



Learner Code of Conduct

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Purpose

MI Education and Training has high expectations of its learners, in order to ensure that everyone has the best possible experience throughout their apprenticeship. Below lays out the expectations for learners in the workplace, at training, during their assignments & examinations and during any assessment activities with their Learning & Development Coach (LDC). Failure to comply with these expectations can result in consequences which might include:

- Employers being informed of misconduct (this will happen with any breach of the code of conduct)
- Learner subject to disciplinary hearing at work
- Learner being asked to leave a course and re-attend at a later date at their own expense
- Learners asked to pay compensation for intentional damages caused
- Learners asked to leave the apprenticeship

General Expectations

- We expect our learners to actively promote the British Values of democracy, individual liberty, the rule of law, and mutual respect and tolerance. These values should be reflected by our learners when they are in MI Education and Training, training centres, in the workplace and in their everyday lives.
- Learners should attend work and training courses to the best of their ability. They should recognise that employment and training courses should take precedence over personal appointments wherever possible.
- Learners should make sure that they are punctual to both work, and to MI Education and Training, training courses. If an apprentice is late to work, they should follow company procedure to report this to their line manager as soon as possible. If an apprentice is late to a MI Education and Training, training course or appointment with their LDC (whether this be planned face to face, in person or to be conducted remotely), they should make contact with the relevant person as soon as possible. Please note that emailing or texting the tutor on its own is not sufficient, as they may not be able to pick up emails when teaching.
- If you as a learner are late to an appointment with your LDC whether remotely or in person, and you have not notified them you are running late, your LDC will wait no longer than 15 minutes for you to arrive. If you have not arrived in these 15 minutes, your appointment will be cancelled and this will count as a none attendance on your behalf. Your line manager and or apprenticeship mentor will be notified of the absence.
- Learners should behave with Health and Safety at the forefront of their minds. If a learner spots anything which they feel is a risk, it should be reported to the MI member of staff if at training, or the designated person if at work.
- MI Education and Training has a zero tolerance for bullying of any kind. All matters of bullying will be taken extremely seriously. Please see our bullying policy for more information on this.

Expectations During Training and Assessment Visits

- During MI Education and Training, training or assessment visits, learners should behave in a professional manner, remembering that they are being paid by their employers to attend



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these courses. This behaviour expectation extends beyond the classroom and should be exemplified by learners on their way to/from and around the training venue.

- During MI Education and Training, training courses or assessment visits, learners should be respectful of the premises and its facilities. Deliberate damage to facilities may result in the bill being sent to the learner, and them being asked to leave the course.
- Learners should dress professionally when they attend MI Education and Training, training or assessment visits. Unless otherwise stated, business attire is expected.
- MI Education and Training has a zero-tolerance policy for the consumption of alcohol or illegal substances on its premises. Whilst MI Education and Training understands that many of our learners are above the legal drinking age, our courses are very demanding and require learners to be at their best. Therefore, we ask that learners do not drink throughout the day (for example on breaks).
- Bad language is not tolerated towards staff or during training courses or assessment visits. MI Education and Training shares many of its sites with other professionals and on many occasions training or assessment activity will be conducted the learner's premises. Learners are reminded to keep this in mind both within the classroom, and also in breakout areas.
- Learners should not use mobile phones or social media during class time or assessment visits without permission from the tutor or LDC.
- MI Education and Training has a zero tolerance for violence. If a learner behaves in a violent or threatening way, they will be asked to leave immediately. The police may be contacted.
- After training courses, learners should tidy up after themselves at the end of the day. This includes putting rubbish in the bin, clearing desks, and tidying away paperwork.
- Learners must not interfere with the tutor or LDC's laptop under any circumstances. Learners who do this will be asked to leave the course
- Learners must not tamper with any equipment in the classrooms. If learners are required to move equipment as part of their learning, this should be done with care and replaced at the end of the lesson.

Assignments and Examinations Expectations

- All work for the apprenticeship should be completed on time and to the best of the learners' ability. It is the responsibility of the learner to contact their LDC if they feel that they will have issues completing work within the set deadline, or if they need additional support with their work.
- All work submitted by learners must be their own. Plagiarism is an offence and is taken extremely seriously. Any learner who is found to have plagiarised work risks being removed from the course. See our Plagiarism policy for more details.
- If learners are asked to complete exams as an assessment method, they must not cheat. Any learner who cheats in an examination risks being disqualified from that examination and potentially from the course.



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Version Information

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Policy version number		MIET-128	
Latest version date		23/10/2024	
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Owner		Risk Management	
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		02/03/20	Reviewed – no changes
		08/11/2022	Reviewed – no changes
		14/09/2023	Reviewed – no changes
		23/10/2023	Added in late / no attendance info
		04/03/2025	Updated to reflect new brand