

## 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).

## 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.

## Special Consideration Policy

- NIST may grant special consideration when a learner's performance in an assessment is adversely affected by temporary illness, injury, disruption, or other unforeseen circumstances beyond their control (including situations like floods, natural disasters, or serious external events).
- Where appropriate, this may include rescheduling assessments, or agreeing on alternative assessment arrangements in line with the awarding/certifying body's rules.
- To support learners fairly, NIST will guide them on the special consideration process, ask for appropriate evidence, and, where needed, adjust the training plan (such as rescheduling sessions, using alternative delivery methods, or providing catch-up support) so that learning continues with minimum disruption and with due care for safety and well-being.

## Reasonable Adjustment Policy

- NIST provides reasonable adjustments for learners who face genuine barriers to participation or performance in training or assessment, such as long-term physical or mental impairment, learning difficulties, accessibility needs, or practical/technical constraints (for example, internet connectivity issues during online assessments).
- Adjustments may include extra time, alternative formats, assistive tools, or changes in mode, time, or location of assessment, agreed in advance wherever possible.
- Learners are encouraged to request reasonable adjustments at the time of registration and provide supporting evidence where required. Each request is reviewed individually to ensure that the learner is supported appropriately, while maintaining fairness, integrity, and security of the learning and assessment process.

## Appeals Policy

- Learners may raise an appeal through NIST if they believe that their assessment result, grading decision, or any penalty for malpractice in an international safety course is not fair, consistent, or in accordance with the relevant international board or awarding standards. Appeals should clearly state the reasons and, where possible, include supporting evidence or documents.
- NIST facilitates the appeals process by receiving and reviewing the learner's request, submitting it to the appropriate international board as per their procedure, and keeping the learner informed of the progress and outcome, helping to ensure a fair, transparent, and integrity-focused resolution.

## 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


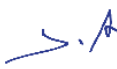
- Ensure all mandatory components are completed before certification and offer post-learning support to learners and corporate delegates.
- Monitor and analyse training outcomes, completion and pass rates, learner and client feedback, tutor performance, and external review findings.
- Implement and follow 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**

Effective Date: 26th Nov 2025



The seal is circular with the text "NIST Global Pvt. Ltd." around the top edge and "Chennai - 600018" around the bottom edge. In the center, it says "NIST Global" with a small globe icon.

Mr Antony Selvaraj