

The Performance Group

Maximising performance everywhere we can!



HumanPerformance....developing skills since 2002!

Please note: References to **The Performance Group Limited** - from now on referred to as **TPGL** - include all brands, trading styles and trading names of the company.

Candidates achieve entry onto a Human Performance learning programme either through a client's entry procedure (as explained in TPGL's Equal Opportunities Policy) or via a Human Performance Open Programme.

Whichever route a candidate gains access to a Human Performance learning programme, all prospective candidates receive a detailed prospectus detailing the particular learning programme being offered. The prospectus details minimum entry qualifications to enable candidates to correctly select the right learning programme for both their experience and learning needs.

Prospective candidates with special learning needs are invited to discuss any additional help they may require at this stage and where practicable this will be offered. Previous assistance on Human Performance learning programmes have included an additional facilitator being provided to read out multiple choice questions and special software to utilise a computer programme for visually impaired candidates; extra time for candidates with dyslexia; learning materials printed onto different coloured paper; as well as a person to sign for a hearing impaired candidate.

All candidates receive detailed joining instructions and any pre-requisite reading material or preparation resources required to participate in the chosen learning programme. All candidates receive a detailed introduction to the facilitator, an overview of the learning programme with its aims and objectives and all resources to enable them to maximise their investment in their learning. All candidates receive a full induction to their chosen programme at the commencement of their study for the qualification.

The facilitator of the learning programme is responsible for ensuring a risk assessment of the learning environment has been carried out and for briefing all candidates on the relevant health and safety requirements applicable during the learning programme.

All learning programmes provide a detailed manual as well as unlimited free support following completion of the learning programme to assist the candidate as they use the knowledge gained to develop competence. This support is offered through telephone, email, candidate forums, additional free resources and access to company websites.

The detailed learning programme prospectus provides "next step" advice on how the candidate can further develop their skills through progression onto other learning programmes. Each candidate is encouraged to discuss their progression needs individually with the facilitator either during the learning programme breaks or via the follow up support and advice.

The following brands are all trading names of The Performance Group Limited

Human Performance	HR Performance	Recruit Performance	Retail Performance	World Wide Web Performance	Printing Performance
------------------------------	---------------------------	--------------------------------	-------------------------------	---------------------------------------	---------------------------------