



ORNAMENTAL AQUATIC TRADE ASSOCIATION LTD

"The voice of the ornamental fish industry"

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OTA Training Programme Policy Document – Safeguarding: Information to Candidates

OTA is committed to adhering to City and Guilds guidance in relation to safeguarding such that *"anyone who participates in any learning activities should be able to take part in an environment that is both safe and enjoyable"*.¹

Although OTA training programmes are delivered via distance learning and therefore there is no direct contact in person, there will be face to face video contact during the verbal assessment for both the Foundation and Advanced training programmes as these are carried out via Zoom or Teams.

Candidates should be aware that all verbal assessments are recorded and recordings are shared with an OTA Internal Verifier. Therefore, please take note it is OTA's safeguarding policy that, if at any time during the verbal assessment, confidential information, the nature of which is deemed by the OTA Assessor to be unsafe either to the candidate or to those around the candidate, is shared by the candidate to the OTA Assessor this information will be cascaded and shared with the candidate's employer and/or with the appropriate relevant authority for individual candidates.

¹ See: https://www.cityandguilds.com/~/_media/Documents/about-us/Qualification-Consultants/Consultants-Documents-Library/Safeguarding%20Policy%20Final%20%20Sept%202013%20pdf.ashx