



Future Connect

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Learner Code of Conduct & Disciplinary Procedure

Our Company is committed to providing a first class learning with a responsibility to all learners to provide professional standards of teaching within a safe and motivating learning environment. As part of this, learners must also accept and undertake various responsibilities. These form the basis of a Code that every learner must observe. The Learner Code is important as it aims to ensure that everyone works within an environment that is safe, secure and conducive to learning. Unacceptable behaviour is defined as – ‘any behaviour which impacts negatively on teaching and learning’. Whilst staff are urged to be sensitive to learners’ individual circumstances, it must be emphasised that there are no exceptions in the application of the responsibilities outlined in this Code of Conduct. This Code lists each learner's responsibilities and describes the various stages in the disciplinary procedure. It should be noted, however, that as a general rule, the conventional disciplinary procedures with learners in adult education are relatively rare. Learners are mostly following programmes of their own choice, all are part time, and very few are under 19 years of age. However, more frequently in adult education, problems can arise when dominant or aggressive learners interrupt classes or learning activities, or cause disruption in social or reception areas.

RESPONSIBILITIES Learners must:

- Recognise and observe the companies policies and procedures.
- Show respect to others and not intimidate anyone.
- Allow others to learn and work without interruption or disruption.
- Attend classes regularly and punctually where this is a requirement of the course.
- Observe all health and safety regulations set down. · Observe the no smoking regulations.
- Eat and drink only in designated areas.
- Know and follow the emergency evacuation procedures.
- Recognise that the tutor has a responsibility for the learning of the whole group.
- Not damage equipment, materials or buildings.
- Examples of unacceptable behaviour/misconduct that may lead to disciplinary action are listed below:
- Abusive language or intimidating verbal or physical behaviour towards learners or members of staff.
- Deliberate misuse of, damage to, misappropriation or theft of, any learning material and/or equipment, furniture, fittings or other property belonging to Future Connect Training, or their learners or staff.
- Abuse of computer facilities through installation of personal or illegal software or otherwise engage in other activities which may disrupt the computer network or infringe the IT user code of conduct
- Cheating or copying other learners’ work.



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- Anti-social or disruptive behaviour e.g. any behaviour that infringes upon other learners ability to learn.
- Infringement of intellectual property rights.
- Misuse of the email or internet system by transmission or downloading of any material, for your learning or personal use, in the following categories will constitute gross misconduct and could potentially lead to disciplinary action (Defamatory i.e. criticising individuals or organisations, offensive or obscene material, sexist, racist or offensive on the grounds of religion, untrue or malicious, protected copyright material, pornographic material of any kind)

SERIOUS INCIDENT Examples might include –

- Wilful damage to property.
- Downloading inappropriate material.
- Physical violence.
- Serious breach of health and safety.
- Verbal or physically abusive behaviour. A serious incident could lead to immediate dismissal from premises and should be dealt with by the most senior person on site. The police should be called (if appropriate) and/or a letter from the Operations Manager be sent inviting the learner to a meeting to take place within 10 working days.

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