



Countryside Education Visits Accreditation Scheme

Fairness, Equality and Requirements of Learners Policy

As part of the guarantee of fairness and equality to all learners, it is our policy that only those that have booked on to and completed the necessary prerequisite forms (including, but not limited to, the Training Needs Assessment) attend a CEVAS and/or CEVAS + course. As is common practice in all professional training courses, which have a degree of accreditation we have a duty of fairness to all learners, the need to provide equality of access and meet the minimum requirements as to deliver an accredited course.

As part of OCN's accreditation of us as an awarding body we must adhere to centre service systems and implementation of systems and policy. This is reviewed annually and we must make a statement to the effect that we have adhered to any such policy.

As part of our assurance to all learners, we have a minimum number of hours to deliver a course, with a set number of learners. We cannot increase numbers of learners beyond a maximum figure, so that we do not reduce the minimum number of contact hours required for our courses to be accredited and for learners to get the appropriate and required level of direct input from trainers.

Furthermore, we do not permit learners partners, spouses, colleagues, employers or employees to attend courses as additional attendees unless an additional space for a learner and prerequisite forms have been completed. Nor can a nominated substitute for the learner take the place of the original learner to attend a course on their behalf (further information below as to minimum requirements).

A learner must attend all sessions. By booking onto a course a learner confirms that they can attend all sessions. Sessions are not recorded as a means to sharing content with learners* and learners are not able to miss sessions (especially those delivered online) and put forward a substitute in their place, or request a recording of the session. Active participation is a requirement – which includes answering and asking questions, participating in group tasks, not being distracted (especially when online courses), cameras must be turned on. Once a course has started no refund is permissible, nor can additional attendees be added – this meets the CEVAS Refund Policy (*last reviewed: March 2025*).

CEVAS is managed by LEAF (Linking Environment And Farming) on behalf of the Access to Farms Partnership.



LEAF (Linking Environment And Farming), Stoneleigh Park, Warwickshire, CV8 2LG

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Registered in England as a company limited by guarantee (Reg'd No. 3035047). Registered office as above.

V.A.T. Reg No. GB 660 9232 38 Registered Charity No. 1045781



The below statement is made visible to learners on the course booking page and on the Visit My Farm website. From October 2023 bookings, this statement also goes to learners with confirmation of the booking of a course:

“By accepting a place on the CEVAS course, (online or in person) you agree to attend all sessions and to actively participate. CEVAS courses are accredited and learners must attend each session in order to fulfil the requirements of the course. Online sessions will not be recorded and participants must have their cameras turned on.”

**please note on occasions it might be required that sessions are recorded this is purely for internal moderation and for confirmation with OCN that requirements are met. This information is not publicly available and learners confirm this on booking on to their course – as part of the Training Needs Assessment questionnaire.*

Policy last reviewed March 2026, to be reviewed no later than March 2027.

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