

Apprentice Code of Conduct

Davidson Training UK Limited provide an inclusive approach to learning. We believe that Apprentices should be treated with respect by their trainers, employers and our staff. In return, we also expect and anticipate that Apprentices will behave respectfully towards both other people and their training programme.

This Code of Conduct applies to all learners during the time they spend on their Apprenticeship Programme. Davidson Training UK Ltd promotes British Values and these are embedded into the Code of Conduct for all staff and all apprentices. These are ***Individual Liberty, Democracy, Rule of Law, Mutual Respect and Tolerance of those with different Faiths and Beliefs.***

Your employer will also have their own Code of Conduct that will required to be followed.

As a learner with Davidson Training UK Ltd you are expected to follow the outlined expectations below:

Behaviours

- Be punctual and attend all sessions as required.
- Ensure that mobile phones are turned **OFF** during your training session.
- Arrive with all the necessary equipment and materials.
- If you unable to attend a pre-booked training session with your Trainer, please notify them no later than by 8:30am on the day of the planned training
- To achieve agreed targets to the best of your ability and within the agreed deadline.
- Be organised and make good use of study time.
- Be committed to your programme of study, work hard and to the best of your ability.
- Accept responsibility for your own learning and ask for help when you need it.
- Meet all of your work deadlines and make sure that the work you submit for assessment is your own.
- To notify your Trainer of any changes to personal details
- Participate in an initial induction process at the start of the programme and complete an Initial Assessment, Skills Gap Analysis and Skills Tracker to establish your entry status and possible support needs.
- Agree action plans and set self-stretching targets with your Trainer.
- Inform your Trainer with advanced notice if you are unable to meet deadlines or of any difficulties experienced.
- Demonstrate mutual respect and behave courteously, responsibly and safely towards fellow learners, colleagues, your employer and Davidson Training UK Ltd staff.
- Make learning successful for everyone by behaving in a way that promotes a cooperative, positive and productive working environment.
- Take opportunities offered to contribute to the learner surveys and the democratic process of change.

- Comply with all **Employer and Davidson Training** Policies and Procedures.
- Respect the right of all individuals to be free of harassment of any kind, whether sexual, racial or otherwise – do not engage in any type of bullying or harassment of any kind, including by text or online.
- Do not consume or bring any alcohol or illegal substances to the workplace environment, as this will lead to a disciplinary investigation and police involvement.

Health, Safety and Security

- Please adhere to all Davidson Training Policies and Procedures in particular the Health & Safety procedures.
- Respect the property of Davidson Training staff, your Employer, other learners and visitors.
- Take responsibility for your use of ICT and make sure that such usage is safe, responsible and legal.
- Wear any Personal Protective Equipment (where applicable).
- To behave responsibly and with consideration to the health and safety of others.
- Do not behave in any way that endangers yourself or others safety or disturbs other learners.
- Report any concerns you feel may jeopardise yourself or others to your Trainer.

Respect the environment

- Help to keep the workplace clean and tidy by disposing of your rubbish using the bins provided.
- Only print documents when necessary.
- Only smoke in the designated areas.

Health and Wellbeing

We have a duty of care towards our Apprentices and all young people and vulnerable adults.

- If you have any concerns with regards to your health and wellbeing, please speak to your trainer or call us direct on **01375 480088**. The Safeguarding Lead is Lorraine Bunyard. We shall remain confidential throughout.
- If you have any concerns regarding your personal safety, please call us or speak to your trainer. This could include areas such as grooming, harassment, bullying, radicalisation, extremism etc.