



West Berkshire Training Consortium Apprentice Code of Conduct

When attending WBTC, there are standards that we and your employer expect. Attending off-the-job training requires the same level of commitment, behaviour and professionalism as would be expected in the workplace.

Please read the points below and sign this document to confirm that you understand the requirements of this Code of Conduct.

Requirements:-

- I agree to adhere to all WBTC's policies and procedures as explained during my Onboarding Training session.
- I will treat people how I would like to be treated – this includes other learners, staff and visitors. This means showing mutual respect and tolerance to all.
- I will respect and listen to other's opinions and will only debate these in a professional manner.
- I will respect training room equipment and surroundings including the Memorial Garden and take responsibility for leaving training rooms tidy.
- I will only use my mobile phone for emergencies or as instructed by a Tutor. Mobile phones should be on silent and away. If I need to take an urgent call, I will ask the Tutor and take it outside of the training room.
- I will wear appropriate clothing at work and training.
- IT must only be used according to the Tutor's instructions. Computers will be turned off during break periods.
- I will contact WBTC if I am unable to attend training and inform my employer of the non-attendance, as per my contract terms with my employer.
- I will attend and engage in all sessions that I am required to attend.
- I will be on time for all training sessions.
- I will avoid taking time off on college/training days, however, if this is required I will discuss with WBTC and my employer prior to the time off.

Consequences:-

If any of the requirements above are breached the following actions will be taken:

- In the event of not following WBTC's policies and procedures, you will be asked to leave the premises and your Training Consultant and employer will be informed and a formal meeting arranged.
- Disrespectful behaviour will be addressed immediately, dealt with appropriately and your employer will be informed.
- If mobile phones are used during training sessions without authorisation you will be asked to leave the training session and your employer will be informed.
- Clothing that is deemed inappropriate e.g. offensive logos or overly revealing will result in you being asked to go and change and your employer will be informed.
- Lack of engagement and/or disruption/poor behaviour may result in you being asked to leave the session. Your Training Consultant will be informed who will then discuss this with your employer.
- If you are over 10 minutes late for a training session and have not informed WBTC you may be asked to leave and return to work and your employer will be informed.
- In the event of non-attendance to college/training your employer will be informed.

***If you are sent away from training by a tutor you ARE EXPECTED to return to work**

These requirements are not exhaustive and any behaviour which the tutor considers to have a negative impact on the learning, safety or well-being of others will be subject to appropriate action as instructed by the Work Based Learning Manager.

Any breach of the requirements listed in this Code of Conduct may impact on your Apprenticeship and employment.

I agree to WBTC's Code of Conduct and understand the consequences of not following these whilst undertaking training with WBTC.

Name: _____

Signature: _____

Date: _____