

Candidate/apprentice Code of Conduct

Skills4Stem provides an inclusive approach to learning. We believe that candidates/apprentices should be treated with respect by their trainers, along with all Skills4Stem staff. In return, we also expect and anticipate that candidate/apprentices will behave respectfully towards both other people and their training programme.

The candidate/apprentice Code of Conduct sets out expectations for candidate/apprentice behaviour and the procedures that Skills4Stem uses to resolve matters when candidate/apprentice behaviour is unacceptable.

Introduction

Our code of conduct applies to:

- Both tutor-led/face-to-face courses and assessments, and any online programmes.
- The candidates/apprentices enrolled on the programme and their employers.

A candidate/apprentice is any individual enrolled on any Skills4Stem programme. This includes:

- Tutor-led course and/or assessment.
- Delegates enrolled, from point of registration, that are undertaking a programme that includes a series of tutor-led courses/assessments and any online programmes.

All candidate/apprentices are expected to adhere to the code of conduct.

- A breach of the code of conduct may lead to a candidate/apprentice being excluded from the programme(s) of learning they are undertaking.
- Candidate/apprentices always have the right to see material that is kept on file and to request its removal if it is found to be incorrect.
- Candidate/apprentices are individuals enrolled/booked on a training or assessment programme or registered with Skills4Stem. Candidate/apprentices are representing their own or employer's business whilst attending a course. Employers will be considered responsible for their employees' behaviour and may be liable for any damage because of misconduct.

We ask that you:

- Respect others, regardless of culture, ability, race, gender, age, or sexual orientation.
- Are courteous and respectful of host venues and our facilities.
- Show a positive commitment to your own development and learning.
- Show respect for another candidate/apprentices' development.
- That you attend and arrive punctually to training/assessment events that you have been scheduled to take.
- That you cooperate with other candidate/apprentices, trainers, host venue staff and Skills4Stem team.
- Understand that candidate/apprentices progress at different paces.
- Understand that there is a certain amount of necessary paperwork which must be completed by each candidate/apprentice.
- Take care of equipment, facilities and buildings and show respect for another person's property.
- Abide by our Plagiarism and Malpractice Policy.
- Take due notice and care of your own health and safety and respect for others well-being.

Misconduct

The following are examples of behaviour which are considered as misconduct and may result in a candidate/apprentice's suspension or exclusion from a programme of study.

- Failure to follow Health & Safety Regulations and / or instructions.
- Conduct which prevents, obstructs, or disrupts teaching, learning or administration of either tutor-led training/assessment or online Programmes.
- A breach of our Plagiarism and Malpractice Policy
- Disruption to a training course or assessment, either directly or by lack of cooperation, that affects other candidate/apprentices on the programme.
- Failure to follow the reasonable instructions and requests of the trainer or a representative of Skills4Stem or host venue.
- Disorderly behaviour or the use of bad or abusive language.
- Causing damage to the premises, equipment or property of another candidate/apprentice, the trainer, host venue or Skills4Stem.
- Interference with software belonging to or used by Skills4Stem.
- Behaviour or language which is racially or sexually offensive, or which is offensive to those with disabilities.
- A lack of commitment and appliance of the candidate/apprentice to their own learning and development by attendance at the training course.
- Misuse of facilities and materials both on and offline.
- Misuse or unauthorised distribution of intellectual property belonging to Skills4Stem or their external partners. This includes programme content, printed and digital support material and any online courses.

The following are considered examples of gross misconduct.

- Violence or a threat of violence.
- Drunkenness or illegal use of drugs whilst on the premises of a host venue or attendance at a training course/assessment.
- Activity that is classified as illegal whilst attending a training or assessment event.
- Failure to follow health and safety instructions that may cause or have caused serious injury.

Disciplinary Procedure

Except in circumstances which are considered acts of gross misconduct, in the first instance, the trainer or another Skills4Stem representative will respectfully bring the issue to the attention of the candidate/apprentice and discuss, where necessary, to prevent further issues. If a candidate/apprentice's behaviour continues to be unacceptable or causes disruption to the learning of others, they may be asked to leave the training room pending further discussion or consultation with their employer. If their behaviour is considered disrespectful to other candidates/apprentices, the trainer or host venue, or is otherwise considered to be gross misconduct, the candidate/apprentice will be asked to leave the site immediately.

In the event of hostile behaviour towards the trainer, other candidates/apprentices, host venue staff or members of the public, or involvement in suspected illegal activity, Skills4Stem will support a decision to contact the police. In all instances, Skills4Stem will respect the decision of the trainer or representative on site.

Following an event where it has been necessary to remove a candidate/apprentice from a programme, an investigation will take place, taking note of statements provided by the candidate/apprentice, trainer, and other eyewitness accounts.

Where it is found that a candidate/apprentice was removed from a course with due cause, they will only be accepted back onto future learning programmes on the condition their behaviour improves. Their employer will be held accountable for any damage resulting from the inappropriate behaviour and may also be restricted

in their access of future courses. No refund or credit will be made for loss of places (or other bookings) where a candidate/apprentice has been refused future training. If it is identified that the removal of the candidate/apprentice was inappropriate, Skills4Stem will accommodate the candidate/apprentice, without charge, as soon as possible.

Written By	Revision Date	Revision Number	Approved By	Review Date
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