Learning & Development Policy

NIST Global Private Limited

NIST Global Pvt. Ltd is committed to delivering high quality and safe standards of learning. NIST assures that its learning delivery is effective and the organization ensures that it has a workforce that is competent and capable.

Learning is multi-faceted and includes:

The Significance of Learning has gone a long way and is indeed a never ending process with the emerging challenges an individual has to take over during the career phase. Learning helps to:

- Develop existing abilities, skills or the acquisition of new ones to meet the organizational needs;
- Widen the knowledge base of learners to enter into or deal with their new roles and responsibilities.
- Provide a supportive learning culture environment for individual learning aspirants or from corporate trainings

L&D Policy:

Our L&D Policy has a primary focus on the most imperative factors that would add value to individuals or learners in all possible outcomes. We have listed them below:

- NIST offers various learning programs pertaining to Health, Safety and Environment (HSE). Individuals get trained and certified at NIST branches, whereas for corporates, learning is conducted at various client locations.
- Learning programs are conducted with suitable, skilled and competent trainers for both Institutional programs and corporates.
- Equal opportunities provided to individual and corporate participants in all aspects of training provision during a learning period.
- NIST ensures necessary IT infrastructure, within and outside the organization (Corporate learning) to carry out learning effectively.
- The trainers would provide structured feedback support to the participants on self-development to progress in their career.

Learning & Development Objectives:

We have listed down some of the major objectives of our L&D policy for your understanding:

- To improve the employee skills, knowledge and attitudes through learning methods followed in the organization.
- To facilitate the employees to accept, adapt and manage the change required for fast learning and changing environment.
- To support the development of the employees, to increase their career progression in the organization.
- Learning development objectives should reflect in the employee's Personal development plan / KRA.

Malpractice Policy:

Malpractice

Definition: Malpractice includes any unethical behaviour or actions that compromise the integrity of the training and assessment process. This includes cheating, falsification of documents, and any form of dishonesty.

Policy: Any form of malpractice will be taken seriously. All reported cases will be thoroughly investigated, and appropriate actions will be taken in accordance with accreditation body regulations.

Reporting and Investigation: Procedures include:

- A confidential reporting mechanism for learners and staff to report suspected malpractice.
- An independent investigation team to handle malpractice reports.
- Detailed documentation of all investigation processes and outcomes.
- Consequences: Depending on the severity, consequences of malpractice may include:
- Nullification of affected assessments or qualifications.
- Suspension or expulsion from the training program.
- Formal reporting to accreditation body and, if necessary, other regulatory bodies.

Prevention: Preventative measures include:

- Regular training for staff and learners on ethical practices and the importance of integrity.
- Implementation of robust security measures during assessments to prevent cheating.
- Continuous monitoring and auditing of training and assessment processes to detect and deter malpractice.

Roles and responsibilities:

- To provide equal opportunities to the employees and participants for the learning and development.
- To recommend and authorize the workers for continuous professional development opportunities.
- To proactively seek the opportunities to upgrade their knowledge, Skill and behavior in workplace.
- To transfer the new skill, knowledge, or behavior into the workplace in appropriate way
- To complete the learning session thoroughly and fulfilling the assessments in stipulated time.
- To review the learning material as and when necessary to maintain up to date

Plagiarism

Definition: Plagiarism is the act of using someone else's work or ideas without proper acknowledgment, presenting them as one's own.

Policy: Plagiarism is strictly prohibited. All training materials, assessments, and submissions must be the original work of the learners and trainers. Any detected plagiarism will be subject to disciplinary action in line with accreditation body guidelines.

Consequences: Instances of plagiarism will result in:

- Immediate review and potential nullification of the affected work.
- Disciplinary measures which may include suspension or expulsion from the training program.
- A formal report to accreditation body and other relevant authorities if necessary.

Prevention: To prevent plagiarism:

- Trainers will educate learners about what constitutes plagiarism and how to avoid it.
- Learners will be required to sign a declaration confirming that all submitted work is their own.
- Regular use of plagiarism detection tools for assessments and submissions.

Conflict of Interest

Definition: A conflict of interest occurs when an individual's personal interest might interfere with their professional duties and responsibilities.

Policy: All trainers and staff must declare any potential conflicts of interest before engaging in training activities. This includes, but is not limited to, relationships with learners, financial interests, or any other situation that might compromise impartiality.

Management: To manage conflicts of interest:

- A comprehensive conflict of interest disclosure form will be maintained and regularly updated.
- Trainers and staff with a declared conflict of interest may be reassigned to prevent any bias or unfair advantage.
- Regular audits will be conducted to ensure transparency and adherence to the policy.

Enforcement: Failure to disclose a conflict of interest will result in disciplinary action, which may include removal from the training program or termination of employment.
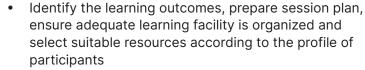
NIST Global
We Contribute to Safety

Identify the learning needs of learners

- Understand the profile of our ideal target learner
- Assess learner for literacy, numeracy and language skills
- Analyze the learning need, whether it is for the development of knowledge, abilities or skills
- Prefer on learning modes that suits learner such as class-room, e-learning or blended program.

Plan and create the list of tasks

- Identify the learning outcomes, prepare session plan, ensure adequate learning facility is organized and select suitable resources according to the profile of participants
- Ensure health and safety of all participants, special attention to be given to vulnerable group such as specially-abled, pregnant, nursing mother.

Teaching and learning

- Use inclusive learning techniques
- Follow the structure, method, introduction, content to ensure that the learning outcomes are met.
- Ensure active participation by all and provide appropriate learner support as per the initial assessment.

Assessment

- Assess learners through formative and summative assessments.
- Encourage learners to assess themselves and through peers besides tutor assessment.

Evaluation & Continuous Improvement

- Compare and plan regularly during the learning delivery.
- Monitor required outcome versus actual outcome. The performance measurement report from delegates, trainer, observer, colleagues, organization and boards are gathered to improvise in future.

Record Keeping

- As a part of quality assurance process and also a mandatory regulation from awarding boards and regulatory authorities, all documents are securely maintained for 12 months under stipulated conditions and if required it will be disposed securely.

Signed by **Chairman & MD**   Date:01/07/2024

Mr Antony Selvaraj