LEARNER CODE OF CONDUCT

The Learner Code of Conduct is designed to ensure that learners contribute to a safe and successful learning environment by defining the behaviour and conduct expected from learners.

Behaviour: all learners must:

1. Treat everyone with respect, regardless of culture, race, nationality, religion, gender, age, marital status, sexual orientation, disability or social class. Turning Factor will not tolerate any discrimination, harassment or bullying, including cyber bullying, and expects learners to report any such incidences to their tutor as soon as possible.

2. Comply with and promote the British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Take care not to behave in a way which glamourizes or normalizes violence or extremist beliefs, and challenge any behaviour in others which appears to do this.

3. Respect contributions made in the programme by other learners and not undermine them by inappropriate comments or behaviour such as sighing, tutting, side comments to other learners etc.

4. Adopt behaviour and use language that is appropriate and does not upset others. Swearing, excessive shouting and using inappropriate gestures will be challenged.

5. Follow tutors' instructions and established programme etiquette regarding answering question, for example, raising the hand to answer a question, allowing others to answer questions, not interrupting other learners when they are contributing to the programme.

6. Follow all Health and Safety instructions given out by any staff member at Turning Factor.

7. Switch off mobile phones and any personal communication devices except if they are being used to assist learning.

8. Contribute to Turning Factor's continuous improvement systems by providing constructive feedback about the programmes and services.

9. Act at all times in a manner that does not cause offence nor bring the organisation you represent into disrepute.

10. Complete all work set by tutors to agreed deadlines in order to progress on the programme..

11. Successfully complete all external assessments where appropriate. Late work will be marked and submitted to the awarding organisation at the tutor's discretion, or according to the awarding organisation guidelines, if applicable.

12. Ensure all work produced for assignments and exams is your own work. Where information is used from another source this must be referenced appropriately. Plagiarism and/or cheating may lead to your assessment and qualification being revoked.

13. Show respect for the premises and property of Turning Factor or venue of learning.

Health & Safety: all learners must:

1. Show regard for the well-being and safety of other learners and staff.

2. Follow Turning Factor's evacuation procedure in an emergency and inform them of any disability that might result in help being required in the case of an emergency evacuation.

3. Do not smoke, bring illegal drugs, alcohol or offensive weapons onto the premise or be under the influence of drugs or alcohol whilst on Turning Factor's premises.

4. Notify a member of staff if you have an accident whilst in Turning Factor's learning environment.