

NFM Moodle Training Centre Policy

Data Protection

<https://training.nfm.org.uk/moodle/> is a platform for files, resources and activities available to students throughout their course.

It is expected that you do not share your username and password

All course materials are copyright protected and with that the copying, reproduction, circulation and publishing of any information, materials, handouts etc that has been uploaded to, or linked from, NFM Training Moodle is prohibited.

Portfolio Evidence

The NFM Training Moodle platform is a place to store your course portfolio evidence however it is recommended that you keep original copies of work you upload onto the NFM Training Moodle.

All work submitted electronically by students should be their own. Copying others work, cheating, collusion, plagiarism, and attempting to obtain unfair assessment advantages are in violation of NFM's and Family Mediation Council guidance.

NFM accepts no liability for lost or corrupt data that has been stored on NFM Training Moodle. Whilst the server is routinely backed up for the purposes of disaster recovery it is the responsibility of the user to ensure that they have copies of any important data, including uploaded resources, submitted assignments, etc.

The NFM Training Moodle contains documents created with a variety of software. We cannot support students with problems opening files externally if they are caused by incompatible software and/or hardware.

At the time of signing up to the NFM training you will have been made aware of IT standards and requirements to be able to access the training

Security

Activities on NFM Training Moodle are fully audited. Records are kept of when users access courses and resources along with a log of all communications such as assignment submissions, etc. These records are available to the trainers for course evidence, but will also be used by NFM staff for checks on quality and standards of delivery.

Access Expiry

Expiration of access to NFM Training Moodle is based on course enrolment and student status.

FMT Training	3 months after course completion
PPC training	1 month after course completion
CPD course	1 month after course enrolment

Students will receive an automated message 7 days before expiration.