitored by the Education Director and all deviations from this policy reported to SD.

* All students must adhere to their Course Completion Schedule and submit their work on or before the agreed due date.
* Students may request extensions for their work submission but this must be reflected in the overall Course Completion Schedule.
* Failure to submit work on time without prior arrangement will result in a Pass Only mark
* A subsequent submission date can be arranged but as above this extension must be reflected in the overall Course Completion Schedule.
* Final course work will be accepted 4 weeks prior to an exam schedule. Please refer to **The Extenuating Circumstances Policy**
* **At no time** will a backlog of coursework be accepted without an extension of the Course Completion Schedule

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Coursework Completion and Submission Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**THE TUTORIAL POLICY**

It is a requirement of the Course Portfolio that there is evidence of every student’s attendance to a regular monthly tutorial with their Course Tutor.

The student must make a monthly, 30 minute appointment with their Course Tutor when their progress, inline with their Course Completion Schedule, will be assessed and recorded.

A Student’s attendance to their monthly tutorial will be logged and a report will written by tutor for insertion into the student’s Course Portfolio.

It is the responsibility of the student to maintain their own Tutorial Log for presentation to the CIBTAC Examiner.

Students may contact their Course Tutors outside their regular appointment but within the Availability Schedule provided to them by their Course Tutor. Contact outside of these times is at the discretion of the Tutor.

**Failure to attend a formal appointment without 24 hours notice will be documented within your Tutorial Log and so reflected in your portfolio.**

**Confidentiality**

Students may request elements of their Tutorial Discussion not to be recorded in the Tutorial Log and their privacy will be respected, unless any information is disclosed that may compromise compliance with the Awarding Body’s Policy for the completion of the qualification or the integrity of the Course Tutor

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Tutorial Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**PRACTICAL TRAINING - BOOKING, PRE-ATTENDANCE AND CANCELLATION POLICY**

**Booking Your Practical Training**

In your learning agreement you will agree a schedule of completion with your course tutor and this will include target dates for attending your practical training. Your course tutor will **provisionally** book you onto your selected practical training dates on the basis that you complete the underpinning knowledge for each unit BEFORE you attend as set out below:

**Preparation for Practical Training**

Before you attend your practical training days for any of the units of study, **you MUST have completed**:

* All elements of the e-learning programme for the unit
* The notes, Q & A and written exercises in the course folder
* The MCQs for each module of the unit and they must have been passed at a minimum of 70%
* The Assessment Workbook for the unit which must be submitted for marking prior to your attendance to the practical training in accordance with your Learning Agreement

**Confirming Your Practical Training**

During your tutorials your course tutor will monitor and assess your progress towards your agreed targets for completion of each course element. Six weeks prior to a scheduled practical training your tutor will ask you to confirm that you will have completed and submitted your coursework for the unit on time and that you will be attending on the appointed day.

**Cancellation of Practical Training**

If you find that you are unable to complete your coursework for the unit prior to the agreed training date you can do so with four weeks notice without charge.

Notice of cancellation of a practical training session which is given less than 28 days before the date of the training will incur a £125 + VAT charge which will be payable before any further practical training can take place. In the cases of illness, a doctor’s certificate will be required to avoid this charge being made.

**Booking Unit 7 Workshops and CPD Short Courses**

All Unit 7 and CPD Short Course Bookings are to booked through the Course Tutor.

Places on theses events will initially be made as an expression of interest to attend and will be confirmed as soon as the student numbers are known to be viable. This confirmation will be made at least 14 days prior to the event date.

**Cancellation of Unit 7 Workshops & CPD Short Courses**

Notice of cancellation of a Unit 7 workshop or CPD short Course must be given within 5 working days of the event in order for a refund to be given. If you are attending the event as one of your four Unit 7 days then failure to cancel within this timescale will mean that you forfeit the event and you will be charged for your subsequent re-booking at the rate applicable to that event.

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Practical Training – Booking, Pre-Attendance and Cancellation Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**PROFESSIONAL PRESENTATION AND UNIFORM POLICY**

At Sally Durant Aesthetic Education and Training we are committed to standards of excellence and our appearance and uniform policy is an extension of this commitment.

All delegates engaged in practical training and practical examinations will need to adhere to the policy whenever attending practical training and examinations.

**Please Note**

The Sally Durant reserves the right to:

* ask delegates to re-book their practical training and exams if they fail to present themselves in accordance with the Sally Durant Professional Presentation policy as specified in this document
* make an additional charge for rebooked practical training, mock examination or formative assessment day at a daily rate of £125.00 + VAT.
* Any delegate that has to re book an external exam will have to pay an additional examination fee to CIBTAC inline with the CIBTAC Examination Fee Schedule

**Professional Presentation Policy - All Students**

**Clinical Training**

* Uniform is not to be worn outside the training centre and so all delegates must arrive and leave in their own clothes in line with normal clinical practice.
* You will need to wear your name badge to all training, mock examinations and to the final external examination. If you lose your badge you will be required to purchase a replacement
* In accordance with equality and diversity legislation in the case of a requests for the uniform policy to accommodate cultural or religious needs, please address your requirements to your Course Tutor for due consideration.

**Non-Clinical Training**

If you are attending a theory class or seminar we request that you dress smartly and in a manner appropriate to a professional working environment.

**Clinical Uniform for Women**

**Uniform**

* As specified by your Sally Durant Centre

**Shoes**

* Colour to be specified by your Sally Durant Centre
* Enclosed – no sandals, peep toe or flip flops,
* Flat or low heeled
* No trainers/ sports shoes
* No boots / Hush Puppies
* Clean and worn inside the training centre only

**Hosiery**

* Sheer flesh coloured tights are to be worn with a skirt
* Sheer flesh coloured ‘pop-socks’ must be worn with trousers. Thick opaque tights / socks or woollen socks will NOT be accepted

**Hair**

* Must be neatly secured back from the face if above shoulder length
* Must be taken up and secured in a bun or pleat if shoulder length or longer.
* No casual pull-up and scrunch styles
* No trailing hair.

**Nails**

* Short, clean & unvarnished
* Gel polish can be worn but the gel must be clear, not coloured and nails must still be clean and short.
* Anyone wearing gel polish will need to wear disposable gloves.

**Jewellery**

* Must be kept to a minimum
* No bracelets or watches on the wrists. Fob watches can be worn.
* No rings – except for plain wedding bands
* No neck chains
* Earrings must be of the studs, not drop-type and two sets of earrings as a maximum.
* New piercings will need to be covered with surgical tape

**Make-Up**

* A professional day make-up will need to be worn to all practical training sessions and examinations

**Clinical Uniform for Men**

**Uniform**

* As specified by your Sally Durant Centre

**Shoes**

* Black
* Enclosed – no sandals
* No trainers/ sports shoes
* No boots / Hush Puppies
* Clean and worn inside the training centre only

**Socks**

* Plain black

**Hair**

* Must be neatly secured back from the face if likely to trail forwards and tied back if longer than shoulder length.

**Beards**

* Must be clean and neatly trimmed
* For beards longer than 2cm a surgical mask must be worn during clinical sessions.

**Nails**

* Short and clean

**Jewelry**

* Must be kept to a minimum
* No bracelets or watches on the wrists. Fob watches can be worn.
* No rings – except for plain wedding bands
* No neck chains
* Earrings must be of the stud-type not drop-type and one or two sets of earrings as a maximum.
* New piercings will need to be covered with surgical tape

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Professional Presentation Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**CODE OF CONDUCT POLICY**

At Sally Durant Training Aesthetic Education and Training we are committed to standards of excellence and our code of conduct policy is an extension of this commitment, underpinned by professional ethics, legislative and regulatory compliance and respect for others.

**General Conduct**

In all elements of their course completion delegates should:

* Conduct themselves in a courteous, polite and respectful manner towards to SD staff, fellow students and clients whether this is by phone, email or when speaking in person.

**Learning Agreement**

* All students must have completed and signed a Learning Agreement which must be completed with their Course Tutor. This agreement will enable the student to clarify all requirements for completing the course and to agree a schedule for this completion.
* While the Learning Agreement is not binding and can be amended as required, any requested changes to the agreed completion schedule must communicated to the Course Tutor and confirmed in writing.

**Tutorial Attendance**

* A student may contact their tutor for support and guidance at any time during their course but formal mandatory Tutorial Appointments
* will be scheduled every 4 weeks.
* It is the responsibility of each student to attend these appointments. A record of each tutorial will be logged and form part of the student’s register of attendance and their final portfolio.
* 24 hours’ notice of cancellation is requested and failure to keep an appointment without notification will be documented. If the student does not facilitate the required appointment to be made or if an appointment is missed without notification this will be recorded within the student’s portfolio as unprofessional conduct.

**Preparation for Training Attendance**

All students must:

* Ensure that all elements of the e-learning, folder completion, MCQs, and assessment workbooks have been completed inline with their Learning Agreement, prior to their attendance to the training centre.
* Liaise with their course tutor in respect of the above
* Book their practical training in accordance with the SDTC booking policy and confirm their attendance by email on [admin@sallydurant.com](mailto:admin@sallydurant.com)
* Be punctual
* Have everything required for the session being attended.
* Comply with the Uniform & Professional Presentation Policy students will not be allowed to take part in the training if this is not adhered to. If training has to be rebooked for this reason a charge of £125.00 + VAT will be incurred.
* Bring their course folder, a pen and note-book to their training
* Students must be prepared to stay for the full day and should refrain from making travel or other arrangements before they have been notified of the finish time - Many practical training days will not finish until 7.00pm.
* **Note**- students will only be able to be certified for attendance if they complete the full day.

**Conduct Within the Practical Training Environment**

While within the training environment all students must:

* Comply with all legislation, regulations and guidelines as required in the workplace and within a clinical environment to include:
* All Health and Safety Laws, Regulations and Guidelines
* Equality and Diversity Legislation
* Data Protection Law
* Clinical Governance and Accountability
* Be aware of, and compliant with, all SDTC practical protocols, procedures and policies pertaining to:
* Code of Conduct
* Data protection
* Professional Presentation
* Hygiene and Safety
* Organisation and preparation of the work area
* Contact with clients
* Treatment modalities and product use
* Documentation of practical treatments
* General tidiness and cleanliness
* Clinical sanitisation and clearance of their work area at the conclusion of training.
* Assisting others

**Telephones and Tablets**

* Student telephones and tablets are not allowed in the practical training room for the purpose of avoiding disruption and due to hygiene risks
* No delegate will photo or video any clients without their consent in line with the SD Data Protection Policy
* Any photos or video taken of training activities and demonstrations must only be used for the sole purpose of assisting the learning of the delegate.
* Any photo or video must not be shown to any other person or shared across any social media network unless to a closed group and permission has been granted by both the client concerned and by Sally Durant
* Any photos or video taken must not be made available on any websites or APP.

Please note. SDTC reserves the right to exclude a student from the training environment if their Code of Conduct grossly contravenes this policy, disrupts the training or is abusive towards any member of SD staff, fellow student or client.

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Student Code of Conduct Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**HEALTH, HYGIENE AND SAFETY**

**(CLINICAL TRAINING ENVIRONMENT SPECIFIC)**

It is a mandatory requirement that all students comply with all health and Safety legislation and the Sally Durant Health, Hygiene and Safety Polices throughout their time at the Training Centre and in all their clinical practices.

Each treatment procedure will carry its own health and safety protocol and students are required to adhere to these protocols at all times. This will include the generic provisions for:

* The use of PPE
* Clinical hand-washing procedures
* Use of alcohol hand gel
* Disposal of soft clinical waste is designated bins
* Disposal of sharps
* Sterilisation and sanitation procedures
* Infection control

Students must ensure that their work area is prepared, maintained and cleared away before, during and after all procedures. They will specifically be required to replace items into storage correctly and leave their working area inline with the protocol provided in line with professional clinical practice.

Students will not be able to leave the training centre until their work area has been checked

**Please refer to the General health and Safety Policy on the Student Zone**

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Student Code of Conduct Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**GENERAL HEALTH & SAFETY POLICY**

Sally Durant Education and Training is committed to providing a safe and healthy workplace for all of its staff, and extends this responsibility to all those learners and other people who visit the training centre or its offices.

The policy will be reviewed on a regular basis. Sally Durant Education and Training’s commitment to providing a healthy and safe working environment means that Sally Durant Education and training is always ready to adapt its policy and practices to meet new standards as they are laid down.

Sally Durant Education and Training will take all steps within its power to meet this responsibility, paying particular attention to:

1. Maintaining buildings and offices to provide a safe place of work, with safe access

2. Maintaining equipment in a safe condition

3. Designing systems of work with the Health & Safety of staff in mind

4. Providing such training and supervision as shall enable all staff to avoid hazards and contribute positively to their own safety and health at work

5. Systematically identifying and responding to any risks which arise

6. Providing a healthy working environment.

Designated Health & Safety representatives will be responsible for site-specific Health & Safety training where required, and will ensure that each staff member is shown the location of first-aid boxes, fire exits, fire fighting equipment and how to report accidents. The evacuation and alarm procedures will also be explained.

Under the Health & Safety At Work etc. Act 1974, it is the duty of every staff member while at work to:

* Take reasonable care for the Health & Safety at work of themselves and any other people who might be affected by their acts or omissions.
* Co-operate with their employers and others to enable them to comply with statutory duties and requirements
* Not intentionally or recklessly misuse anything provided in the interests of health, safety or welfare.

The Management of Health & Safety At Work Regulations 1992 further require staff members to:

* Take all reasonable precautions including the use any equipment provided, in the interests of safety
* Follow Health & Safety instructions
* Report anything that they consider to be a serious danger
* Report any shortcomings in the protection arrangements for Health & Safety

Sally Durant Education and Training recognises that its staff and learners will often provide the first warning of any hazards in the workplace or on its premises. Sally Durant Education and Training therefore encourages individuals to report any concerns regarding either specific hazards or general issues pertaining to their Health & Safety, or the Health & Safety of other staff members, customers or any other visitors to Sally Durant Training and Consultancy Learning sites. Sally Durant Education and Training will investigate any and all reported hazards, implementing changes as required.

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant General Health & Safety Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**THE PLAGIARISM POLICY**

Plagiarism is the act of presenting someone else’s ideas or work, without acknowledgement, as your own.

**Written work**

All written work submitted by you for assessment must be written by you and not by anyone else, either in whole or part. You will of course want to use the work and ideas of others of others in your own work but you must clearly indicate this by referencing your sources. You will need to use the rules of the specified academic referencing style.

You must not

* Copy from text from any source without quoting the source
* Copy the work of another student, past or present
* Copy tables, diagrams, photographs or pictures without acknowledging your sources
* Use clinical data and statistics without acknowledging your source.
* Use the exact notes or words of tutors from lectures, presentations, videos or tutorials
* Use the ideas or words of your fellow students or those of past students.
* Paraphrase too closely from any text. You will always need to put content into your own words, as far as it is possible to do so.
* Use downloaded text from the internet or that exchanged on social networks.
* Use the work of others that can be bought from the internet or any private individuals

**Practical work**

All practical case study work submitted for assessment must have been performed and fully documented by you.

Any of the work you submit must be your own work and by signing this policy declaration you are clearly saying that you understand what this means and that you will abide by this policy

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Plagiarism Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**THE EXAMINATION ENTRY POLICY**

At Sally Durant Education and Training we are committed to ensuring that all students successfully achieve their qualification within the time frame agreed in their learning agreement and to this end we will need to every student to commit to the examination entry policy.

**Twelve weeks before** the examination schedule indicated in the Course Completion Schedule, all students will need to verify their examination intentions to their Course Tutor and confirm whether they do, or do not, want to be registered for the specified examination schedule.

This decision to confirm a student’s exam entry will be determined by the student’s readiness for completion. Each student will need to verify that they will be ready to submit final pieces of portfolio course work to their Course Tutor for marking **four weeks prior** to the scheduled examination date, in line with the Course Completion Schedule. If this is not possible then the proposed examination date will be rescheduled.

**No work will be accepted for marking if submitted less than 4 weeks prior to the exam date unless there are Extenuating Circumstances – Refer to the Sally Durant Extenuating Circumstances Policy**

At the twelve week point of examination confirmation, payment of the examination fees will be made – this fee is **non-refundable** and will need to be paid again in the case of cancellation or non-attendance to the examinations. The assertion of Extenuating Circumstances in this case is the subject to **CIBTAC’s Terms and Conditions** which can be found in the CIBTAC Student Handbook and on their website.

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Examination Entry Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**THE EXTENUATING CIRCUMSTANCES POLICY**

If a student fails to comply with any of the policies or protocols to which they have agreed in their learning agreement then the default terms of those policies will be implemented.

However, if the student can provide evidence of Extenuating Circumstances, any record of the default or supplementary charges will not be applied. This evidence will be assessed on an individual basis but may include:

* A Doctors Certificate
* A Solicitor’s Letter
* Proof of Travel Difficulty

The student bears the full responsibility for providing this evidence

**Student Declaration**

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Extenuating Circumstances Policy and agree to comply with these terms.

Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_