



WHAT WE EXPECT OF LEARNERS

- A positive commitment to the training course and their individual learning goals.
- Punctual attendance at all required activities and an explanation of any absences.
- Immediate contact with us to notify any absences, learner withdrawal or notification of intended absence in good time.
- Completion and submission of work on time.
- Co-operation with teachers and instructors and other company staff.
- To show respect for others, regardless of differences in culture, ability, race, nationality, disability, gender, age, sexual orientation, faith and religion.
- Safe and responsible behaviour at all times.
- Care of equipment, facilities and buildings and respect for other people's property.
- Concerns which may affect learning are brought promptly to the attention of a member of staff, so that appropriate support can be offered.
- Compliance with training company policies and regulations.
- Acceptance of responsibility to help keep the training venue clean and tidy.
- Comply with all health, safety and emergency procedures.
- Not to use offensive language or behaviour or behave in a way that makes any person feel uncomfortable or vulnerable.
- Not to consume any alcohol or illegal drugs whilst on company premises or at activities organised by the training company.
- Switch off mobile phones or put on silent, in learning environments.