

Learner Code of Conduct

All Staff and associates at Wessex Training and Assessment Ltd work extremely hard to deliver the highest possible quality training.

To help achieve that there is a zero-tolerance policy regarding the following:

- Physical abuse of others.
- Verbal abuse of others.
- Sexual abuse of others.
- Sexual violence of others.
- Use of offensive language.
- Bullying and/or intimidation of others.
- Behaving in a racially or sexually offensive manner.
- Behaviour in a way which is offensive to those with learning or, physical disabilities.
- Attending training or reviews under the influence of drugs or alcohol.
- Viewing extremist materials through Swatpro IT devices
- Distributing extremist materials
- Criminal damage
- Discrimination against protected characteristics.
- Peer on Peer abuse

In addition, the following rules apply:

Health and Safety:

Wessex considers that all incidents of personal injury are preventable and that all it's Employees, Associates and Visitors have a right to expect a safe place of work.

- a. It requires all Learners to take **personal responsibility** for their compliance with the company's and Employer's health and safety policies, procedures, and safe working practices.
- b. Failure to follow safe working practices or, any unsafe behaviour may result in removal from the training programme.

In addition, any act considered a serious violation of Wessex/Employer health and safety standards will be treated as a case of gross misconduct and could lead to summary removal from the training programme. Violations will include but are not restricted to:

- **Deliberate and dangerous misuse of tools and equipment.**
- **Interfering with equipment and facilities which could create unsafe conditions or injury to yourself or others.**
- **Unauthorised use of equipment or facilities.**
- **Operation of equipment, plant, or machinery which you have not been trained to use.**

Any other act deemed to be a serious violation may similarly result in the immediate removal from the centre and permanent exclusion from the training programme.

Training/Workplace Facilities and Equipment:

Learners are expected to always act reasonably whilst in the training/workplace premises. This includes respecting the buildings, furniture, equipment, facilities, and the environment.

Your Commitment:

During your programme induction the company's Code of Conduct will be explained fully. Every learner is expected to sign confirming they have received a copy of the code and their agreement to abide by it during their time with Wessex Training & Assessment Ltd.

Staff will ensure compliance with the policies, procedures and codes of conduct described above to ensure everyone achieves the maximum benefit from their training programme and our training facilities. Before commencing their programme each learner has to commit to the following:

- Ensuring visits are arranged with your workplace.
- Ensuring suitable space is set aside for visits.
- Keeping appointments booked with your trainer(s), tutor (s).
- Arriving on time for each session fully equipped, committed to learning and ready to begin.
- Comply with safe working practices, training centre safety rules.
- Listening, respecting, and co-operating with the course tutor on all aspects of training.
- Helping, supporting and cooperating with other Learners attending the programme and offer peer support where acceptable/appropriate.
- Asking questions regarding things you are not sure of or unclear about.
- If unable to attend, you must let us know by telephoning the centre on 01305 770007
- More than 24 hours' notice must be given for any cancelled appointments.
- Completing any work actioned by your trainer and employer against agreed timescales.
- Taking pride in submitting high quality evidence.
- Any concerns you have with your progress, discuss with your trainer.
- Completing expected work to meet your targets and to ensure you are always on or even ahead of expected progress.
- Switching mobile phones off during training/work/tests.
- Creating appropriate space to undertake online workshops and reviews.

Our Commitment:

Whilst delivering your Training - Wessex will:

- Provide you with supportive and constructive feedback regarding training completed and progress being made towards your qualification/standard.
- Work with you and where relevant, your employer to identify skill areas which need to be developed and improved and to help you learn new techniques and methods of working.
- Provide you with any tools or equipment required whilst training.
- Be available by email, phone, or letter to answer any queries you may have relating to your training during and after the completion of your programme with us.
- Ensure compliance with safe working practices/training centre safety rules.
- We will work with you to support your well-being needs

Learner Code of Conduct Declaration:

I confirm I have read and understand the above and agree to abide by the Code of Conduct at all times:

Full Name:		Date:	
Signed:		Training Programme:	

Learner Training Rules

In addition to complying with our Code of Conduct, all Learners agree to adhere to the following rules:

1. Abide by Health & Safety rules. Breaching Health & Safety rules may result in you being asked to leave the session and, where relevant your Employer/Provider will be informed.
2. Adhere to our COVID-19 protocols, policies, and procedures.
3. Always wear appropriate PPE in the centre/workplace.
4. All instructions given by the trainer must be adhered to.
5. Be prompt to each training session. Registers are taken and attendance is monitored. Where applicable, absence and lateness will be reported to your Employer/Provider and our funding providers.
6. All assignments and work set must be handed in on time and to you must follow your Individual Learning Plan.
7. Strictly no eating or drinking in the classrooms.
8. Smoking Cigarettes, E Cigarettes and Vaping is only permitted in the designated Smoking Shelter.
9. Energy drinks must not be consumed on the premises.
10. Mobile phones must be turned off (**not on silent**) and only used during allocated breaks. Failure to do so may result in the phone being confiscated until the end of the session.
11. Respect everyone's work/tools/workspace/personal property.
12. All damaged equipment must be reported to the trainer immediately.
13. No iPods/headphones or similar equipment are to be used during sessions.
14. Alcohol or drug use is strictly forbidden. If you are suspected to be under the influence of drink or drugs your Employer/Parent/Guardian/Provider will be informed and you may be removed from your course permanently.
15. All work submitted for your portfolios should be your own work. Any portfolio where work is found to have been plagiarised will be rejected by the Awarding Body and could result in your permanent exclusion.
16. Treat all learners, staff and visitors with respect and courtesy at all times.

Learner Training Rules Declaration:

I confirm I have read and understand the above and agree to always abide by training rules.

Full Name:		Date:	
Signed:		Training Programme:	

