

Milton Keynes College Apprentice Code of Conduct

Our College values of inspiration, excellence, innovation, respect and integrity are at the heart of all we do. This code of conduct embodies our values, setting out what we expect from you and what you can expect from us.

You have come to College to develop knowledge, skills and behaviours, set out in your Apprenticeship Standard that will ultimately support your career development. We therefore have the same high expectations of you that any other professional organisation would have of its employees. The behaviours outlined within this code will support your success and help you to make the most of the opportunities that you can access as an apprentice at Milton Keynes College.

Aiming For Excellence

I will:

- Set myself challenging targets
- Seek to continually improve and act on feedback from managers, work colleagues, trainers, teachers and peers
- Strive to achieve the best grade possible.

The College will:

- Give you feedback on your learning and work, which will help you to develop new skills and aim for higher grades
- Help you record your learning goals and provide regular reports to employers

The College will facilitate your employer to:

- Give you feedback on your learning and work, which will help you to develop new skills and aim for higher grades
- Oversee your off the job learning to ensure you have the minimum 20% required for your apprenticeship

Taking Responsibility

I will:

- Attend, on time, all my timetabled classes, activities, individual tutorials and scheduled meetings with learning support
- Take an active part in reviewing my progress with my Trainer
- Actively engage with any work experience within my programme
- Report any absence through my line manager to my trainer, by phone or email no later than 8.30am on the day of absence
- Wherever possible book holidays and appointments (e.g. medical) outside of College timetabled hours

- Be attentive and responsive in class
- Meet deadlines, complete assignments and all other programme work
- Discuss any difficulties I may have with my trainers and teachers
- Attend all exams and be on time for them
- Ensure I am prepared to learn by getting enough sleep and by not being under the influence of non-prescription drugs or alcohol
- Not use my mobile phone or tablet in class unless invited to do so by a teacher
- Bring learning materials (e.g. pen and notebook) and equipment to class, along with notes and resources from previous classes

Your teachers will:

- Ensure that classes will be well prepared and start on time
- Mark and return your work promptly and deliver lessons that are stimulating and engage your attention.

Respecting Our College

I will:

- Make sure my behaviour does not stop others from learning
- Treat everyone fairly and with respect and value the diversity of the College community (i.e. gender, transgender, ethnicity, religion, sexual orientation, age, class and disability)
- Understand that intimidation, harassment, provoking or threatening anyone whilst in College or taking part in College-related activities will not be tolerated
- Not use language or gestures that may offend other members of the College community
- Show respect for my teachers and all members of staff by following instructions and responding to requests they make
- Be respectful and honest when using social media, respecting the privacy and the feelings of others
- Report any incidents of bullying to a member of staff or to my class rep
- Not spit, drop chewing gum or litter, or sit in corridors
- Not damage or vandalise resources, equipment or the building and keep my feet off College furniture
- Not bring food or drink into lessons (although bottled water *may* be allowed)
- Clear up after myself and put all rubbish in the bins provided

The College will:

- Aim to keep the College environment safe, secure and clean
- Value and celebrate the diversity of its students and staff and ensure that people are not subject to discrimination because of their age, gender, sexual orientation, ethnicity, religion, faith or belief, if they have a disability or are transgender

Respecting Our Community

I will:

- Show respect for our neighbours at all times, by keeping out of the local housing estates, schools and children's playgrounds, not spitting or dropping rubbish outside the College or in the street and avoiding all other forms of anti-social behaviour

The College will:

- Work with local residents, agencies and businesses to maintain a good relationship with our local community

Abiding By Our Rules

I will:

- Abide by all College policies and procedures and if I am in doubt, I will ask my trainer or a member of staff where I can get information on College procedures
- Follow the College Complaints Procedures and Assessment Appeals Procedures if I am unhappy
- Not smoke (including the use of e-cigarettes) anywhere other than in designated smoking areas
- Follow Health and Safety guidelines as directed
- Not make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or emails, or place malicious, offensive or extremist materials on any electronic or social media
- Not take part in any illegal activity

The College will:

- Provide access to information and IT services to support learning, including loan laptops and a wireless service for students wishing to use their own devices
- Provide access to the Microsoft Office 365 cloud service including email, Office web applications and OneDrive for storing files

Seeking Support

I will:

- Seek advice when I need it through my trainers, teachers or College specialist services

The College will:

- Provide information, advice and guidance (IAG) before your start and during your programme
- Provide careers guidance and student advice during your time in College, with specialist support for students with disabilities and students with dyslexia
- Signpost you to support available outside the College and, in some situations, refer you to the support you need

Taking Pride

I will:

- Wear my college ID card visibly at all times on College premises, and show it on request to any member of College staff
- Dress appropriately when I am in the College, observing appropriate dress code for my subject area and keep my hood down/hat off if I wear one
- Show respect to visiting speakers and guests
- Behave in a responsible and reasonable manner at all times both in the College and in the community
- Organise my class work and present my coursework professionally

Members of staff will:

- Act in a professional manner and put you, your learning and your welfare before anything else

Taking Part

I will

- Work with other students, when asked to do so, and appreciate the contribution other students make in class and in other social situations
- Participate in the life of the College and give feedback when I am asked for it

The College will:

- Provide the opportunity to participate in student/apprentice surveys throughout your programme
- Encourage and support you to participate in enrichment activities, stand as a Class representative or run for election for the Student Council
- Value your ideas and opinions - they are very important to us

The College will seek to honour all of the commitments outlined within this Code of Conduct.

Your Response

I confirm that I have read this Code of Conduct and that I am committed to behaving in line with what the College expects of me.

Name:

Date:

Signature:

Student ID number: