

LEADERSHIP AND MANAGEMENT POLICY

Issued by Gemma Kemp Last Review: November 2025 Review date: November 2026

Our Vision

We aim to be a respected provider of high-quality training and consultancy that makes a real difference to individuals and teams.

Our Mission

- To work with preferred partners to deliver high quality training and consultancy for individuals and teams
- To create a team environment where all staff are able to contribute and reach their potential
- To enable young people (who may have run out of options) to start/develop a career in construction
- To make a profit and be able to re-invest in the company for the future

Our Core Values

- Honesty and integrity
- Responsibility and accountability
- Teamwork and collaboration
- Personal development

Strategic Aim

To promote workplace learning to learners and employers to support the development of construction apprenticeships in companies of all size ranging from 1 to 1000's of employees.

Service Aim

To ensure learners develop skills that will enhance their future career and life prospects.

Key Policy Criteria

Leaders and managers strive to continually develop and improve the apprenticeship provision to meet business priorities and to ensure all compliance requirements are met under the following criteria:

- Quality Assurance Statement
- Common Inspection Framework
- Leadership and Management

Quality Assurance Statement Aim

- To ensure that our learners are at the centre of all our activities
- To ensure we offer an effective and high-quality education
- To develop the principles of lifelong learning and independent study
- To ensure there are checks in place to maintain the standard of delivery and assessment required to gain approval to deliver qualifications
- To ensure appropriate staff are recruited and developed through continuous professional development (CPD)

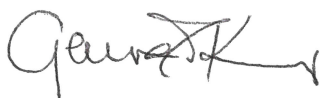
How we do this

- By ensuring there is an internal process to monitor delivery of taught programmes, to confirm that there is consistency and that the quality meets all funding and awarding body standards
 - By ensuring that individual learners are registered to the correct programme within agreed timescales, that valid learner certificates are claimed in agreed timescales and that there is a secure, accurate and accessible audit trail.

- By ensuring that assessment methodology is valid, reliable, free from bias, meets awarding body standards and does not advantage or disadvantage any group of learners or individuals and that there is an accurate and detailed recording of assessment decisions.
- By providing and implementing an internal Quality Assurance policy that details the validity of the IQA process, provides accurate and detailed recording of IQA decisions and is an open, fair and free from bias process that meets awarding body standards.
- By providing and implementing an appeals policy that enables learners to enquire, question or appeal against an assessment decision published; standardises and records any appeal; facilitates a learners' ultimate right of appeal to the awarding body, where appropriate; protects the interest of all learners and the integrity of the qualification and is open, fair, and free from bias
- By providing and implementing an assessment policy and complaints, compliments and feedback procedure that describes procedures that identify and minimise the risk of malpractice by staff or learners
- Respond to any incident of alleged malpractice promptly and objectively
- Standardise and record any investigation of malpractice
- Ensure that malpractice procedure is open, fair and free from bias, and meets awarding body and funding standards
- Impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- Protect the integrity of Salutem Ltd and qualifications
- By ensuring that there is an internal mechanism to audit all quality assurance procedures, identify areas for improvement and provide feedback of audit outcomes
- By committing to a recruitment and selection policy and process that is safe, fair and fits with the values, resulting in the selection of the most suitable person for the job based on skills, experience and qualifications
- By supporting its staff to continually improve and develop their skills and ensuring that all validated copies of qualification certificates are scanned and securely stored centrally along with CV's
- Evidence of appropriate levels of occupational competence and current/relevant experience are kept
- Teaching observations are conducted, and feedback is provided on performance with action plans for improvement documented and actioned
- Salutem is able to recognise and change to external forces
- A Self-Assessment Report (SAR) is produced annually, and a Quality Improvement Plan (QIP) is updated accordingly throughout the year to ensure continuous quality improvement

Ofsted Inspection Framework

Salutem completes an annual Self Assessment Report and a quality inspection plan based on The Ofsted Education Inspection Framework [Education inspection framework: for use from November 2025 - GOV.UK](https://gov.uk/education/inspection-framework) and Salutem ensures all Ofsted requirements are embedded into our policies and procedures to ensure it meets all the categories.



Signed by Gemma Kemp
Director