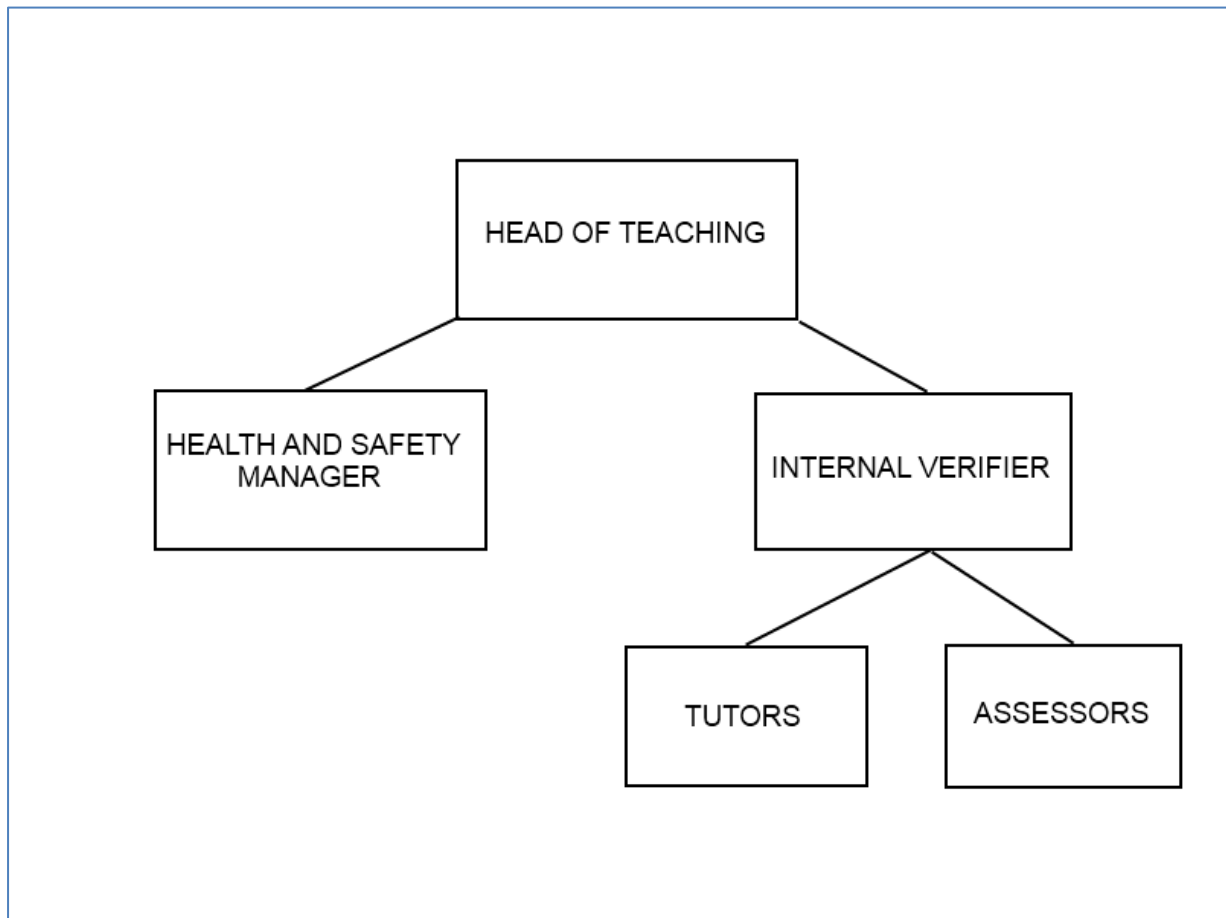


Staffing Structure, Detailing Roles and Responsibility of all the Team

All staff needs to comply with the Company's health and safety policies at all times. All employees are expected to carry out their work in an ethical manner, complying with all Company policies, while providing equal opportunities to all.

Staff Structure:



Head of Teaching (HT): has the duty of care to ensure reasonable and sufficient health and safety procedures are in place at all times.

- Responsible for the overall operations of the Academy
- Responsible for overseen the Centre's portfolios for all courses and ensure that training courses remain current and consistent following the awarding body recommendations.
- Responsible for managing, supervising and training – all employees, also responsible for the overall running of all activities provided by the Centre.

Health and Safety Manager (HSM): has the duty of creating and updating regularly “health and safety” policies and procedures.

- Responsible for ensuring “health and safety” policies are appropriate for the activities that the Centre is currently offering.
- Responsible for carrying out “health and safety” assessment, meetings and investigations when necessary.
- Responsible for ensuring that all staff involved in teaching and assessment are competent in their field of teaching as well as, ensuring that teachers and assessors currently hold a valid “First Aid” certificate.

Internal Verifier (IV): has the duty of maintaining quality assurance and standardisation for all qualifications provided by the Academy.

- Responsible for ensuring that all lectures and assessments are running at a fair, equal and consistent basis.
- Responsible for overseeing all teaching lessons, tutor support and assessments, ensuring that tutors and assessors are following and fully complying with the awarding body guidelines.
- Responsible for managing all tutors and assessors, and updating them with current “Awarding Body” requirements and/or changes.
- Responsible for reporting any health and safety issue to HT and HSM.
- Responsible for ensuring the correct number of tutors for the number of students inscribed for each course.

Tutor: has the duty of providing adequate lessons and tutor support.

- Responsible for meeting learner needs, as well as, meeting the awarding body requirements, while delivering the courses, as instructed by the IV.
- Responsible for carrying out daily risk assessments of all areas that will be used for teaching.
- Responsible for working with IVs and provide lessons including, any necessary adjustments or adaptations to accommodate students with learning difficulties, disabilities, etc.
- Responsible for maintaining a valid “First Aid” certificate, and provide first aid treatment when necessary.
- Responsible for reporting any health and safety issue to HT and HSM.

Assessors: has the duty of providing fair, impartial, equal and adequate assessments.

- Responsible for meeting learner needs as well as meeting the awarding body requirements, while performing assessments.
- Responsible for carrying out daily risk assessments of all areas that will be used for assessments.
- Responsible for working with IVs and provide assessments including, any necessary adjustments or adaptations to accommodate students with learning difficulties, disabilities, etc.
- Responsible for maintaining a valid “First Aid” certificate, and provide first aid treatment when necessary.
- Responsible for reporting any health and safety issue to HT and HSM.