

## Apprentice Code of Conduct

During your course induction, you have been given the opportunity to agree a group Code of Conduct. This will constitute an agreement you have made with your colleagues and trainers.

We recognise that you are undertaking an apprenticeship to gain qualifications to help you progress in your employment. We therefore have the same expectations of you that your current or any other employer or professional organisation would have of its employees. So that you can make the most of your training at Floorskills, it is important that you understand that your Conduct is also governed by a standard code as below.

During your training here, you are committing yourself to:

- Treat members of our centre’s diverse community and the training environment with respect and consideration.
- Work hard to achieve your targets for aspiration, attitude, attendance and achievement.
- Attend, on time, all timetabled classes, activities and individual/group tutorials/learning support.
- Please attend the centre in appropriate workwear
- Meet deadlines set for the completion of work.
- Actively engage within the workplace experience within your programme.
- Contribute to Floorskills Centre life and the wider community.
- Report any absence by phone or email no later than 9.00am on the day of absence.
- Report unsafe, discriminatory or bullying behaviour.

Unless agreed by your trainer/assessor, do not:

- Bring food or drink into lessons although bottled water may be allowed. Refreshments are available within the centre.
- Use mobile phones, MP3, tablet or other portable digital devices, unless pre-authorized and agreed with training staff.

In addition, you are reminded:

- Not to use foul or abusive language or engage in disruptive behaviour.
- That the centre does not tolerate bullying of any kind and any evidence of bullying, including cyber bullying, will result in disciplinary action.
- That it is a criminal offence to carry knives, guns or any other offensive weapon on training premises unless specifically required for the training you are attending. If you are found to be in possession of any such weapon you may be permanently excluded from training centre.
- Please do not bring any visitors to the centre who are not undertaking a training course with us.
- You must not bring any non-prescription drugs or alcohol onto the premises or be under the influence of any drugs or alcohol whilst at college.
- The centre is a no-smoking environment (this includes electronic cigarettes)
- To adhere to centre safety requirements whilst undertaking your training.
- That non-attendance/poor behaviour and lateness will affect your achievement.
- Your hours in centre will be 10am-5pm (Monday’s only) for each block release to us and 9am-5pm thereafter for all remaining days, please do not arrange to leave the centre any earlier than these times as these hours are necessary for the programme.

Learner Name:		Learner Signature:		Date:	
Tutor Name:		Tutor Signature:		Date:	