

Optimal Risk Training

Leaner Policies

Created by:	Compliance Lead
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Approved by:	Center Manager
Confidentiality level:	Uncontrolled – may be disclosed externally, in full

Change history

Date	Version	Created by	Description of change
Jan 25	4.0	Compliance Lead	Rewrite and Renewal of ORT QMS
May 26	4.2	Compliance Lead	Adding ORT 15 & 16 to Section 3

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1. Scope

Optimal Risk Training (ORT) have produced a suite of policies, procedures, data capture forms and registers to ensure that the training services delivered by ORT are delivered efficiently and effectively.

The policies apply to all staff involved in the delivery and administration of training services as well as any learners receiving training provided by Optimal Risk Training.

2. Target Audiences

Learners and or prospective learners are the primary audience, although all staff involved in the delivery and administration of training services must be familiar within this suite of documents and how they are to be applied.

3. Current Policies and Supporting Documents

The suite of policy and supporting documents is controlled by the Center Manager. Not all ORT Policies or supporting documents are intended for use or access by learners.

At the time of writing, the suite of policy documents intended for learners and or prospective learners include:

- ORT-01.01_Information Security Policy – Confidential Information
- ORT-02.01_Data Protection Policy – Personal Information
- ORT-03.01_Equality & Diversity Policy
- ORT-04.01_Conflict of Interest Policy
- ORT-05.01_Recognition of Prior Learning Policy
- ORT-06.01_Reasonable Adjustments Policy
- ORT-07.01_Complaints Policy
- ORT-08.01_Appeals Policy
- ORT-09.01_Maladministration Policy
- ORT-10.01_Malpractice Policy
- ORT-11.01_Health & Safety Policy
- ORT-15.01_Safeguarding Policy
- ORT-16.01_Drug, Alcohol and Substance Misuse Policy

4. Comments and Concerns

Should any person have any comments on how we can ensure our policies can be improved, please contact the Center Manager or the Lead Assessor. We will record and investigate all concerns and take appropriate action.