



**Domino Institute Of
Professional Studies**

Staff Handbook Policy

Full Name:	Domino Institute of Professional Studies
Category	Student
Owner	Quality Assurance Department
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1. Welcome to Domino Institute of Professional Studies

As a valued member of our academic team, this staff handbook outlines the key policies, responsibilities, expectations, and available support at DIPS. It affirms our commitment to professional development, fair employment, and compliance with OTHM standards. This handbook reflects our dedication to high-quality education, student welfare, and maintaining the professional standards that define the Institute.

DIPS is a nationally recognized academic institution, focused on improving educational access through modern teaching practices. In response to global trends and the growing need for flexible learning, DIPS has developed a scalable distance learning model to complement on-campus delivery. This policy provides a framework to ensure consistently high standards in distance education and supports our ongoing efforts to enhance academic quality, student support, and technological infrastructure—aligned with OTHM, Equal standards, and national higher education expectations.



2.About Domino Institute of Professional Studies

Located in Pakistan, DIPS is an independent learning provider offering internationally recognized qualifications regulated by OTHM, UK and Ofqual. We support flexible, blended, and distance learning delivery models.

3. Mission, Vision & Core Values

Mission: To deliver transformative, learner-centered education that aligns with international standards.

Vision: To be a leading hub for academic excellence and professional growth in Pakistan and beyond.

Core Values: Integrity, Equality, Inclusion, Lifelong Learning, and Quality.

4. Our Responsibilities to Staff

- Fair employment and equal opportunity
- Access to training and professional development
- Safe working environment
- Transparent communication
- Protection of privacy and dignity



5. Staff Code of Conduct

All DIPS staff are expected to:

- ✓ Act with integrity, honesty, and professionalism
- ✓ Treat learners and colleagues with respect
- ✓ Maintain confidentiality and data security
- ✓ Follow institutional and awarding body procedures
- ✓ Avoid conflicts of interest

(See Appendix A – Code of Conduct Acknowledgement)

6. Staff Roles & Responsibilities

Staff titles may include:

- Lecturer / Tutor / Module Leader
- Internal Verifier (IQA)
- Academic Coordinator
- Centre Manager / Head of Centre

Typical duties include:

- Delivering engaging and inclusive sessions
- Preparing assessment materials aligned with OTHM learning outcomes
- Marking and grading with fairness
- Participating in standardization meetings and audits



7. Teaching and Learning Expectations

Staff must:

- Align delivery with the OTHM qualification specification
- Engage students in active learning
- Use digital tools effectively (e.g., LMS, Google Workspace)
- Promote academic honesty and discourage plagiarism

8. Assessment and Internal Quality Assurance

Staff must:

- Use approved assessment briefs
- Provide timely, constructive feedback
- Maintain accurate grading records
- Cooperate fully with IQA reviews and external verifiers
- Attend standardisation meetings

9. Staff Development and CPD

Continuous Professional Development (CPD) is a key part of DIPS staff expectations. Staff must:

- Complete a minimum of 10 hours CPD annually
- Submit CPD logs at performance reviews
- Attend at least 2 internal training sessions per year

(See Appendix B – CPD Log Template)



10. Equality, Diversity, and Inclusion

DIPS promotes a culture free from discrimination, harassment, and bias. All staff must adhere to the institute's Diversity and Equality Policy, ensuring inclusiveness in teaching and decision-making.

11. Health, Safety and Wellbeing

DIPS is committed to providing a safe and healthy work environment. All staff must follow the Health and Safety Policy, report risks, and attend annual safety briefings.

12. Reasonable Adjustments and Special Consideration

Staff are expected to accommodate learners with special needs or circumstances per the Reasonable Adjustments & Special Consideration Policy, ensuring fairness without compromising learning outcomes.

13. IT, Email, and Data Protection

Staff must:

- Use institutional email and cloud services responsibly
- Not disclose student data or credentials
- Adhere to the Data Protection Policy and UK GDPR guidelines



14. Policies and Procedures (Summary)

You are expected to be familiar with the following policies (available in the shared drive or on request):

- Assessment Policy
- Internal Verification (IQA) Policy
- Data Protection & GDPR
- Health and Safety
- Complaints & Appeals
- Diversity & Equality
- Special Consideration & Reasonable Adjustments
- Staff Recruitment and CPD

15. Communication, Complaints & Grievances

We promote open communication. Concerns should first be raised with line managers. Formal complaints should be submitted via the Staff Grievance Policy. Confidentiality is maintained at all times.

16. Disciplinary Procedure

Breaches of professional conduct, data misuse, or academic malpractice will be handled through our Staff Disciplinary Procedure in line with legal and OTHM requirements.



17. Staff Induction and Review

All new staff undergo an induction that includes:

- Centre policies overview
- Tour of facilities and LMS
- Digital access setup
- CPD and performance management framework

(See Appendix C – Staff Induction Checklist)

18. Working Hours

The standard working hours at DIPS are from **9:00 AM to 5:00 PM**, Monday to Friday, with a 1-hour lunch break. Staff are expected to adhere to their scheduled hours unless otherwise agreed with their line manager.

19: Holiday Entitlement

All full-time staff are entitled to 20 days of paid annual leave, in addition to national holidays observed in Pakistan. Leave requests should be submitted to your line manager at least two weeks in advance and are subject to approval based on operational needs.



20: Termination of Employment

Employment may be terminated by either party with a written notice period of 30 days. Grounds for dismissal may include gross misconduct, repeated breaches of conduct, or failure to meet performance standards. Staff have the right to appeal decisions through the grievance procedure.



Appendices

Appendix A – Code of Conduct Acknowledgement

I, _____, confirm that I have read and understood the Staff Code of Conduct of Domino Institute of Professional Studies.

Signature: _____

Date: _____

Appendix B – CPD Log Template

Date	CPD Activity	Provider	Hours	Reflection / Learning Outcome
01/02/2025	Assessment workshop	OTHM Webinar	2 hrs	Updated knowledge on assessment planning



Appendix C – Staff Induction Checklist

Task	Completed	Notes
Welcome Meeting	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policies Overview	<input type="checkbox"/> Yes <input type="checkbox"/> No	
LMS Login Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Email Account Setup	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Health & Safety Briefing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
CPD Expectations Explained	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Role Clarification	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Contact Domino Institute

For academic, technical, or support-related inquiries, contact us at:

Email: info@dominoenglish.pk

A handwritten signature in black ink that reads 'Sikander'.

Signed:

Director, Domino Institute of Professional Studies