

Learner Code of Conduct

Document Ownership	
Policy owned by:	Operations
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Version Control Table			
Version	Date	Author	Changes
1.0	08/08/2024	S Gilmore	Initial policy creation
1.1	22/01/2025	E Nicholson	Section 5 substance abuse amended
1.2	29/08/2025	P Crocker	Reviewed for completeness; no amendments
2.0	01/02/2026	S Gilmore	Major revision: renamed to Learner, added purpose/scope, enhanced safeguarding, British Values, clearer disciplinary stages

1. Purpose

This Code of Conduct sets out the standards of behaviour expected from all learners and apprentices at Hybrid Training Centre (HTC). Its purpose is to create a safe, respectful, and productive learning environment where everyone can achieve their potential.

The Code reflects HTC's commitment to safeguarding, equality, and the promotion of British Values. By enrolling on any HTC programme, learners agree to abide by this Code and understand that breaches may result in disciplinary action.

2. Scope

This Code applies to all learners and apprentices enrolled on any HTC programme, including apprenticeships, Skills Bootcamps, and commercial training courses. It applies at all times when learners are:

- On HTC premises at any venue
- Attending off-site training, assessments, or events organised by HTC
- Representing HTC at external events, competitions, or visits
- Engaging in online learning or using HTC digital resources
- At their workplace as part of an apprenticeship programme

3. Our Values and British Values

HTC is committed to promoting fundamental British Values. All learners are expected to demonstrate respect for these values, which underpin everything we do:

- **Democracy:** Respecting the democratic process, having a voice in decisions that affect you, and listening to the views of others.
- **The Rule of Law:** Understanding that laws and rules exist to protect everyone, and accepting responsibility for your actions.
- **Individual Liberty:** Exercising your rights and freedoms safely and responsibly, while respecting the rights of others.
- **Mutual Respect:** Treating all staff, fellow learners, and visitors with courtesy and consideration.
- **Tolerance:** Accepting and celebrating diversity of faiths, beliefs, cultures, and lifestyles.

4. Respect and Professional Behaviour

Learners are expected to:

- Treat all staff, fellow learners, employers, and visitors with respect, regardless of background, beliefs, or opinions
- Maintain a professional attitude at all times, reflecting the standards expected in the workplace
- Use respectful and professional language in all forms of communication, including verbal, written, and digital
- Refrain from behaviour that is aggressive, threatening, intimidating, or offensive
- Challenge discrimination, harassment, and bullying by reporting it to staff

5. Attendance and Punctuality

Good attendance and punctuality are essential for successful completion of your programme and are skills valued by employers. Learners are expected to:

- Attend all scheduled training sessions, workshops, and assessments
- Arrive at least 5 minutes before the scheduled start time
- Notify HTC reception (0151 524 2951) or your tutor in advance if you are unable to attend due to illness or other valid reason
- Provide evidence (such as a doctor's note) for absences of more than three consecutive days
- Understand that persistent lateness or unauthorised absence may result in disciplinary action and, for apprentices, may be reported to your employer

6. Commitment to Learning

Learners are expected to:

- Engage fully in all learning activities, including practical exercises, discussions, and assessments
- Come prepared for each session, having completed any assigned work or reading
- Wear appropriate attire, including full PPE (workwear trousers and safety boots) for all workshop and practical sessions
- Be open to feedback and strive to improve throughout your programme
- Meet deadlines for assignments, portfolios, and other coursework
- Take responsibility for your own learning and development

7. Academic Integrity

Honesty is fundamental to the value of your qualification. Learners are expected to:

- Complete all assignments, assessments, and practical tasks honestly and without unauthorised assistance
- Submit only work that is your own and properly reference any sources used
- Not engage in plagiarism, cheating, collusion, or any form of academic dishonesty
- Not share assessment materials, answers, or portfolio evidence with other learners
- Understand that academic misconduct is a serious matter that will be investigated under the Malpractice and Maladministration Policy and may result in disqualification

8. Health, Safety and Wellbeing

Safety is everyone's responsibility. Learners are expected to:

- Follow all health and safety guidelines and instructions from staff
- Wear required Personal Protective Equipment (PPE) at all times in workshops and practical areas
- Report any hazards, injuries, near misses, or unsafe practices to staff immediately
- Not tamper with safety equipment, fire extinguishers, or emergency exits
- Participate in fire drills and follow evacuation procedures

8.1 Substance Misuse

The use of alcohol, illegal substances, or vapes is strictly prohibited during training hours and on HTC premises. Learners must not attend HTC or any related events while under the influence of alcohol or drugs. If staff suspect a learner of being under the influence, or if there is evidence of drug or alcohol use (such as odour), the learner will be asked to leave for their own safety and that of others. Repeated incidents may result in dismissal from the programme.

HTC is a supportive environment. If you are struggling with substance misuse, please speak to a member of staff in confidence. We can help you access appropriate support services.

9. Use of Facilities and Equipment

HTC provides high-quality training facilities and equipment. Learners are expected to:

- Treat all HTC property, including equipment, tools, and facilities, with care and respect
- Use equipment only for its intended purpose and in accordance with training received
- Report any damage, faults, or defects immediately
- Return all borrowed equipment, tools, and resources at the end of each session
- Keep training areas clean and tidy
- Accept that you may be liable for the cost of repairing or replacing equipment damaged through negligence or misuse

10. Digital Conduct and Social Media

Learners are expected to:

- Use HTC computers, internet, and digital resources for educational purposes only
- Not access inappropriate, offensive, or illegal content

- Not download unauthorised software or files
- Maintain a professional online presence at all times
- Not post negative, defamatory, or confidential content about HTC, staff, employers, or fellow learners on social media
- Comply with the Acceptable Use of IT Policy

11. Confidentiality and Data Protection

Learners are expected to:

- Respect the privacy and confidentiality of HTC information and the personal data of others
- Not disclose confidential information about fellow learners, staff, or employers
- Protect your own login credentials and not share them with others
- Comply with all data protection requirements as outlined in the Data Protection Policy

12. Safeguarding

HTC takes safeguarding seriously. Learners should:

- Report any concerns about their own safety or the safety of others to a member of staff or the Designated Safeguarding Lead
- Be aware of the signs of abuse, neglect, radicalisation, and exploitation
- Not engage in behaviour that could radicalise, exploit, or harm others
- Know that HTC staff are trained to support learners and will treat concerns confidentially and sensitively

13. Equality, Diversity and Inclusion

HTC is committed to creating an inclusive environment where everyone is treated with dignity and respect. Learners are expected to:

- Contribute to an inclusive and supportive learning environment
- Not discriminate against, harass, or bully any person on any grounds
- Challenge prejudice and discrimination when they encounter it
- Report incidents of discrimination, harassment, or bullying to staff immediately

14. Disciplinary Procedure

Breaches of this Code of Conduct will be dealt with through the Learner Disciplinary Procedure. The stages are:

Stage 1 - Verbal Warning: For minor first-time breaches. Recorded on file.

Stage 2 - Written Warning: For repeated minor breaches or more serious misconduct. Letter issued to learner and, for apprentices, to employer.

Stage 3 - Final Written Warning: For continued misconduct following earlier warnings. Clear statement that further breaches will result in dismissal.

Stage 4 - Dismissal: For gross misconduct or continued breaches following final warning. Permanent removal from the programme.

Serious misconduct, including violence, theft, possession of drugs or weapons, or any behaviour that puts others at risk, may result in immediate suspension and dismissal without progressing through earlier stages. Learners have the right to appeal any disciplinary decision through the Appeals Policy.

15. Getting Help and Support

If you are struggling with any aspect of your programme, personal circumstances, or wellbeing, please speak to a member of staff. HTC provides a range of support services and can help you access external support where needed. Key contacts include:

- Your tutor or skills coach for programme-related support
- Reception: 0151 524 2951 for general enquiries and absence reporting
- Designated Safeguarding Lead for safeguarding concerns
- Head of Quality for complaints or concerns about your programme

Acknowledgement

By signing below, I confirm that I have read, understood, and agree to abide by this Learner Code of Conduct. I understand that breaches may result in disciplinary action, up to and including dismissal from my programme.

Learner Name: _____

Learner Signature: _____

Date: _____

Sophie Gilmore

Group CEO

Date: _____