

LEARNING & DEVELOPMENT POLICY

NIST Global delivers organized, ethical, and learner-centric training across International Safety Courses and Corporate Training Programs. This policy applies to individual participants, corporate delegates, trainers/instructors, employees, and all modes of learning, including classroom sessions, virtual training, e-learning, blended learning, assessments, and post-training support.

This policy explains how NIST organize, execute, support, and monitor learning for all categories of learners. It covers the complete learning journey—from registration to certification—while emphasizing equity, integrity, and security for every individual involved.

Learning & Development Policy Framework

- NIST offers structured HSE learning programs that serve individual learners through virtual delivery and to corporate delegates through NIST's corporate training programs at client locations.
- All learning programs are facilitated by competent, qualified, and suitable trainers, ensuring the delivery meets professional and industry expectations.
- Equal learning opportunities are provided to all participants, regardless of role, background, or training mode, ensuring fairness throughout the learning cycle.
- Adequate IT infrastructure and learning resources are ensured for all programs, enabling smooth delivery both within NIST facilities and during off-site corporate training.
- Trainers provide structured, constructive feedback to guide participants in self-development and support their career progression.

Learning & Development Objectives

- Enhance employee knowledge, skills, and professional attitudes by providing structured learning opportunities aligned with organizational needs.
- Enable employees to adapt to changing environments, adopt new methods, and embrace continuous improvement throughout their roles.
- Support employees in achieving career growth by aligning learning efforts with organizational opportunities and future competencies.
- Ensure learning goals are accurately reflected in each employee's Personal Development Plan (PDP) and incorporated into their Key Result Areas (KRAs).

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Malpractice Policy

Definition

 Malpractice includes any unethical behaviour that undermines the integrity of training or assessments, such as cheating, document falsification, and dishonest conduct.

Policy

 All malpractice cases will be treated with seriousness. NIST will conduct a thorough investigation for every reported incident in accordance with accreditation body guidelines.

Reporting & Investigation

- A confidential reporting mechanism will be available for learners and staff to raise concerns safely.
- All cases will be assessed by an independent investigation team to ensure impartiality.
- Detailed records of the investigation, findings, and decisions will be documented and securely maintained.

Consequences

- Affected assessments or qualifications may be nullified.
- Learners may face suspension or removal from the training program.
- Serious cases may be escalated to the accreditation body or other regulatory authorities.

Prevention

- Staff and learners will receive regular guidance on ethical conduct and assessment integrity.
- Robust security measures will be applied during assessments to deter malpractice.
- Training and assessment processes will undergo continuous monitoring and auditing.

Plagiarism Policy

Definition

 Plagiarism refers to using someone else's work or ideas without acknowledgment and presenting it as one's own.



Policy

 All materials submitted by learners or trainers must be their original work. Plagiarism is strictly prohibited and will attract disciplinary measures.

Consequences

- The submitted work will undergo immediate review and may be nullified.
- Disciplinary action may include suspension or expulsion from the program.
- Cases of significant plagiarism may be escalated to accreditation or regulatory authorities.

Prevention

- Trainers will explain plagiarism and share guidelines on proper referencing and originality.
- Learners must sign a declaration of originality for assessments.
- Plagiarism detection tools will be used to review submissions where applicable.

Conflict of Interest

- Definition

• A conflict of interest occurs when personal interests or relationships influence professional judgement, objectivity, or responsibilities.

Policy

 All trainers and staff must disclose conflicts of interest before participating in any training or assessment activity.

Management

- A conflict disclosure form will be maintained and periodically updated.
- Staff with identified conflicts may be reassigned to ensure fairness and neutrality.
- Regular audits will be carried out to maintain transparency in training processes.

Enforcement

 Failure to disclose a conflict of interest may result in disciplinary action, including removal from training responsibilities or termination of employment.



Safeguarding Policy

- NIST commits to maintaining a safe, respectful, and supportive learning environment for all participants.
- The organization enforces **Zero Tolerance** for abuse, harassment, exploitation, or neglect of any kind.
- All safeguarding concerns must be promptly reported through the designated confidential mechanism.
- Investigations will be conducted in alignment with legal, ethical, and organizational standards.
- Non-compliance will result in disciplinary measures proportionate to the violation.

NIST Learning and Development Lifecycle

1. Identify Learning Needs

- Assess learner requirements and recommend suitable courses based on education and experience.
- Check language, literacy, numeracy, and accessibility need to arrange necessary support.
- Share key course details in advance, including objectives, entry criteria, fees, refunds, delivery mode, and assessments.

2. Learning Environment

- Ensure safe, comfortable physical and virtual learning spaces for all participants.
- Provide necessary arrangements for online training sessions to run smoothly and effectively.
- In both modes, give special consideration to at-risk groups such as persons with disabilities, pregnant women, and nursing mothers
- Prefer learning modes that suit the learner (classroom, e-learning, or blended).

3. Course Materials and Tutor Capability

- Keep all course materials aligned with the latest syllabus and industry standards.
- Review materials regularly under the quality management system, with version control and copyright compliance.
- Use qualified and competent trainers to design and deliver engaging learning sessions.
- Ensure trainers adapt to individual learner needs, provide reasonable adjustments, and undergo regular evaluation.



4. Assessment and Feedback

- Design and conduct assessments in line with awarding-body requirements, defined competency outcomes, and workplace needs.
- Use formative and summative assessments to validate participants' understanding and capability.
- Provide timely, constructive feedback to inform participants of their progress and areas for improvement.

5. Evaluation and Continuous Improvement

- Ensure all mandatory components are completed before certification and offer post-learning support to learners and corporate delegates.
- Monitor and analyse training outcomes, completion and pass rates, learner and client feedback, tutor performance, and external review findings.
- Implement and follow up on improvement actions based on these insights.
- Ensure course content, delivery methods, resources, and support services remain effective, relevant, and aligned with international safety board expectations.

6. Record Keeping

- As part of the quality assurance process,
 - maintain all documents securely as per awarding-body and regulatory requirements
 - dispose of documents safely and securely when required.

Signed by Chairman & MD



Mr Antony Selvaraj

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