

Student Code of Conduct

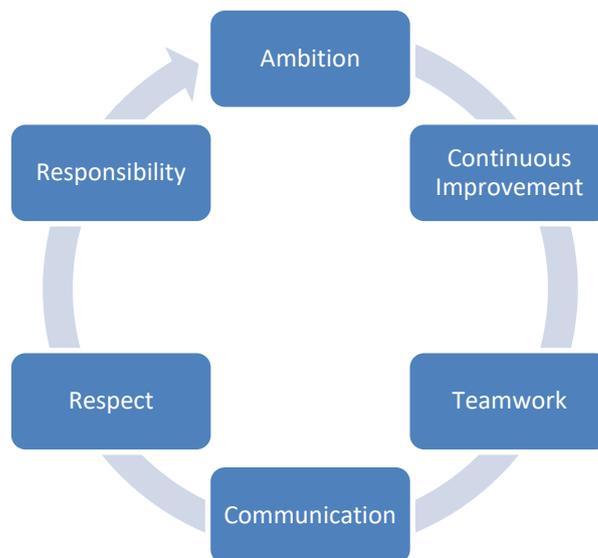


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GEL aspires to be a respectful, happy and calm and inclusive community for all its students, staff and visitors to study and work in. The student agreement and code of conduct is designed to help you to understand your responsibilities as a student, as well as what you can expect from us.

Our Training Centre values are those personal qualities and attitudes that the organisation and employers believe are the cornerstones of good character and will help you secure the best life chances for your future progression. We expect all our students and staff to demonstrate these values.



We ask you to read, understand and accept this agreement. Your enrolment on an apprenticeship programme means you are fully accepting your responsibilities as a student with GEL to follow this code, so please read it carefully.

As a Student I agree to:

BE RESPECTFUL

- Show high regard for myself
- Abide by the behaviour rules, and accept responsibility for the choices I make and the consequences that may follow
- Treat all students, staff, visitors, equipment, and facilities with respect
- Uphold the good reputation of GEL, both on and off site and online
- Adhere to health and safety guidance for my own safety and that of others
- Use social media respectfully and in a positive manner

BE RESPONSIBLE

- Be accountable for my own individual behaviour
- Attend all classes, tutorials, workshops, webinars, Maths and English
- Be on time, come with all the necessary equipment, and be prepared to work hard.
- Login online where I am expected to, to access online learning
- Be prepared to discuss any attendance that falls below expectations and take timely measures to improve.
- Be responsible for submitting all my required work to the best of my ability and to agreed deadlines
- Accept any support that is regarded as essential to my success
- Be responsible and use personal protective equipment according to requirements

VALUE TEAM WORK

- Be truthful in word and action
- Be prepared to work in teams on projects, assignments and with cohort peers
- Work with GEL to keep you safe by always using online software in a responsible manner

RESPECTFULLY COMMUNICATE

- Be tolerant of others even if they have a different opinion to me
- Be accepting of others who are different to me in culture, race, religion, ability, disability or sexual orientation
- Be an informed, responsible and caring participant in training sessions
- Treat others how I would wish to be treated myself and with respect – we do not tolerate any form of harassment, bullying or abuse.
- Show empathy for the well-being of others and raise any concerns to staff
- Be mindful of my thoughts and comments online and be accountable for my actions – we do not tolerate any form of online harassment, bullying or abuse.

BE AMBITIOUS

- Follow my conscience instead of 'group think'
- Learn from failures and treat them as opportunities to do better next time – be resilient.
- Stay the programme and not give up!
- Model commitment, pride and demonstrate a positive attitude even when things don't go to plan.
- Accept challenge as an opportunity to do it even better next time

COMMIT TO IMPROVEMENT

- Keep myself safe online and report any concerns to staff
- Plan to meet and exceed my targets
- Develop my skills beyond my apprenticeship
- Be accepting of the need to keep everyone safe at GEL

BE RESPONSIBLE IN THE USE OF INFORMATION LEARNING TECHNOLOGY (ILT)

When I am at GEL, I can use GEL laptops to help my learning.

As a student, I understand I must follow these rules to help keep me safe.

- I understand that I cannot install, copy, change or delete software on GEL's laptops
- I understand I must not damage any hardware
- I will only use storage devices such as USB pens and hard drives that I believe are free from viruses.
- I will not access other people's files without their permission
- I will use GEL's laptops for my studies but not social activities.
- I will not use internet, social networking sites or email facilities during training sessions
- The messages and content I send will be polite, professional and responsible.
- I will not access unauthorised chat rooms or sites that contain any abusive, sexist, pornographic or unlawful materials, or engage in communication with terrorist or extremist organisations.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect myself and my fellow students.
- I will respect GEL's laptop equipment and not upload any material that may be offensive to others.

- It is essential that you always seek permission from the trainer and others who will be filmed before you start to make a visual recording of any teaching event. This must be obtained, in advance, in writing from the rights holder or data subject so that permission is granted for you to include their works or image. Where the recording is requested on grounds of disability, students are advised to seek advice from the Learning Support Department first. Any such recording must always be made in an obvious manner and not secretly.
- Ensure that I am appropriately prepared for online learning, thinking carefully about my surroundings and environment so as not to disturb the learning of others or to impact teaching.

As a Training Provider we seek to:

- Employ high quality staff to support your learning
- Provide advice and guidance to support you on your course
- Agree your programme of study and personal timetable
- Provide a supportive learning environment, in person and online
- Provide access to learning resources, facilities and equipment
- Return assessed work by agreed deadlines
- Plan and review your progress with you and give you regular support
- Provide your mentor/manager with information on your progress. This may include concerns about your safety and well-being
- Provide your employer with information on your progress where appropriate
- Work with learners to improve the training environment, feeding back the results of changes that have been made
- Advise you how to keep yourself safe both inside and outside of GEL
- Advise you on progression opportunities and future career pathways
- Record your attendance accurately and on time
- Offer enrichment and development opportunities to enhance personal, behaviours and attitudes.

And finally ...

As a GEL student it is your responsibility to familiarise yourself with GEL's Safeguarding Policy and adhere to all other GEL Policies and procedures related to you as a student. These can we found on our website <https://www.glosenterprise.co.uk/about/student-policies>