



Genius Junction

Learner Code of Conduct



Policy Context

Genius Junction is a private Training Provider of work-based apprenticeship programmes in a variety of vocational areas. GENIUS JUNCTION has a direct contract with Education and Skills Funding Agency (ESFA) to deliver apprenticeship programmes and works closely with relevant awarding organisations and End Point Assessment Organisations (EPAO) for qualifications we offer as part of apprenticeship Standards.

We believe that apprentice/learners should be treated with respect by their tutor/assessors, and all Genius Junction staff. In return, Genius Junction expects and anticipates that apprentice/learners will behave respectfully towards other people and anyone involved with their training programme.

The Genius Junction Apprentice/learner Code of Conduct sets out expectations for apprentice/learner behaviours and the procedures that GENIUS JUNCTION uses to resolve matters when apprentice/learners' behaviours are unacceptable

Policy

This policy outlines the acceptable behaviour that an apprentice should conduct during his/her course of apprenticeship program. The GENIUS JUNCTION Code of Conduct applies to all tutor-led/face-to-face teaching and learning sessions, assessments, and any online programmes. All apprentice/learners are expected to adhere to the Code of Conduct. A breach of the Code of Conduct may lead to an apprentice/learner being excluded from the programme of learning they are undertaking.

Apprentice/learners have the right, always, to see material that is kept on file and to request GENIUS JUNCTION its removal if it is found to be incorrect.

Apprentice/learners represent their employer's business whilst on their apprenticeship programme.

Employers will be considered responsible for their employees' behaviours and may be liable for any damage because of misconduct.

We ask that Apprentice/learners:

- Respect others, regardless of age, race, religion or belief, sex and sexual orientation, disability, pregnancy and maternity/paternity, gender reassignment, marriage, or civil partnership
- Are courteous and respectful of employer premises and training provider venues
- Show a positive commitment to their own development and learning
- not attend work or training under the influence of alcohol or drugs.
- Show respect for another apprentice/learners' development



- Attend and arrive punctually to training/assessment sessions and events that they have been scheduled to take
- Co-operate with other apprentice/learners, tutors, and GENIUS JUNCTION staff
- Understand that apprentice/learners progress at different paces and therefore group sessions will take this into account with teaching delivery
- As a rule, all information received while training, no matter how it is received, should be regarded as sensitive and confidential. Apprentices should use their discretion regarding these matters, should refer to the Data Protection Policy and the requirements of the Freedom of Information Act and, if in doubt, should seek advice from the Head of Apprenticeships.
- Understand that there is a certain amount of necessary paperwork which must be completed by each apprentice/learner to enrol them on the programme and capture their progress throughout their apprentice/learner journey

Approved By:

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