



## Student Code of Conduct

| Document Ownership                                      |            |                |                                          |
|---------------------------------------------------------|------------|----------------|------------------------------------------|
| Policy owned by:                                        |            |                | Operations –                             |
| Policy written by:                                      |            |                | Sophie Gilmore                           |
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| All changes to this document are recorded in this table |            |                |                                          |
| Version                                                 | Date       | Author         | Changes                                  |
| 1.0                                                     | 08/08/2024 | Sophie Gilmore |                                          |
| 1.1                                                     | 22/01/2025 | E. Nicholson   | Section 5 –substance abuse amended       |
| 1.2                                                     | 29/08/2025 | Patsy Crocker  | Reviewed for completeness; no amendments |

## **Introduction**

This Code of Conduct outlines the standards of behaviour expected from all apprentices at Hybrid Training Centre. The purpose is to foster a respectful, productive, and safe learning environment where everyone can thrive.

### **1. Respect and Professionalism**

**Respect for Others:** Treat all staff, fellow students, and visitors with courtesy and respect, regardless of background, beliefs, or opinions.

**Professional Behaviour:** Maintain a professional attitude during all activities. This includes punctuality, appropriate attire, and a positive attitude towards learning.

**Communication:** Use respectful and professional language in all forms of communication, including verbal, written, and digital.

### **2. Attendance and Punctuality**

**Attendance:** Attend all scheduled training sessions and activities. Notify your tutor in advance or ring Hybrid reception on 0151 524 2951 if you are unable to attend due to illness or another valid reason.

**Punctuality:** Arrive at least 5 mins prior to the start time for all training sessions, workshops, and meetings. Consistent tardiness may lead to disciplinary action.

### **3. Commitment to Learning**

**Active Participation:** Engage fully in all learning activities, including practical exercises, discussions, and assessments. Always wear full uniform, including workwear trousers and safety boots for all sessions in workshop and classroom.

**Preparation:** Come prepared for each session, having completed any assigned work or reading.

**Continuous Improvement:** Be open to feedback and strive to improve your skills and knowledge throughout the apprenticeship.

### **4. Integrity and Honesty**

**Academic Integrity:** Complete all assignments, exams, and practical tasks honestly and without unauthorized assistance. Plagiarism, cheating, or any form of dishonesty will not be tolerated.

**Honesty:** Be truthful in all your dealings with tutors, staff, and fellow apprentices.

### **5. Safety and Well-being**

**Health and Safety:** Follow all health and safety guidelines provided by the training centre. Report any hazards, injuries, or unsafe practices to your tutors immediately.

**Substance Abuse:** The use of alcohol or illegal substances is strictly prohibited during training hours and on the training centre's premises. This includes vapes. Students are not allowed to attend Hybrid or any related events under the influence of drugs or alcohol. Should we suspect a student of being 'under the influence' or been using drugs e.g. clear evidence of drug or alcohol odour, students will be asked to withdraw their attendance from

lessons for safety of themselves and others. If this happens on a number of occasions it may lead to dismissal from the course.

## **6. Use of Facilities and Resources**

**Respect for Property:** Treat all training centre property, including equipment and facilities, with care. Report any damage or issues immediately.

**Resource Use:** Use training materials, tools, and resources responsibly and only for their intended purpose.

## **7. Digital Etiquette**

**Appropriate Use of Technology:** Use the centre's computers, internet, and other digital resources for educational purposes only. Do not engage in activities such as unauthorized downloads, gaming, or accessing inappropriate content.

**Social media:** Maintain a professional presence online. Do not post negative or defamatory content about the training centre, staff, or fellow apprentices.

## **8. Confidentiality and Data Protection**

**Confidentiality:** Respect the privacy and confidentiality of the training centre's information and the personal data of others. Do not disclose confidential information without proper authorization.

**Data Protection:** Adhere to all data protection policies and guidelines provided by the training centre.

## **9. Disciplinary Procedures**

**Non-Compliance:** Failure to comply with this Code of Conduct may result in disciplinary action, which could include verbal or written warnings, suspension, or termination of the programme/apprenticeship.

**Appeal Process:** Students have the right to appeal any disciplinary action through the appropriate channels as outlined by the training centre.

## **10. Commitment to Diversity and Inclusion**

**Inclusive Environment:** Contribute to an inclusive and supportive environment where everyone feels valued and respected.

**Zero Tolerance for Discrimination:** The training centre does not tolerate discrimination, harassment, or bullying in any form. Any such behaviour should be reported immediately.

### Acknowledgment

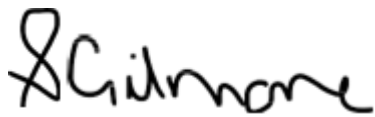
By signing below, I acknowledge that I have read, understood, and agree to abide by the Student Code of Conduct at Hybrid Training Centre.

**\*\*Student Name\*\*:** \_\_\_\_\_

**\*\*Signature\*\*:** \_\_\_\_\_

**\*\*Date\*\*:** \_\_\_\_\_

This Code of Conduct is intended to create a positive and constructive learning environment. Students are encouraged to adhere to these guidelines and contribute to the overall success of the training programme.



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**Sophie Gilmore**  
**Managing Director**

1<sup>st</sup> September 2025

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**Date**