



Learner Code of Conduct

Introduction

The Procurement Academy (TPA) provide an inclusive approach to learning. We believe that learners should be treated with respect by their Tutors, coaches, and all support staff. In return, we ask that all learners respect our team and other learners.

The Learner Code of Conduct establishes our expectations for learner behaviour and the procedures that TPA will use to resolve matters when this is not acceptable.

All learners are expected to adhere to the code of conduct and a breach of this code may lead to a learner being removed from their apprenticeship programme.

Learners will be working for an employer and, as such, represent the employer's business during your apprenticeship.

Our code of conduct applies to all the following activities whether at a physical location or online.

- Learning Sessions and Revision Sessions
- Group Facilitated Discussions and Group Project Discussions
- Individual Learning Sessions, Coach Discussions and Progress Reviews



Code of Conduct

. We ask that all learners:

- Respect others, regardless of culture, ability, race, gender, age, or sexual orientation.
- Show courtesy and respect to all.
- Show a positive commitment to their own development and learning and respect for another learners' development.
- Arrive punctually for all learning and assessment activities.
- When review meetings or study days are carried out online you are required to switch on cameras, so you can fully engage and interact.
- Inform your tutor coach or The Procurement Academy if you are unable to attend any planned activity
- Produce all necessary documentation in a timely manner as required by the Education & Skills Funding Agency, End-Point Assessment Organisations and Awarding Bodies
- Take care of equipment, facilities and buildings and show respect for other people's property.
- Take due notice and care of your own health and safety and respect for the well-being of others.



Misconduct

The following are examples of behaviour which are considered as **misconduct** and may result in a learner's suspension or exclusion from a programme of study.

- Failure to follow Health & Safety Regulations.
- Conduct which prevents, obstructs, or disrupts teaching, learning or administrative activity.
- Failure to follow reasonable instructions.
- Repeated non-attendance or lateness.
- Not notifying TPA about absences.
- Disorderly behaviour or the use of bad or abusive language.
- Causing damage to the premises, equipment or property of others including TPA
- Behaviour or language which is offensive others.
- Lack of commitment and appliance to your learning and development.
- Misuse of the online learning platforms
- Misuse or unauthorised distribution of intellectual property belonging to TPA including programme content, printed and digital support materials.



Gross Misconduct

The following are examples of behaviour which are considered as **Gross misconduct** and will result in a learner's exclusion from a programme of study immediately.

- Violence or a threat of violence.
- Drunkenness or illegal use of drugs whilst at work or in learning.
- Activity that is classified as illegal
- Failure to follow health & safety instructions that may cause or have caused serious injury.

Disciplinary Procedure

Except in circumstances which are considered acts of gross misconduct, in the first instance, a representative of TPA will bring the issue to the attention of the learner and discuss actions to prevent further issues.

If behaviour continues to be unacceptable or disruptive to the learning of others, they may be asked to leave the activity and there will be further discussion or consultation with the employer. If behaviour is disrespectful to others or is otherwise considered to be gross misconduct, the learner will be asked to leave immediately.

When it is necessary to remove a learner from a programme, an investigation will take place, taking note of statements provided by the learner, TPA representative and other eyewitnesses.

DOCUMENT CONTROL				
VERSION	DATE OF ISSUE	DATE OF REVIEW	DATE OF NEXT REVIEW	SIGNATURE
2	June 2021	Jul 2025	Jul 2026	<i>Philip Chippindale</i>