

WBTC

Learner Charter and Code of Conduct

WBTC are committed to providing you with a quality learning experience to help you achieve your goals in a timely and structured way. We will support you to strive to be your very best and to open opportunities for your future.

To uphold our commitment you can expect WBTC to:

- Uphold our vision and ethos to support the shaping of your future
- Offer impartial information, advice and guidance to enable you to identify the choices best for you.
- Provide an Onboarding session that will help you to get to know us, your course and key staff involved in your programme of learning
- Involve you in discussions to ensure you are on the most appropriate programme to help you to meet your goals and aspirations
- Embed the British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs through our behaviour and interactions with you, your employers and each other.
- Support you with friendly, caring and well qualified staff
- Create an environment which is safe, where everyone is treated equally and with respect
- Provide you with facilities and equipment to support your individual learning needs
- Provide consistently high standards and creative training by professionally qualified staff
- Treat and respect you as an individual
- Promote good attitude to learning including behaviour and respect
- Provide support and guidance to ensure you get the very best from your learning
- Promote personal development including health and well-being of all learners receiving training
- Meet with you regularly to discuss your progress
- Listen to you and give you opportunities to express your views about your courses and your training provider
- Act on feedback to improve and develop our service to you

In return, we ask learners to:

- Engage fully and commit to learning opportunities.
- Maintain maximum attendance and punctuality to ensure you gain the full benefit from your learning.
- Treat other learners and staff with the respect they would expect to be treated with.
- Embrace and uphold the British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.
- Follow all our policies, procedures and practices during your time with WBTC

- Inform members of staff if you have any issues or concerns during your learning at WBTC.
- Be a reliable and committed learner, completing all work on time and to the best of your ability
- Help us to take care of the building, facilities and resources and help keep it tidy
- Take advantage of opportunities provided by WBTC to help you reach your potential, enhance your employability and personal development.
- As a learner at WBTC you will be provided with a badge when you are in the building. This should be visible at all times to prove you are a WBTC learner and returned when you leave the building.
- In addition to behaviours stated in the charter there are other responsibilities to help us to provide a safe and happy environment at WBTC. These involve behaving in a positive and supportive manner to those around us, the building, equipment and grounds.
- **Misconduct and Plagiarism** – Your Tutors will explain the ways that are not appropriate in a learning environment e.g. plagiarism – where you copy from others without permission and misconduct – where you behave inappropriately and against the standards expected whilst you are learning with WBTC
- **Attendance** is monitored for each session, if you do not attend a session and have not notified a member of WBTC staff that you will be absent, someone will contact you in the first instance or possibly your next of kin if we cannot get hold of you directly to ensure you are safe.
- **Punctuality**, you are expected to be punctual to all sessions as this is not only an important life skill it shows respect and commitment to your learning.
- **Mobile phones** should only be used when instructed by tutors during sessions
- **Dress Code** appropriate clothing should be worn in the training centre and the work place. No hats or hoodies worn in the training rooms.
- **Energy drinks** are not to be consumed on the premises
- **Drugs and alcohol** you must not attend WBTC or a work placement whilst under the influence.
- **Smoking/vaping** is only permitted in the designated area outside of lesson time.

Learners who fail to comply with this Code of Conduct will be subject to the following disciplinary procedures. If the tutor deems the offence sufficiently serious, these can begin at Stage 2 or Stage 3. 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 Study Programme Manager.

Consequences

Stage 1

1. You will be asked to stop the unreasonable behaviour.
2. You will be asked to stay back for a chat with the tutor either after the session or when requested,

Stage 2 (if appropriate)

1. A letter will be sent to parent/guardian inviting them in for a meeting with the Study Programme Manager to discuss your behaviour (under 18). Over 18 you may bring a representative for support.

Stage 3

1. You will be given a one week suspension.
2. A letter will be sent to parent/guardian inviting them in for a meeting with a senior member of staff to discuss your behaviour (under 18). Over 18 you may bring a representative for support. This may result in being asked to leave the programme.

I agree to this Code of Conduct and consequences:

Name: _____

Signature: _____

Date: _____

WBTC PUBLICITY AUTHORISATION

WBTC requests your permission to reproduce through printed, audio, or electronic means activities in which you have participated in your education program. Your authorisation will enable us to use specially prepared materials to:

Firstly train tutors and/or secondly increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites etc.

- I, as the above named learner fully authorise and grant WBTC the right to print, photograph, record and edit as desired, the biological information, name, image, likeness, and/or my voice on audio, video, film, slide or any other electronic and printed formats, for the purpose of stated or related to the above.
- I understand and agree that use of such recordings and/or images will be without any compensation to the learner.
- I understand and agree that WBTC shall have the exclusive right, title and interest, including copyright in the recordings and/or images.
- I do understand and agree that WBTC shall have the unlimited right to use the recordings and/or images for any purpose stated or related to the above.

My signature shows that I have read and understood the release and I agree to accept its provisions.

Signature:
Please add a comment if you do not wish to consent:

WBTC FINAL CONFIRMATION

I can confirm I agree with the above plan and that I have:

- agreed my training plan and understand that my training will take place with WBTC and my employer
- read and understand all the policies included as part of my Learning Plan

Learner name:	
Learner signature:	
Date:	



Developing talent, shaping the future

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