

All EndeavourUK learners that attend our courses and workshops will be asked to fill in the 'Course Review' questionnaire. See Appendix D. One filled in these will be collected by the tutor and given to a member of the EndeavourUK management.

Before every course/workshop that we deliver the tutor is to fill in the 'Training Room Safety Check List' See Appendix E. One filled in this will be given to a member of the EndeavourUK management and any issues highlighted.

Before every exam that we deliver the invigilator is to fill in the 'Exam Checklist' See Appendix F. One filled in this will be given to a member of the EndeavourUK management and any issues highlighted.

All course/workshop will follow our awarding body procedures in relation to examination and Invigilation.

If you've any queries about the contents of the policy, please email the HR Manager hr@endeavouruk.com .

Mr Christopher Lucas-Jones
Managing Director
Endeavour (UK) Limited

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