

Logical Training - Learner Code of Conduct

Logical Training aims to provide all of its learners with the support and guidance they need to achieve success. The Learner Code of Conduct sets out the standard of conduct that Logical Training expects of its learners, so that everyone can undertake their training in a supportive and nonthreatening environment.

All learners are expected to adhere to the code of conduct and a breach of this code may lead to a learner being removed from their programme of learning. The code of conduct applies to all teaching and learning activities and training.

Our expectations of all learners are:

- to behave in a responsible manner that will help to foster mutual respect and understanding between all members of Logical Training.
- to behave and communicate in ways that do not unreasonably offend others. Examples of unreasonably offensive behaviour include using abusive or obscene language and engaging in any form of discriminatory or anti-social behaviour.
- to show courtesy and respect to all, regardless of culture, ability, race, gender, age or sexual orientation.
- to show a positive commitment to their own development and learning and respect for another learners' development.
- to comply with reasonable requests of members of staff.
- to arrive punctually for any learning and assessment activity, including workshops, 121's and exams
- online learners are required to switch on cameras (unless pre-agreed) so they are able to fully engage and interact with the tutor and other learners.
- to inform the Tutor if unable to attend any planned activity.
- to adhere to Logical Training's Health and Safety policy and E-safety policy and to any other policies or specific requirements that apply to areas where they work.
- to submit genuine and authentic pieces of work in line with our Malpractice and Plagiarism Policy.
- to complete/produce all necessary documentation in a timely manner as required by the Education & Skills Funding Agency, End-Point Assessment Organisations and Awarding Bodies.
- to act within the law and not to engage in any activity or behaviour that is likely to bring the Logical Training into disrepute.

Where it is alleged that a learner has breached the Learner Code of Conduct, the matter shall be dealt with by the tutor via discussion with the learner. The tutor will decide if there is a need to escalate the matter as misconduct to Logical Training Managers and/or the learners Line Manager.

Misconduct

Any actions or behaviour which are considered as misconduct may result in a learner's exclusion from their Apprenticeship Programme.

Examples of misconduct include:

- Failure to follow Health & Safety Regulations.
- Conduct which prevents, obstructs, or disrupts teaching, learning or administrative activity.
- Breaching our Malpractice and Plagiarism Policy.
- Failure to follow reasonable instructions.
- Repeated non-attendance or lateness*
- Not notifying Logical Training with regard to absences.
- Disorderly behaviour or the use of bad or abusive language.
- Causing damage to premises, equipment or property of others.
- Interference with software belonging to or used by Logical Training.
- Behaviour or language which is offensive to others.
- Lack of commitment and appliance to own learning and development.
- Misuse of the online learning platforms.
- Misuse or unauthorised distribution of intellectual property belonging to Logical Training including programme content, printed and digital support materials.

*Where multiple absences or lack of progress occurs, the following actions/schedule will be followed:

- 1st missed workshop – where possible, the session resources will be provided to the learner and the associated learning activities can be completed independently, with tutor support available where needed. Where this is not available, the workshop will be re-scheduled on a 121/small group basis.
- 2nd missed workshop and subsequent workshops – where the learner drops back in progress from the rest of their cohort, there may be a need to move the learner into a cohort that matches their current progress – meaning that the expected end date for completion will be extended. This will be addressed on a case by case basis with tutor, manager and learner.
- Where the learner has not caught up with learning and/or has not started to attend regularly then they may be taken off the programme or be put on a Break-in-Learning until attendance/engagement issues are resolved.

Disciplinary Procedure

Except in circumstances which are considered acts of gross misconduct, in the first instance, a representative of Logical Training will bring the issue to the attention of the learner and discuss actions to prevent further issues.

If behaviour continues to be unacceptable/disruptive to the learning of others, they may be asked to leave the activity and there will be further discussion/consultation with the employer. If behaviour is disrespectful to others or is otherwise considered to be gross misconduct, the learner will be asked to leave immediately. In the event of hostile behaviour towards others or suspected illegal activity, Logical Training will support a decision to contact the police. In all instances, Logical Training will respect the decision of the Logical Training representative involved in the situation.