



openawards

Open Awards Level 1 Award, Certificate and Diploma in Exploring Construction and Building Crafts (RQF)

Award 600/2152/4

Certificate 600/2297/8

Diploma 600/2209/7



QUALIFICATION GUIDE

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About the Qualification

| | |
|----------------------------|--|
| Title | Open Awards Level 1 Award, Certificate and Diploma in Exploring Construction and Building Crafts (RQF) |
| QAN | Award - 600/2152/4 Certificate - 600/2297/8 Diploma - 600/2209/7 |
| Sector | 5.2 Building and Construction |
| Level | 1 |
| Funding | Please click here for more information |
| Pricing Information | Please click here for more information |
| Review Date | 31/08/2020 |

| | |
|---------------------------|--|
| Ofqual Purpose | A. Recognise personal growth and engagement in learning |
| Ofqual Sub-Purpose | A4. Recognise development of employability skills and/or knowledge |

| Total Qualification Time/Guided Learning | |
|---|-----|
| Award | |
| Total Qualification Time (hours) | 90 |
| Guided Learning (hours) | 90 |
| Certificate | |
| Total Qualification Time (hours) | 230 |
| Guided Learning (hours) | 222 |
| Diploma | |
| Total Qualification Time (hours) | 390 |
| Guided Learning (hours) | 367 |

| Age Range and Restrictions: | |
|---|------|
| Pre -16 | ✓ |
| 16 – 18 | ✓ |
| 19+ | ✓ |
| Any other restrictions specific to the qualification(s) | None |

| Any specified entry requirements |
|---|
| There are no restrictions on learner entry and no specific prior achievements required. |

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work.

Types of evidence could include:

- a) Observation of performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs or videos
- e) Personal statements
- f) Project work
- g) Witness testimonies
- h) Group discussion
- i) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Qualification Units

| Rules of Combination | |
|--|---|
| Award | |
| Credit Value of the Qualification | 9 |
| Minimum Credits to be achieved at the Level of the Qualification | 8 |
| Mandatory Units A | 9 |
| Certificates | |
| Credit Value of the Qualification | 23 |
| Minimum Credits to be achieved at the Level of the Qualification | 22 |
| Mandatory Units | 9 |
| Pathway A-E | A minimum of 14 credits to be achieved from one pathway which must include the pathway mandatory unit |
| Diploma | |
| Credit Value of the Qualification | 39 |
| Minimum Credits to be achieved at the Level of the Qualification | 38 |
| Mandatory Units | 9 |
| Non-Endorsed Qualification | A minimum of 30 credits must be achieved from any pathway and/or from optional Group B |
| Endorsed Qualification | A minimum of 14 credits must be achieved from 1 chosen pathway and a minimum of 16 credits from any Pathway and/or Optional Group B |

Endorsed and Non-endorsed Pathways Options for Diploma

The Diploma can be offered in one endorsed pathway route (i.e. units chosen from one subject within construction and building crafts) or as a non-endorsed pathway route (i.e. units chosen from across different subjects within construction and building crafts).

Both Endorsed and Non-endorsed versions of the qualification are Ofqual regulated.

Non- Endorsed = Learners will receive a qualification certificate and unit transcript

Example: Open Awards Level 2 Diploma in Exploring Construction and Building Crafts (RQF)

+ a unit transcript showing all the titles of the units taken.

Endorsed = Learners will receive a qualification certificate which includes the chosen pathways and unit transcript

Example: Open Awards Level 2 Diploma in Exploring Construction and Building Crafts – Painting and Decorating (RQF)

+ a unit transcript showing all the titles of the units taken.

Please see the Qualification Structure for the specific rules of combination.

Level 1 Award in Exploring Construction and Building Crafts (RQF)

Mandatory Units

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-------------------|
| F/616/6984 | Health and Safety and Welfare in Construction | 4 | Level One |
| L/615/6457 | Introduction to Environmental Sustainability | 1 | Entry Level Three |
| J/616/6985 | Starting Work in Construction | 4 | Level One |

Level 1 Certificate in Exploring Construction and Building Crafts (RQF)

Mandatory Units (Bricklaying Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| H/506/3269 | Developing Brickwork Skills | 4 | Level One |

Mandatory Units (Carpentry and Joinery Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| R/616/6357 | Developing Joinery Skills | 4 | Level One |

Mandatory Units (Fitted Interiors Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| H/506/3157 | Developing Skills in Fitted Interiors | 4 | Level One |

Mandatory Units (Painting and Decorating Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| L/616/6390 | Developing Construction Painting Skills | 4 | Level One |

Mandatory Units (Plastering Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| Y/506/3267 | Developing Plastering Skills | 4 | Level One |

Mandatory Units (Qualification)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-------------------|
| F/616/6984 | Health and Safety and Welfare in Construction | 4 | Level One |
| L/615/6457 | Introduction to Environmental Sustainability | 1 | Entry Level Three |
| J/616/6985 | Starting Work in Construction | 4 | Level One |

Optional Units (Bricklaying Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| M/506/5025 | Carry out Basic Blocklaying | 7 | Level One |
| K/506/8165 | Carry out Basic Bricklaying | 9 | Level One |
| K/506/5007 | Developing Group and Teamwork Communication Skills | 3 | Level One |
| L/616/6986 | Know How to Carry out Basic Blocklaying | 2 | Level One |
| H/506/5023 | Know How to Carry out Basic Bricklaying | 3 | Level One |
| R/503/9291 | Understanding and Using Shapes | 3 | Level One |

Optional Units (Carpentry and Joinery Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| L/616/6373 | Know how to Maintain and Use Carpentry and Joinery Hand Tools | 2 | Level One |
| K/616/6364 | Know how to Produce Basic Woodworking Joints | 3 | Level One |
| A/616/6367 | Prepare and Use Carpentry and Joinery Portable Power Tools | 8 | Level One |
| K/615/7065 | Problem Solving in the Workplace | 3 | Level One |
| F/616/6368 | Produce Basic Woodworking Joints | 7 | Level One |
| R/503/9291 | Understanding and Using Shapes | 3 | Level One |

Optional Units (Fitted Interiors Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| H/505/2269 | Assemble Units for Interiors | 1 | Level One |
| K/506/5007 | Developing Group and Teamwork Communication Skills | 3 | Level One |
| A/616/6370 | Developing Plumbing Skills | 4 | Level One |
| A/505/2245 | Fitting Units for Interiors | 1 | Level One |
| L/505/2069 | Fix and Fit Work Surfaces | 1 | Level One |
| L/616/6373 | Know how to Maintain and Use Carpentry and Joinery Hand Tools | 2 | Level One |
| A/616/6367 | Prepare and Use Carpentry and Joinery Portable Power Tools | 8 | Level One |
| F/505/2246 | Prepare Resources and Materials for Creating Interiors | 1 | Level One |
| R/503/9291 | Understanding and Using Shapes | 3 | Level One |
| Y/505/6139 | Understanding Valves, Taps and Cisterns in Domestic Plumbing | 3 | Level Two |
| T/616/6383 | Using Floor and Wall Tiling Techniques | 3 | Level One |

Optional Units (Painting and Decorating Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| H/616/6394 | Apply Foundation and Plain Papers | 5 | Level One |
| F/615/8125 | Apply Paint Systems by Brush and Roller | 6 | Level One |
| K/506/5007 | Developing Group and Teamwork Communication Skills | 3 | Level One |
| M/616/6396 | Prepare Surfaces for Decoration | 3 | Level One |
| K/615/7065 | Problem Solving in the Workplace | 3 | Level One |
| R/503/9291 | Understanding and Using Shapes | 3 | Level One |

Optional Units (Plastering Pathway)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| D/506/5022 | Apply Plaster Materials to Internal Backgrounds | 7 | Level One |
| K/506/5007 | Developing Group and Teamwork Communication Skills | 3 | Level One |
| R/503/9288 | Introduction to Plastering Techniques | 3 | Level One |
| R/503/9291 | Understanding and Using Shapes | 3 | Level One |

Level 1 Diploma in Exploring Construction and Building Crafts (RQF)

Mandatory Units (Pathway Bricklaying)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| M/506/5025 | Carry out Basic Blocklaying | 7 | Level One |
| K/506/8165 | Carry out Basic Bricklaying | 9 | Level One |
| R/616/6987 | Developing Brickwork Bonding Skills | 3 | Level Two |
| H/506/3269 | Developing Brickwork Skills | 4 | Level One |
| J/506/3538 | Expanding Brickwork Skills | 1 | Level Two |
| L/616/6986 | Know How to Carry out Basic Blocklaying | 2 | Level One |
| H/506/5023 | Know How to Carry out Basic Bricklaying | 3 | Level One |
| K/615/9642 | Performing Brickwork Operations | 5 | Level Two |

Mandatory Units (Pathway Carpentry and Joinery)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| R/616/6357 | Developing Joinery Skills | 4 | Level One |
| T/506/3440 | Exploring Carpentry and Joinery | 5 | Level Two |
| L/616/6373 | Know how to Maintain and Use Carpentry and Joinery Hand Tools | 2 | Level One |
| K/616/6364 | Know how to Produce Basic Woodworking Joints | 3 | Level One |
| K/615/9639 | Performing Joinery Operations | 5 | Level Two |
| A/616/6367 | Prepare and Use Carpentry and Joinery Portable Power Tools | 8 | Level One |
| F/616/6368 | Produce Basic Woodworking Joints | 7 | Level One |

Mandatory Units (Pathway Fitted Interiors)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| H/505/2269 | Assemble Units for Interiors | 1 | Level One |
| L/505/2248 | Assembling and Fitting Units for Interiors | 3 | Level Two |
| A/616/6370 | Developing Plumbing Skills | 4 | Level One |
| H/506/3157 | Developing Skills in Fitted Interiors | 4 | Level One |

| | | | |
|------------|---|---|-----------|
| A/505/2245 | Fitting Units for Interiors | 1 | Level One |
| L/505/2069 | Fix and Fit Work Surfaces | 1 | Level One |
| L/616/6373 | Know how to Maintain and Use Carpentry and Joinery Hand Tools | 2 | Level One |
| A/616/6367 | Prepare and Use Carpentry and Joinery Portable Power Tools | 8 | Level One |
| F/505/2246 | Prepare Resources and Materials for Creating Interiors | 1 | Level One |
| R/505/6138 | Understanding Domestic Plumbing Systems | 3 | Level Two |
| Y/505/6139 | Understanding Valves, Taps and Cisterns in Domestic Plumbing | 3 | Level Two |
| T/616/6383 | Using Floor and Wall Tiling Techniques | 3 | Level One |

Mandatory Units (Pathway Painting & Decorating)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| H/616/6394 | Apply Foundation and Plain Papers | 5 | Level One |
| F/615/8125 | Apply Paint Systems by Brush and Roller | 6 | Level One |
| L/616/6390 | Developing Construction Painting Skills | 4 | Level One |
| A/506/3441 | Exploring Painting and Decorating | 5 | Level Two |
| M/616/6396 | Prepare Surfaces for Decoration | 3 | Level One |

Mandatory Units (Pathway Plastering)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| D/506/5022 | Apply Plaster Materials to Internal Backgrounds | 7 | Level One |
| Y/506/3267 | Developing Plastering Skills | 4 | Level One |
| R/503/9288 | Introduction to Plastering Techniques | 3 | Level One |
| R/506/3588 | Know How to Apply Plaster Materials to Internal Surfaces | 7 | Level Two |

Mandatory Units (Qualification)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-------------------|
| F/616/6984 | Health and Safety and Welfare in Construction | 4 | Level One |
| L/615/6457 | Introduction to Environmental Sustainability | 1 | Entry Level Three |
| J/616/6985 | Starting Work in Construction | 4 | Level One |

Optional Units (Bricklaying Non-Endorsed)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| M/506/5025 | Carry out Basic Blocklaying | 7 | Level One |
| K/506/8165 | Carry out Basic Bricklaying | 9 | Level One |
| R/616/6987 | Developing Brickwork Bonding Skills | 3 | Level Two |

| | | | |
|------------|---|---|-----------|
| H/506/3269 | Developing Brickwork Skills | 4 | Level One |
| J/506/3538 | Expanding Brickwork Skills | 1 | Level Two |
| L/616/6986 | Know How to Carry out Basic Blocklaying | 2 | Level One |
| H/506/5023 | Know How to Carry out Basic Bricklaying | 3 | Level One |
| K/615/9642 | Performing Brickwork Operations | 5 | Level Two |

Optional Units (Carpentry and Joinery Non-Endorsed)

| QAC Code | Unit Name | Credits | Level |
|-----------------|---|----------------|--------------|
| R/616/6357 | Developing Joinery Skills | 4 | Level One |
| T/506/3440 | Exploring Carpentry and Joinery | 5 | Level Two |
| L/616/6373 | Know how to Maintain and Use Carpentry and Joinery Hand Tools | 2 | Level One |
| K/616/6364 | Know how to Produce Basic Woodworking Joints | 3 | Level One |
| K/615/9639 | Performing Joinery Operations | 5 | Level Two |
| A/616/6367 | Prepare and Use Carpentry and Joinery Portable Power Tools | 8 | Level One |
| F/616/6368 | Produce Basic Woodworking Joints | 7 | Level One |

Optional Units (Fitted Interiors Non-Endorsed)

| QAC Code | Unit Name | Credits | Level |
|-----------------|---|----------------|--------------|
| H/505/2269 | Assemble Units for Interiors | 1 | Level One |
| L/505/2248 | Assembling and Fitting Units for Interiors | 3 | Level Two |
| A/616/6370 | Developing Plumbing Skills | 4 | Level One |
| H/506/3157 | Developing Skills in Fitted Interiors | 4 | Level One |
| A/505/2245 | Fitting Units for Interiors | 1 | Level One |
| L/505/2069 | Fix and Fit Work Surfaces | 1 | Level One |
| L/616/6373 | Know how to Maintain and Use Carpentry and Joinery Hand Tools | 2 | Level One |
| A/616/6367 | Prepare and Use Carpentry and Joinery Portable Power Tools | 8 | Level One |
| F/505/2246 | Prepare Resources and Materials for Creating Interiors | 1 | Level One |
| R/505/6138 | Understanding Domestic Plumbing Systems | 3 | Level Two |
| Y/505/6139 | Understanding Valves, Taps and Cisterns in Domestic Plumbing | 3 | Level Two |
| T/616/6383 | Using Floor and Wall Tiling Techniques | 3 | Level One |

Optional Units (Painting and Decorating Non-Endorsed)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| H/616/6394 | Apply Foundation and Plain Papers | 5 | Level One |
| F/615/8125 | Apply Paint Systems by Brush and Roller | 6 | Level One |
| L/616/6390 | Developing Construction Painting Skills | 4 | Level One |
| A/506/3441 | Exploring Painting and Decorating | 5 | Level Two |
| M/616/6396 | Prepare Surfaces for Decoration | 3 | Level One |

Optional Units (Pathway Bricklaying)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| M/506/5025 | Carry out Basic Blocklaying | 7 | Level One |
| K/506/8165 | Carry out Basic Bricklaying | 9 | Level One |
| R/616/6987 | Developing Brickwork Bonding Skills | 3 | Level Two |
| H/506/3269 | Developing Brickwork Skills | 4 | Level One |
| J/506/3538 | Expanding Brickwork Skills | 1 | Level Two |
| L/616/6986 | Know How to Carry out Basic Blocklaying | 2 | Level One |
| H/506/5023 | Know How to Carry out Basic Bricklaying | 3 | Level One |
| K/615/9642 | Performing Brickwork Operations | 5 | Level Two |

Optional Units (Pathway Carpentry and Joinery)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| R/616/6357 | Developing Joinery Skills | 4 | Level One |
| T/506/3440 | Exploring Carpentry and Joinery | 5 | Level Two |
| L/616/6373 | Know how to Maintain and Use Carpentry and Joinery Hand Tools | 2 | Level One |
| K/616/6364 | Know how to Produce Basic Woodworking Joints | 3 | Level One |
| K/615/9639 | Performing Joinery Operations | 5 | Level Two |
| A/616/6367 | Prepare and Use Carpentry and Joinery Portable Power Tools | 8 | Level One |
| F/616/6368 | Produce Basic Woodworking Joints | 7 | Level One |

Optional Units (Pathway Fitted Interiors)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| H/505/2269 | Assemble Units for Interiors | 1 | Level One |
| L/505/2248 | Assembling and Fitting Units for Interiors | 3 | Level Two |
| A/616/6370 | Developing Plumbing Skills | 4 | Level One |
| H/506/3157 | Developing Skills in Fitted Interiors | 4 | Level One |
| A/505/2245 | Fitting Units for Interiors | 1 | Level One |
| L/505/2069 | Fix and Fit Work Surfaces | 1 | Level One |

| | | | |
|------------|---|---|-----------|
| L/616/6373 | Know how to Maintain and Use Carpentry and Joinery Hand Tools | 2 | Level One |
| A/616/6367 | Prepare and Use Carpentry and Joinery Portable Power Tools | 8 | Level One |
| F/505/2246 | Prepare Resources and Materials for Creating Interiors | 1 | Level One |
| R/505/6138 | Understanding Domestic Plumbing Systems | 3 | Level Two |
| Y/505/6139 | Understanding Valves, Taps and Cisterns in Domestic Plumbing | 3 | Level Two |
| T/616/6383 | Using Floor and Wall Tiling Techniques | 3 | Level One |

Optional Units (Pathway Painting and Decorating)

| QAC Code | Unit Name | Credits | Level |
|------------|---|---------|-----------|
| H/616/6394 | Apply Foundation and Plain Papers | 5 | Level One |
| F/615/8125 | Apply Paint Systems by Brush and Roller | 6 | Level One |
| L/616/6390 | Developing Construction Painting Skills | 4 | Level One |
| A/506/3441 | Exploring Painting and Decorating | 5 | Level Two |
| M/616/6396 | Prepare Surfaces for Decoration | 3 | Level One |

Optional Units (Pathway Plastering)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| D/506/5022 | Apply Plaster Materials to Internal Backgrounds | 7 | Level One |
| Y/506/3267 | Developing Plastering Skills | 4 | Level One |
| R/503/9288 | Introduction to Plastering Techniques | 3 | Level One |
| R/506/3588 | Know How to Apply Plaster Materials to Internal Surfaces | 7 | Level Two |

Optional Units (Plastering Non-Endorsed)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| D/506/5022 | Apply Plaster Materials to Internal Backgrounds | 7 | Level One |
| Y/506/3267 | Developing Plastering Skills | 4 | Level One |
| R/503/9288 | Introduction to Plastering Techniques | 3 | Level One |
| R/506/3588 | Know How to Apply Plaster Materials to Internal Surfaces | 7 | Level Two |

Optional Units (Qualification)

| QAC Code | Unit Name | Credits | Level |
|------------|--|---------|-----------|
| K/506/5007 | Developing Group and Teamwork Communication Skills | 3 | Level One |
| K/615/7065 | Problem Solving in the Workplace | 3 | Level One |
| R/503/9291 | Understanding and Using Shapes | 3 | Level One |

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.
Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards [portal](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

Centre Staff Requirements

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

For the delivery and assessment of this qualification, it is expected that staff have a qualification at the level or higher in a related Construction subject and have up-to-date working knowledge and experience of best practice in assessment and quality assurance.

Centres are responsible for notifying Open Awards of staff changes.

Training and support

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

Internal Quality Assurance (IQA)

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please refer to Internal and External Quality Assurance within the Centre Handbook.

Standardisation

Centres are required to contribute to national standardisation as requested by Open Awards. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Health and Safety

Due to the practical requirements of some of the units within this qualification, centres must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure the learners and staff safety throughout the course. As part of this, centres must ensure that learners and staff have access to appropriate clothing and personal protective equipment (PPE).

Appendices and Links

| Appendix Name |
|--|
| Centre Handbook |
| Enquiries, Complaints and Appeals Policy |
| Equality and Diversity Policy |
| Invoicing Policy |
| Privacy Policy |

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