

Code of Conduct for Learners

As the Learner the Centre expects you to adhere to this Code of Conduct:

- Treat other learners and trainers with respect, courtesy and consideration, honesty .
- Attend the course as best as possible.
- Be on time for sessions.
- Dress appropriately for both in class and online sessions, (see section on etiquette)
- Participate as fully as possible in the training.
- Zero tolerance for learner to attend courses whilst not under the influence of alcohol and/or drugs
- Behaviour that is discriminatory, violent or intimidating will mean exclusion from the premises.
- Let us know if you are having difficulty with the course.
- Switch off mobile phones whilst you are in training.
- Let us know if you are going to be absent.
- Pay your fees promptly or in accordance with the Centre's policy.
- For courses with assignments, complete course work within the agreed timescale.
- For courses which are assessed, familiarise yourself with assessment regulations and procedures.
- Treat equipment, furniture and buildings with care.
- Give the trainer constructive feedback on your course.
- Complete any learner surveys the Centre conducts.
- To have standards of classroom behaviour even if the course is online (See Netiquette Policy)
- To be available as Tutors, Director of Education and Administrator to answer your questions