

# **CMI Awarding Body**

Apprenticeship Assessment Prevent Agenda  
Policy V3.0

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Apprenticeship Assessment Prevent Agenda Policy

AB/POL/0012 - March 2025 - V3.0

## History

Date	Amendments Made
20/8/2025	Template update
04/03/2025	Annual review undertaken. Headers/footers updated, no further amendments
01/03/2024	Version 3 Annual review of document content
31/03/2023	Annual review of document content
10/03/2022	Thorough review and update of whole document
22/02/2021	Thorough review and update of whole document in context to current CMI policy and procedure

## Intended Audience

- Employers and Centres
- All Apprenticeship Assessment Managers
- CMI staff and associated third parties

All of CMI's policies are published on the [CMI Policies Webpage](#)

## Purpose

CMI is strongly committed to upholding the legislative requirements under the Prevent strategy in order to assist in reducing the threat to the UK from terrorism. CMI has given due consideration to the aspects of Apprenticeship Assessment where radicalisation may be suggested or evidenced; this relates to apprentice's work that has been submitted for assessment and the interviews and discussions that take place during the assessment process with apprentices, Centres and employers. CMI has communicated and promoted the importance of the duty with its staff and established mechanisms to assist them in understanding the risk of radicalisation and ensuring they are aware of the appropriate action to take.

## Scope

This policy applies to all CMI staff, and all Centre/employer staff, involved in Apprenticeship Assessment.

## Regulatory Requirements

This policy meets the regulatory requirements set out by our regulators: Ofqual.

[Ofqual - Conditions of Recognition](#)

Governance Condition A

Regulator or Relevant Regulatory Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: A1. Suitability for continuing recognition and A4 Conflicts of Interest

## Responsibilities

CMI has due regard for the need to prevent people from being drawn into terrorism and acknowledge that terrorism includes not just violent extremism but also non-violent extremism. CMI seeks to ensure that in all its assessment activities it upholds the requirements of the Apprenticeship Assessment Safeguarding Policy and also provides appropriate Prevent training for its staff. Individuals are required to report any Safeguarding or Prevent issues using the CMI Safeguarding Disclosure Process to the Designated Safeguarding Lead at CMI.

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Individuals must inform CMI's Safeguarding Officer via CMI Partner Connect using the enquiry form. CMI has a Designated Safeguarding Lead (DSL) and disclosures will be given to this person for review.

The information provided must record as much information as possible about the situation. This information should be passed immediately within one working day and should have the time & date the record was made and signed. This should include:

- Who is taking the record and their role/relationship with the individual
- Where and when it happened
- Who was involved
- Any contact details - name, address, telephone number and date of birth of the person involved
- What action, if any, has so far been taken

Individuals must pass on what information they have, even if the informant has only divulged a little or will not give their details. All information should be treated as strictly confidential and individuals must not talk about any information with anyone other than the agreed CMI Designated Safeguarding Lead. Some internal and external information sharing will be necessary but only under appropriately controlled conditions. This does not amount to an agreement to share personal data on anything other than a needs-based and case by case basis.

## **Information and Support for Apprentices**

All apprentices will have access to this Prevent Policy when using our Apprenticeship Assessment services. Apprentices can expect that they will be treated sensitively and with dignity should a Prevent incidence/concern occur. CMI requires individuals to treat such matters confidentially, notifying colleagues only on a 'need to know' basis under the direct guidance of the owner.

## **Confidentiality**

Whilst respecting privacy and data protection, CMI Apprenticeship Assessment Service cannot guarantee confidentiality in all circumstances. If we discover anything that we believe training providers, employers, parents/carers, social services or the police should be informed of, we will do so believing it is in the best interests of the individual involved.

CMI takes its responsibilities to report crime seriously and as a result will not afford confidentiality in the following situations:

- Where it is identified that a child or vulnerable adult is at risk of harm.
- Where we are told that a serious crime has been committed or is about to be committed.
- Where information regarding terrorism or drug trafficking is disclosed.
- Where we are instructed to disclose something by a court.

## Implementation

In order to achieve the successful implementation of this Prevent policy, CMI will give clear guidance to its staff and representatives on how the Prevent policy will be adapted and applied.

CMI will make available on its website this Prevent Agenda policy statement so that CMI representatives, customers and partner organisations can ensure that it is available on request to apprentices and other interested parties.

CMI will further ensure that:

- Issues concerning the Prevent duty are addressed as an integral part of EPA assessment development, review and assessment guidance.
- Direct employed CMI Apprenticeship Assessment staff / representatives have completed Prevent training.
- Independent Apprenticeship Assessors who act as consultants for CMI are advised to complete Prevent training with support supplied.

## Monitoring and Review

This policy will be reviewed in line with CMI's Document Control Policy.