

CYNGOR GWLEDIG LLANELLI
Adeiladau Vauxhall, Vauxhall, Llanelli, SA15 3BD
Ffôn: 01554 774103

PWYLLGOR YMGYNGHOROL DATBLYGIAD A DYSG

I'w cynnal yn Siambr y Cyngor a thrwy bresenoldeb o bell ar,
Ddydd Llun, 30 Ionawr, 2025 4.45 y.h.



CLERC Y CYNGOR

24 Ionawr, 2025

AGENDA

1. Derbyn ymddiheuriadau am absenoldeb.
2. Derbyn Datganiad o Fuddiannau gan Aelodau mewn perthynas â'r busnes i'w drafod.
3. Polisiau Hyfforddi – i dderbyn cyflwyniad gan y Rheolwr Cydymffurfio ar ol ei diweddaru polisiau ar Chwythu'r Chwiban a Gwrthdaro Buddiannau.
4. Rhaglen Twf Swyddi Cymru + - derbyn diweddariad llafar ar gymeradwyaethau cymwysterau newydd ar gyfer Hunanddatblygiad a Llesiant a Chynaliadwyedd ar Waith gan y Rheolwr Cydymffurfio.
5. Rhaglen Brentisiaethau:
 - (1) Derbyn diweddariad llafar ar Brentisiaid Cymru gan y Rheolwr Cydymffurfio
 - (2) Wythnos Genedlaethol Prentisiaethau 10 i 14eg Chwefror – i dderbyn diweddariad ar Digwyddiadau wedi'u cynllunio gan y Rheolwr Prentisiaethau.
 - (3) Derbyn cyflwyniad gan yr Aseswr/IQA Logisteg ar y gyrru asesiadau a gynhaliwyd yn Aldi i gynorthwyo yn eu proses dewis prentisiaethau.

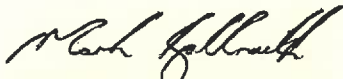
Aelodau'r Pwyllgor:

Cyng: S. R. Bowen (Cadeirydd y Pwyllgor), M. V. Davies (Cadeirydd y Cyngor) S. N. Lewis, (Arweinydd Y Cyngor), D. M. Cundy, T. M. Donoghue, A. Evans, N. Evans a R. E. Evans.

LLANELLI RURAL COUNCIL
Vauxhall Buildings, Vauxhall, Llanelli. SA15 3BD
Tel: 01554 774103

**LEARNING AND DEVELOPMENT CONSULTATIVE
COMMITTEE**

To be hosted at the Council Chamber and via remote attendance
on Thursday, 30 January, 2025, at 4.45 p.m.


CLERK to the COUNCIL

24 January, 2025

AGENDA

1. To receive apologies for absence
2. To receive Members' Declarations of Interest in respect of the business to be transacted.
3. Training Policies – to receive a presentation from the Compliance Manager on updated policies on Whistleblowing and Conflict of Interest.
4. Jobs Growth Wales + Programme – to receive a verbal update on new qualification approvals for Self-Development and Wellbeing and Sustainability in Action from the Compliance Manager.
5. Apprenticeship Programme:
 - (1) To receive a verbal update on Welsh Apprentices by the Compliance Manager.
 - (2) National Apprenticeship Week 10th to 14th February – to receive an update on planned events by the Apprenticeship Manager.
 - (3) To receive a presentation from the Logistics Assessor/IQA on the driving assessments carried out at Aldi to aid in their apprenticeship selection process.

Members of the Committee:

Cllrs. S. R. Bowen, (Chairman of Committee), M. V. Davies (Chairman of Council), S. N. Lewis (Leader of Council), D. M. Cundy, T. M. Donoghue, A. Evans, N. Evans and R. E. Evans.



LRC *Training*

WHISTLEBLOWING POLICY

Document Control	
Policy Owner	LRC Training
Author	Compliance Manager
Reviewed by	CQFW Management Team
Approved by	Llanelli Rural Council Learning and Development Consultative Committee
Version	1
Date of Issue	Jan 2025
Date of next review	Jan 2026

Policy Statement

LRC Training is committed to upholding and providing information about the rights of staff in relation to making qualified and protected disclosures (whistleblowing), to help the organisation operate with honesty and integrity. LRC Training recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with. A culture of openness and accountability is essential for preventing such situations from occurring and for addressing them when they do.

This policy provides guidance to all those who work with or within LRC Training, including casual and temporary staff, and centre associates who may from time to time feel that they need to raise certain issues relating to the centre with someone in confidence.

Any person who raises genuine concerns under this policy should know that it will be taken seriously and investigated as appropriate and will not under any circumstances be subjected to any form of detriment or disadvantage as a result of having raised their concerns. The victimisation or harassment of an individual making a protected disclosure is a disciplinary offence.

Other relevant policies:

- Disciplinary Policy
- Conflict of Interest Policy
- Complaints Policy
- Grievance Procedure
- Maladministration and Malpractice Policy
- Internal Quality Assurance Procedures

Scope

This policy applies where you reasonably believe that one of the following sets of circumstances is occurring, has occurred, or may occur within the centre and that your disclosure is in the public interest:

- any activity which will, or could compromise any qualification delivered by the centre
- any activity which could damage the centre's reputation
- any activity which is, or could be illegal. This includes, but is not limited to, bribery and corruption, conflicts of interest, financial and procedural irregularities, violations of our policies and procedures, and the intentional concealment of any such activities
- a miscarriage of justice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being or is likely to be endangered
- the environment has been, is being or is likely to be damaged
- information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

It is not necessary that you prove the breach or failure that you are alleging has occurred or is likely to occur, you may simply raise a reasonable suspicion. However, you should note that

you will not be protected from the consequences of making such a disclosure if, by doing so, you commit a criminal offence.

Whistleblowing is distinct from complaints and employment disputes or grievances, for example, complaints about the way you have been treated at work. In such cases, the Grievance Procedure should be referred to.

Procedure

If you believe that any of the above practices are happening within the centre the following procedure should be followed:

- you should initially raise the issues with your Line Manager, who will treat the matter in confidence
- if it is not appropriate to raise the issues with your Line Manager, you should raise the issue with a more senior member of management or, if not possible, another member of management at the same level
- it is likely that an investigation will be necessary and you may be required to attend an investigatory meeting as a witness
- at the investigation meeting you will need to explain fully the nature and extent of what you believe is the problem. You may bring a colleague to help you explain the situation more clearly if you wish
- any event that may have the potential to adversely affect the development, delivery or award of recognised qualifications should be reported to the relevant awarding body's Quality and Compliance Team.

Depending on the nature of your complaint, it may not be possible to find an immediate solution, but your concerns will be investigated as quickly as is reasonably possible, and, where possible, providing such disclosure does not breach confidentiality, you will be advised of the outcome of the investigation in due course. As a minimum you will be advised when any investigation has been completed and that appropriate action has been taken, although you may not be informed of the specific details of the action that has been taken.

Where it is necessary for your disclosure and the investigative meeting minutes to be supplied to an employee as part of the evidence supporting disciplinary action, appropriate steps will be taken to ensure that your working environment and/or working relationships are not prejudiced by the fact of the disclosure.

If you are dissatisfied with the outcome of this procedure you may raise the matter with the Deputy Clerk. If you remain dissatisfied with the outcome you have the right to express your concerns to the relevant Prescribed Person designated by the Public Interest Disclosure (Prescribed Persons) Order 2014, or any statute or statutory instrument which subsequently supersedes this legislation.

If you reasonably believe that the relevant failure as listed in any of the above practices relates wholly or mainly to the conduct of a person other than someone in LRC Training, or any other

matter for which a person other than LRC Training has legal responsibility, then you should make that disclosure to that other person or body.

You may seek advice on your Whistleblowing concerns from Protect. Protect are the UK charity that support whistleblowers and campaigns for legal reform. You can contact Protect by:

- Calling their free, confidential advice line
- Visiting their website
- Emailing support@protect-advice.org.uk

If any disclosure concerns information which you do not substantially believe is true or is made in bad faith, for instance in order to cause disruption within the centre, or indeed if the disclosure is made for personal gain, then you may become subject to action under the Disciplinary Procedure, which could include dismissal.

While the centre hopes that such disclosures will never be necessary, it also recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own facts.



LRC Training

CONFLICTS OF INTEREST POLICY

Document Control	
Policy Owner	LRC Training
Author	Compliance Manager
Reviewed by	CQFW Management Team
Approved by	Llanelli Rural Council Learning and Development Consultative Committee
Version	1
Date of Issue	Jan 2025
Date of next review	Jan 2026

Purpose of Policy

The purpose of this policy is to explain the process that LRC takes to protect the integrity of the centre and the integrity of the qualifications and assessments that it delivers if there is an allegation of malpractice due to a perceived, or real, conflict of interest.

Other relevant policies:

- Whistleblowing Policy
- Complaints Policy
- Maladministration and Malpractice Policy
- Internal Quality Assurance Procedures

The centre will at all times adhere to the JCQ document ***General Regulations for Approved Centres***, and awarding body guidance for the monitoring and reporting of conflicts of interest.

Definition of Conflict of Interest

A conflict of interest occurs when an individual's personal interests, relationships, or activities interfere with their professional duties or responsibilities. This can lead to biased decision-making, where the individual's personal gain might take precedence over their professional obligations or the interests of others. Examples include, but are not limited to:

- a manager responsible for hiring new employees and their relative applies for a job
- a tutor/assessor delivering a qualification where a family member is a learner within the centre
- a member of staff undertaking a qualification within their own centre.

Conflicts of interest can:

1. **inhibit free discussion:** It may prevent open and honest communication
2. **lead to unfavourable decisions:** It can result in actions that are not in the best interest of the centre, learners, or awarding organisation
3. **risk reputational damage:** It may jeopardise LRC Training's reputation by suggesting improper conduct.

A conflict of interest can appear in the form of:

- **direct financial gain:** Monetary benefits received directly
- **indirect financial gain:** Benefits received indirectly, such as a service or contract awarded to a relative
- **non-financial gain:** Benefits that are not monetary, such as a service, award, or donation received by an employee, contractor, or trustee.

Identifying conflicts of Interest

Potential and actual conflicts of interest must be diligently identified and managed within the organisation. It is essential for all staff members to proactively disclose any conflicts to their line manager and the Head of Centre. The Head of Centre, along with the Senior Management Team, will review all submitted declaration of interest forms. For transparency and accountability, all potential or actual conflicts of interest will be documented internally for audit purposes.

LRC Training expressly prohibits employees from offering, promising, giving, or requesting, agreeing to receive or receiving any financial or other advantage to another person or business with the intention of gaining an improper financial or other advantage.

LRC Training expressly prohibits the bribing of a UK or foreign public official in order to obtain or retain business or an advantage in the conduct of business.

Reasonable and proportionate hospitality, advertising, sponsorship and promotional or other similar business expenditure is recognised as an established and important part of doing business. However, hospitality, promotional and similar business expenditure should not be used as a bribe.

All staff members are required to declare their interests, as well as any gifts or hospitality received in connection with their role, by completing a hospitality register, declaring the types of gifts received. These processes ensure that conflicts are addressed promptly and effectively, maintaining the integrity and trustworthiness of the organisation.

When a conflict of interest is identified, the centre will make every effort to prevent it from affecting their decision making by finding an alternative way forward which doesn't involve the conflict of interest.

Policy for delivering qualifications

It is our policy that any friends or family would not be involved in tutoring, assessment, invigilation or the internal quality assurance process for the identified individual.

LRC Training is committed to the prevention of bribery by those employed and associated with it and is committed to carrying out its business fairly, honestly and openly, with zero-tolerance towards bribery.

All employees have a responsibility to prevent, detect and report all instances of bribery.

Procedure

The council has a Constitution which details a transparent and fair process for procurement by requesting tenders and in obtaining quotations for goods and services.

The council will:

- have good internal controls and record-keeping and will maintain clear records of all instances of hospitality and declaration of interest

- secure the commitment of all employees to the prevention and detection of bribery
- develop a culture in which bribery is unacceptable
- undertake due diligence procedures proportionate to the risk of bribery
- effectively communicate the Anti-Bribery Policy to all employees
- train all employees to recognise bribery and encourage reporting of instances of bribery
- have a clear Whistleblowing policy to follow should bribery be suspected
- review the effectiveness of the Conflict of Interest procedures and update them as necessary to ensure that they remain effective.

Anyone who has concerns regarding acts of conflicts of interest should refer to LRC Training's Whistleblowing policy.

Penalties

The penalties for breaching the provisions of the Bribery Act 2010 include unlimited fines for the Council, imprisonment and unlimited fines for individuals.

Registered practitioners will be reported to the Education Workforce Council (EWC).

The EWC will consider all breaches of their Code of Professional Conduct and Practice and will investigate those that meet the threshold for unacceptable professional conduct, serious professional incompetence, and/or a conviction for a relevant offence.

Failure to follow the council's procedures may result in formal disciplinary action being taken against you, as set out in the Council's Disciplinary Procedure.

Qualification Approval Form: Skills and Pathways

Use this form if you are requesting approval to offer one or more of the following WJEC Sustainability qualifications:

- WJEC Sustainability in Action (Entry 2-Level 2)
- WJEC Sustainability in Context (Entry 2-Level 2)
- WJEC Sustainability in Practice: Future Changemakers (Level 2)
- WJEC Preparing for Employment (Entry 3- Level 1)
- WJEC Self Development and Wellbeing (Entry 3- Level 1)
- WJEC Securing Employment (Entry 3 – Level 1)

Centres that are not currently approved to offer WJEC qualifications must also complete and return the *Centre Approval Form - Vocational, Skills, Welsh Baccalaureate and Pathways Qualifications*.

Section A – Contact details

Centre name		LRC Training
Centre No. (if known)		00224
Centre contact for queries relating to this application	Title	Mrs
	First Name	Julie
	Surname	Mason-Davies
	Email address	Julie.mason-davies@llanelli-rural.gov.uk
	Telephone number	01554 774121

Section B – Qualification details

Please indicate below the specific Sustainability qualification(s) you are seeking approval for. For each qualification selected, please provide an estimate of your registration numbers and whether you intend to assess the qualification through the medium of Welsh.				
Qual Code	Qualification title and level	Proposed start date	Average number of candidates per annum	Assessment required in Welsh
6880A3 610/1320/1	Entry Level Award in Self Development and Wellbeing (Entry 3)	03/02/2025	30	Yes
6880C3 610/1321/3	Entry Level Certificate in Self Development and Wellbeing (Entry 3)	03/02/2025	30	Yes
6880A1 610/1322/5	Level 1 Award in Self Development and Wellbeing	03/02/2025	30	Yes
6880C1 610/1323/7	Level 1 Certificate in Self Development and Wellbeing	03/02/2025	30	Yes
6877A2 C00/5028/3	Entry Level Award in Sustainability in Action (Entry 2)	03/02/2025	10	Yes
6877A3 C00/5028/4	Entry Level Award in Sustainability in Action (Entry 3)	03/02/2025	10	Yes

6877L1 C00/5028/5	Level 1 Award in Sustainability in Action	03/02/2025	10	Yes
6877L2 C00/5028/6	Level 2 Award in Sustainability in Action	02/06/2025	5	Yes

Section C – Staff Details

Please supply details of the staff who will be involved in assessing or internal quality assurance of the qualifications. Tick to confirm that all staff involved in assessing and quality assuring WJEC Sustainability qualifications:

- holds or is working towards an appropriate teaching, assessor and/or quality assurance qualification or can evidence significant equivalent experience
- has undertaken relevant professional learning within the subject/qualification area within the last 12 months.

Staff Name	Qualification(s) related to (as listed in Section B).	Please indicate which role(s) the named person will be undertaking e.g. assessor, lead assessor, internal quality assurer	Holds or is working towards an appropriate teaching, assessor and/or quality assurance qualification (or significant equivalent experience)	Has undertaken relevant professional learning in the past 12 months
Julie Mason-Davies	6880A3; 6880C3; 6880A1; 6880C1; 6877A2; 6877A3; 6877L1; 6877L2	Internal Quality Assurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maxine Brunson	6880A3; 6880C3; 6880A1; 6880C1; 6877A2; 6877A3; 6877L1; 6877L2	Assessor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jessica Samuel	6880A3; 6880C3; 6880A1; 6880C1; 6877A2; 6877A3; 6877L1; 6877L2	Assessor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jill Dutton	6880A3; 6880C3; 6880A1; 6880C1; 6877A2; 6877A3; 6877L1; 6877L2	Assessor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Kelsey Dutton	6880A3; 6880C3; 6880A1; 6880C1; 6877A2; 6877A3; 6877L1; 6877L2	Assessor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maxine Beynon	6880A3; 6880C3; 6880A1; 6880C1; 6877A2; 6877A3; 6877L1; 6877L2	Assessor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Please add additional rows as required.

*N.B Staff have experience of already delivering qualifications in Employability that are the same, or similar to units available within the Self Development and Wellbeing qualification. Knowledge will mainly be drawn from experience in their own working life.

All staff will undertake CPD activities relating to Sustainability within the next 12 months.

Although the majority of learners are likely to undertake their qualification in English, it is anticipated that a small number of learners will be assessed in Welsh.

Section D – Qualification Approval Criteria

Please refer to the WJEC Centre Quality Handbook for Verified Qualifications for more information on the qualification approval process and criteria. The criteria listed below will be checked as part of the qualification approval process. Compliance with the additional criteria set out in the Quality Handbook, will be checked, and confirmed as part of on-going external quality assurance activities.

Criteria Ref	Criteria	Please confirm the following criteria		
		Yes	No	If no, please specify what actions you have planned and when you anticipate being able to meet the requirements.
1 Management systems				
1.0	The centre's aims and policies are supported by senior management and understood by the assessment team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.1	The centre's access to fair assessment policy is understood and complied with by assessors and candidates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.2	The roles, responsibilities, authorities and accountabilities of the assessment and quality assurance team across all assessment sites are clearly defined, allocated and understood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1.3	Assessors and Internal Quality Assurer(s) (IQA) have sufficient time, resources, and authority to perform their roles and responsibilities effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2 Resources				
2.0	Sufficient, competent, and qualified assessors and IQAs are in place to meet the demand for assessment and quality assurance activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.1	A staff development programme is established for the assessment and quality assurance team in line with identified needs (where necessary)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2.2	Resource needs are accurately identified in relation to the qualification and resources are made available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

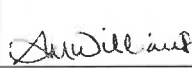
3 Candidate support		Yes	No	If no, please specify what actions you have planned and when you anticipate being able to meet the requirements.
3.0	Information, advice and guidance about qualification procedures and practices are provided to candidates and potential candidates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.5	Established appeals procedure is documented and will be made available to all candidates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4 Assessment and verification		Yes	No	If no, please specify what actions you have planned and when you anticipate being able to meet the requirements.
4.0	Internal quality assurance procedures and activities will be/ are clearly documented, and ensure the quality and consistency of assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Section E – Declaration

I confirm that the Head of Centre/Principal/Chief Executive will be responsible and have accountability for the quality assurance, management and compliance with regulatory requirements and related instructions/criteria issued by WJEC for the qualifications for which we are requesting approval.

I confirm that this organisation:

- has the necessary level of financial, technical and staffing resources and systems necessary to support the delivery of WJEC’s externally verified qualifications
- will use buildings/facilities for assessment purposes that permit access for all candidates in accordance with the relevant legislation
- will use staff and/or associates who have the necessary competence in the subject matter of the qualifications, assessment procedures and languages used for assessment
- where appropriate will operate in accordance with:
 - o JCQ’s General Regulations for Approved Centres, which can be found at www.jcq.org.uk/exams-office/general-regulations
 - o JCQ’s ‘Instructions for conducting examinations’ which can be found at www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations
- will ensure that candidates have provided valid proof of identity and are eligible to study in the UK
- has the systems and controls in place to ensure consistency of:
 - o the standards and the security of assessments and assessment records
 - o the tracking of learner progress and transmission of assessment outcomes
 - o the recording of accumulation and transfer of credits and exemptions
- has policies and practice that support equality of opportunity
- will provide WJEC and/or the qualification regulators e.g Ofqual, Qualifications Wales, CCEA, with access to premises, people and records
- will co-operate with WJEC’s monitoring activities
- will support candidates in the event of centre closure
- has systems, where appropriate, for candidates appealing against internal assessment decisions
- has quality assurance and management processes that apply across all satellite sites
- has arrangements in place where required to:
 - o obtain on behalf of its learners, a unique learner number (ULN) and a learner record
 - o where a partnership arrangement exists the respective roles and responsibilities are documented and made available to WJEC.

I declare that I am authorised to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge.	
Signature of Head of Centre, Principal or Chief Executive	
Name in BLOCK CAPITALS	ALISON WILLIAMS
Job Title	Finance Manager (Head of Centre)
Date	08/01/2025

FOR WJEC USE ONLY

Approved/Refused	Approved
Reason	See below
Centre No	00224
Date	08/01/25

LC met with JM-D via Teams on 07/01/25. LC is satisfied that LRC Training has sufficient staffing, policies and experience to approve for delivery of Self Development and Wellbeing and Sustainability in Action based on what was discussed. LRC Training have WJEC Centre Approval and currently deliver ESW.

The majority of assessors have an appropriate assessor qualification, with one member of staff working towards this and soon to be qualified. JM-D is the designated IQA and is sufficiently qualified and experienced in this role. We discussed the CPD for staff delivering Sustainability in Action qualification and agreed that staff will undertake CPD over the next 12 months. LC to forward a list of recommended courses. JM-D will share details of courses undertaken during the first EQA process.

LC will approve LRC Training to deliver the Sustainability in Context qualification, if they wish to progress on to this.



LRC Training
Logistics

Considering LGV driving as a career?

Come and experience driving a lorry on our state of the art simulator and find out more about LGV funding and

Logistics Apprenticeships at:

TC Wales, Unit 1, Clos Gelliwerdd, Cross Hands SA14 6RX.

Doors open from 9am—3 pm on:

Friday 14th February 2025



Unit 1 Clos Gelliwerdd, Cross Hands,

Llanelli SA14 6RX



LRC Training, Vauxhall Buildings, Llanelli, SA15 3BD

www.lrctraining.org.uk

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