



Code of Conduct

SR Apprenticeships expectations of our Learners

As a learner of SR Apprenticeships you have a responsibility to ensure:

- Safety of everyone is paramount
- Everyone involved is treated with respect
- All parties are given the best possible opportunity to succeed

As a learner your responsibilities are:

- To work for your employer to the best of your ability and in accordance to your contractual agreement and any policies and procedures required
- Observe your employer's terms and conditions
- Show determination and commitment in both your training and employment to meet your goals and succeed
- Ensure attendance, punctuality and attitude are excellent throughout
- Communication between yourself and the team at SR Apprenticeships is to the highest possible standard, within the time frames set
- Focus on safety in accordance with your health and safety legislation
- Ensure all elements of your learning identified in your learning agreement and delivery plan are achieved within the specified time scales
- If you leave your employment or want to remove yourself from your training prior to the end of your Apprenticeship for any reason you will need to contact the appropriate member of the SR Apprenticeship team as soon as possible. This will ensure we can support you and your employer in any future requirements.

Basic expectations for behaviour whilst in learning with SR Apprenticeships:

- Respect for yourself and all others
- Punctuality
- Excellent attendance (where relevant)
- Acceptance of Additional Learning Support (ALS) where appropriate

- Take personal responsibility to report any absence, holiday or sickness to SR Apprenticeships and your employer (Cancelled appointments will flag a risk and your employer will be notified. Your Skills Coach will record all details of all absences and this will be reported in your review)
- A willingness to carry out self-directed study
- Commitment to meet deadlines set
- A drive to progress
- Set your own personal goals and meet targets set by SR Apprenticeship to stretch and challenge yourself.