



## Learner Code of Conduct Policy

### COVER SHEET

#### Document Control

<b>Document Title</b>	Learner Coe of Conduct Policy
<b>Document Owner</b>	Managing Director (Idalina De Jesus)
<b>Latest Review Date</b>	28.06.22
<b>Review Period (annual, quarterly etc)</b>	Every six months
<b>Next Planned Review Date</b>	03.02.23
<b>Status of this version</b>	Reviewed and updated in June 2022

#### Version History

Version Date	Version Number	Comments	Reviewer	Approved by	Date Approved	Approver Signature
28.06.22	1		Quality Manager (Jane Richardson)	Managing Director (Idalina De Jesus)	28.06.22	Counter signed DocuSigned by: <i>Jane Richardson</i> D21CC7DF54DF4EE...

**Location:** C:\Users\Jane\School of Marketing Dropbox\Policies\Policies and Procedures\AGREED POLICIES



### **Scope**

The world of apprenticeships is a growing community with people of all ages, backgrounds, experience, and knowledge.

**School of Marketing** are passionate about the learner journey, and we want to make sure everyone is welcomed and included, this includes the group learning delivery sessions and the WhatsApp group communities.

It is important that within these communities that learners are in a safe environment to build relationships with others along their apprenticeship journey.

It is important to **School of Marketing** that the expectation is that learners always conduct themselves in a professional and respectful manner towards others e.g your tutor, skills coach, your employer and any other person who is supporting you.

### **Having Values and expected behaviors**

- Attendance to certain learning sessions are mandatory and it is the expectation that you attend as these are a core requirement of your apprenticeship.
- Understanding emotional intelligence and the impact your actions or words can have on others and respecting the beliefs and values of others
- Have a positive commitment to your learning
- Show respect to others
- Abadie by our Plagiarism, Cheating and Collusion Policy

**School of Marketing** encourage you to interact and network with others in the apprenticeship community and always treat everyone with respect.

During conversations within the community there will be different opinions and beliefs, these topics are not to be avoided but respected and sometimes in a sensitive manner.

### **Behaviors deemed unacceptable**

- Violence or incitement of violence towards others
- Offensive comments related to race, religion, gender, disability, physical appearance, ethnicity, or religion
- Inappropriate social contact or comments
- Sharing of private conversations with others who were not present
- Use of drinking alcohol to excess and the use of illegal drugs

### **Reporting Unacceptable behaviors of others**

Its is expected that if you think you or a fellow apprentice is at risk of harm you must reports this to your tutor or skills coach who will support and if needed will report this to the School of Marketing Safeguarding officer.



Examples:

- Physical harm from others
- Concerns of mental or physical abuse
- General wellbeing