



Learner Induction – Overview of Peep Progression Pathway Policies

Information sheet for Peep Progression Pathway Units - Things you need to know about how we will work together to protect your Data, confidentiality, health and safety, and equality and fairness.

Data Protection	Confidentiality	Health and Safety	Equality and Fairness
Any personal details we record will be used for the following reasons: - to record & register you for a pathway unit - to share with Peeple as part of Peep Progression Pathway learning so that you can get your certificate - to contact you throughout the Peep unit. We will keep your data secure in accordance with Peeple retention policies. We will only keep information that we require and will delete it in accordance with our retention policy. We won't keep it longer than we need to.	Each group makes a confidentiality agreement that all group members are happy with at the beginning of a series of sessions You only need to tell us things about yourself, you feel we should know. If we have a concern about the safety or wellbeing of anyone attending Peep, we will follow national child protection guidelines and share these concerns with a manager. Child protection is everyone's responsibility.	Health & Safety is all our responsibility. The venue that your group takes place is checked for suitability. Risk assessments are in place for Peep sessions when needed. Your Peep practitioner will let you know if there are any particular risks and what actions should be followed to lessen the chance of anything happening- e.g. hot drinks around children, use of scissors, glue etc. Fire exits and procedures will be explained to you.	Peeple wants to make your experience of learning positive and we want to be able to support you to the best of our ability. Our principle and policy is to treat everyone fairly and with respect regardless of your: - age - race - religion - gender - marital status - disability - sexuality - social background These aspects should never affect the way you are treated.

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Plagiarism	Malpractice	Appeals
This means taking someone else's work and pretending it's your work. for example: • copying • cutting and pasting from the internet • using another person's work without the use of quotation marks or identifying them as being the source. 	Peeple takes malpractice seriously. It can result in you not getting your certificate. If you do any of the following you will be challenged, asked to go through a 3 step process and supported to re-submit your own work: • plagiarise (copy) • submit work that you have done jointly when it's supposed to be done on your own • behave offensively or inappropriately or use offensive material in an assessment • impersonate someone or have someone impersonate you.	We make sure that assessments are valid, authentic, reliable, current and sufficient. You can appeal if you think that: • your work has been assessed unfairly • the assessment did not take into account all the work you completed. Your first step is to have an informal discussion with your assessor. We hope that this will resolve your issues. If not, there is a 3 step appeal process that will be explained to you. (Go to the Peeple website for details of these procedures www.peeple.org.uk) If you want to take your appeal further. you should complete an Appeals Form which your assessor will give you.

If you need any support to complete your Peep Progression Pathway, please make sure your assessor is aware of this.