



Learner Code of Conduct

Responsible Officer	Company Owner R. Barkwell 
Author	Centre Manager
Current Issue Date	January 2021
Next Review Date	January 2023
Version	3



Contents

1	Our Training Centre Commitment to Learners	3
2	Commitment Moor Training expect from Learners.....	4
3	Unacceptable Behaviour	5



1 Our Training Centre Commitment to Learners

We will:

1. Value all people equally, regardless of age, disability, sex, race, religion, or belief, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership, in accordance with the Training Centre's Equality and Diversity Policy.
2. Always put your personal safety first and provide you with a safe environment in which to learn, always acting on safeguard concerns you might have.
3. Give you opportunities and support to improve your health and emotional wellbeing.
4. Provide opportunities for you to give us feedback through the 'Learner Voice' programme.
5. Provide information, advice and guidance on progression, employability and career opportunities.
6. Support you in your learning and wherever possible, provide resources which meet your individual needs.
7. Set goals with you that are challenging but achievable.
8. Ensure that assessment of your learning is clear, regular and constructive.
9. Give you regular feedback on your progress.
10. Deal promptly and fairly with any complaints or concerns you may have.



2 Commitment Moor Training expect from Learners

We expect you to:

1. Have your Visitor Badge with you at all times whilst at the Training Centre and your CSCS Card with you at all times whilst on site. Keep yourself and others safe at all times.
2. Have full attendance at all times whilst at the Training Centre and on site. Always aim for 100% and talk to us if you are struggling with attendance.
3. Be punctual to all times you are due to be in the Training Centre and on site.
4. Complete your work to the requirements of your course, your Assessor and by agreed/set deadlines.
5. Take responsibility for your learning by participating in all learning activities. Set yourself goals and targets and review them regularly.
6. Make learning successful for everyone by behaving in a way that promotes a co-operative and productive learning environment.
7. Play an active part in equality and diversity by respecting the rights of others and by responsibly reporting inappropriate and unsafe behaviours.
8. Value the Training Centre environment and facilities.



3 Unacceptable Behaviour

We will not tolerate:

1. Any form of discrimination.
2. Any form of bullying or physical, emotional, verbal threat to any other learner, member of staff, or visitor.
3. Any inappropriate language, disrespectful behaviour, violence or abuse toward any other learner, member of staff, or visitor.
4. Any unsafe actions that put others at risk.
5. Any behaviour or actions which promote or instigate violent extremist views or ideas, including online activity.
6. Anyone coming on to the Training Centre or going out on site under the influence of illegal drugs, alcohol, solvents or any other harmful substances.
7. The use, possession or sale of alcohol, illegal drugs, solvents or other harmful substances.
8. The carrying of any weapon or use of any item as a weapon.
9. Behaviour which causes a disruption to the learning of others.
10. Any copying of the work of others (plagiarism) and any academic or exam misconduct.
11. The use of mobile phones/smart watches or other electronic devices in any teaching sessions.
12. Smoking (including e-cigarettes) on the Training Centre site unless at the designated smoking areas.
13. Any damage to the Training Centre's property or possessions or to that on site.