

## Vocational Centre Policy (Lantra)

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: CFo/KJR

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
June 2018	June 2019	June 2019	2	June 2020
		January 2020	3	January 2021
		January 2021	4	January 2022
		January 2022	5	January 2023
		January 2023	6	January 2024
		January 2024	7	January 2025
		January 2025	8	January 2026
		January 2026	9	January 2027

### Internal Verification:

Learner work is assessed and moderated in line with exam board policy.

### Assessment:

Learner work is assessed in line with exam board policy.

### Learner Recruitment:

All learners are recruited onto courses as part of their induction, subject to age and ability, into The Green Room School.

### Learner Registration:

All learners are registered in line with exam board requirements.

### Learner Certification:

All learners' work is certified in line with exam board requirements.

### Recognition of Prior Learning:

All learners' prior learning (including exemptions) is taken into account in line with exam board policy.

### Special Consideration and Reasonable Adjustments:

All learners are subject to special consideration and reasonable adjustments in line with exam board policy.

### Learner/staff Malpractice and/or Maladministration:

All learners/staff are subject to learner/staff malpractice and/or maladministration in line with exam board policy.

### Appeals:

All learners are subject to the appeals in line with exam board policy.

### Conflicts of Interest:

Any suspected conflict of interest will be checked with the exam.  
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### Learner Support (including individual development needs):

All Learners are assessed for a bespoke learning package as part of their induction into The Green Room.

### Centre Contingency and Adverse Effects

(including withdrawal of centre approval status and protection of the Learner Interest in the case of such a withdrawal): Learners will be referred on to Merrist Wood or Sparsholt College should the need arise.

This policy is approved by the CEO of The Green Room Foundation

Date: \_\_\_\_\_

CEO: \_\_\_\_\_