



Selhurst Consulting Ltd
Selhurst House
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SELHURST CONSULTING KEY POLICIES

- 1. EQUALITY OF OPPORTUNITY AND DIVERSITY POLICY**
- 2. CHEATING AND PLAGIARISM POLICY**
- 3. APPEALS AND COMPLAINTS PROCEDURE**
- 4. ATTENDANCE POLICY**
- 5. STAFF DEVELOPMENT POLICY**



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1. EQUALITY OF OPPORTUNITY AND DIVERSITY POLICY

This policy relates to all team members, students and those contracted to provide services, and applies to both direct and indirect discrimination. The Directors are committed to and responsible for taking the lead in ensuring that equality and diversity is a priority, that discriminatory behaviour is challenged, and a positive and inclusive ethos is taken by the company in every aspect that it covers.

Selhurst Consulting seek to ensure that our team members and students are aware of our Equality and Diversity policy and of the value placed upon equal opportunity. The induction programme for students will highlight Selhurst Consulting's commitment to equality and diversity.

The aim of this policy is to ensure that every member of Selhurst Consulting, whether team members or students, is treated fairly and with equal dignity and respect, and is enabled to work or study to the best of their potential. We recognise and value the diversity brought to our team by individuals and believe that we benefit from attracting and retaining team members and students from a variety of backgrounds.

Selhurst Consulting is committed to ensuring that all team members and students reach their full potential. We aim to remove social and environmental barriers by addressing attitudes and behaviours that prevent people from being fully able to participate. Selhurst Consulting believe there are enormous benefits of a diverse student population and that when harnessed, this diversity will create an environment in which everybody feels valued and their talents are fully utilised. Selhurst Consulting will not tolerate any discrimination on the grounds of race, gender, gender identity, sexual orientation, disability, religious or philosophical belief, disability, age, marital or parental status or socio-economic class. Any discrimination on these grounds will be challenged and opposed by all members of the team. Selhurst Consulting will not only act to oppose any discrimination but will take positive action so as to enable team members and students to overcome or minimise a disadvantage arising from a protected characteristic, (under the Equality Act 2010), that is not related to their role or programme of study, and will seek to create a working environment based on positive relations and equal opportunity between its employees, partners and students.

It is the duty of every team member and student to promote equality; challenge and eliminate discriminatory practices; to discourage them in others, to accept personal responsibility for the application of this policy and to report any instance of discrimination.



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Selhurst Consulting take seriously any instances of non-adherence to the policy by team members or students. We will ensure that any allegation are investigated with due regard to confidentiality and, where appropriate, action will be considered. Students will be supported to use Selhurst Consulting's Complaints Procedure in cases of alleged discrimination or harassment.

Selhurst Consulting will aim to ensure that information about its courses and facilities is made available and accessible to the widest possible audience. Selhurst Consulting will strive to provide, within resource constraints, equal access for potential and existing team members and students with a disability, learning difficulty or medical condition.

Student selection is based on the principle of maximising access, regardless of previous experience and qualifications. All teaching schemes are written and presented with the importance of equality and diversity recognised in relation to the specific syllabus for each course and its component parts. Selhurst Consulting originated curriculum materials will be monitored and evaluated to ensure that they do not promote any form of discrimination. Inappropriate behaviour towards any individual or groups of students will not be tolerated and a climate of mutual respect will be engendered within and beyond the classroom.

Prospective students will be asked to complete an additional sheet to record their gender, ethnicity, disability, learning difficulty and/or medical condition to ensure that appropriate support can be planned and put in place. In addition this will enable us to monitor student profiles, retention rates, achievement records and to inform the measurement of our progress. Decisions about course offers will be made independently of the process for identifying and meeting support needs and will be based on applicant's capability, learning needs and learning and employment goals.

Selhurst Consulting will abide by our legal duties under current legislation and will seek to develop best practice in all its activities.



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2. CHEATING AND PLAGIARISM POLICY

Selhurst Consulting defines cheating and plagiarism as any attempt by a student to gain advantage during assessment by unfair or improper means. Where a tutor has a reasonable belief that a student has copied from another student (cheating) or from another source without proper credit (plagiarism) the assignment cannot be marked as an original piece of work. It is stealing the thoughts, ideas, or writings of another. This includes material found in books, journals, newspaper articles, websites, reports, or assignments written by others, including former students.

Selhurst Consulting takes a serious view of any allegations of cheating and/or plagiarism. You must use your own words, critically examine existing material, and demonstrate your understanding of the subject. If you are unclear about how much help and from what sources will be acceptable, ask your tutor. You are required to acknowledge and identify sources used, and are given guidance on referencing in the student handbook.

Collusion is the production and submission of work prepared for the purposes of assessment that has been produced with the unacknowledged assistance of others. This includes obtaining or seeking to obtain aid from an individual(s) on assignments, and/or offering or seeking to offer help to others on assignments. Students may obviously discuss assignments amongst themselves, but the actual assignment must be the work of the student alone. The falsification of data (the making up or falsification of observations, data or results) for use during an assessment, research or practical project, and students who seek to offer bribes to staff involved in the marking process, will be considered to be committing academic dishonesty.

Students suspected of any of the above offences will be subject to an investigation and meeting with the Course Leader. If any of the above allegations are upheld the student will be asked to terminate their studies with us. Fees will not be refundable and the CIPD will be informed.



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3. APPEALS AND COMPLAINTS PROCEDURE

Selhurst Consulting will provide regular and prompt feedback on your progress on the programme. If you are unclear why a mark has been awarded, then please ask the tutor concerned for a more detailed explanation. If you are still unhappy with your assignment mark then you have the right of appeal in writing to Selhurst Consulting at the address above. The matter will be investigated and a formal written response will be provided within ten working days.

Selhurst Consulting is committed to provide a high quality support to its students and with this in mind we want to know if you are unhappy with any part of our service. It is anticipated that complaints will be resolved by the individuals concerned i.e. student and tutor. It is essential however, that mechanisms exist to deal with complaints made by programme participants if they are not resolved by the parties directly concerned. If the matter cannot be resolved satisfactorily at this level the complaint should be made, in writing to the address above. The matter will be investigated, and a formal written response will be issued within ten working days.



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4. ATTENDANCE POLICY

Attendance will be closely monitored and students who do not achieve a minimum of 80% attendance will automatically be deemed to have failed the programme, regardless of the reason for the absence. The maximum number of consecutive weeks' absence permissible is three. In the experience of the teaching team students whose attendance is between 90 and 100% have the best chance of course success. It suggested that these issues are discussed with your employers at the start of the programme to ensure their support from the outset.

Students should adhere strictly to the scheme of work issued at the start of the programme, which gives dates of taught sessions and assignment deadlines. Of particular consequence are the sessions in which skills assignments occur, as failure to attend on these occasions may delay your overall progress on the programme. Prompt arrival at the start of each session and on return from breaks is important in order to avoid disruption to the learning of fellow students, as well as to your understanding of the content of that class. In addition to attending formal sessions there will be the need to meet your tutor periodically on an individual basis to review your progress.

If you have prearranged holidays at the start of your course please advise the course leader by email so that alternative arrangements can be made. Assignments due while you are away should be handed in at the class before you go on holiday. Where you have yet to book holidays please aim to do these in the non-teaching weeks as identified in the scheme of work. If you are unable to attend a class at short notice due to illness then please telephone the course leader as soon as you are able. If an assignment is due on this occasion please ask a friend, family member or colleague to bring your assignment in to class on your behalf, or post it first class that day to Selhurst Consulting's Head Office address (at the top of this document).



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5. STAFF DEVELOPMENT POLICY

Selhurst Consulting recognises the importance of the skills and knowledge of its team and the fast changing nature of HRM. To this end all of our associates are expected to undertake and evidence learning that is ongoing and relevant to their areas of teaching delivery. This will include updating on their understanding of CIPD requirements for assessment and to this end many of the associates attend the CIPD's Professional Standards Conference at Keele University, in addition to the in-year workshops provided for centres on a regional basis. CIPD branch events are also seen as a key means of professional updating as are those provide directly to associates by the CIPD eg People Management. Associates also update their knowledge through their individual professional and consulting activities, as well as ad hoc short courses. Selhurst Consulting ensures that its team share outcomes of their learning activities and incorporates the same into their teaching materials through a process of continuous review and improvement.