



# Managing Apprentice Behaviour Policy

# Managing Apprentice Behaviour Policy and Procedures

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## **COVID-19 Managing Apprentice Behavior Policy and Procedures: Covid-19 Addendum 2020/21.**

This Addendum should be used in conjunction with the Training Provider's 'Keeping Everyone Safe Strategy' that is accessible on Canvas.

The following information provides further guidance regarding key Covid-secure measures currently in operation across The Training Provider and in line with the latest official guidance.

These include:

- Face-coverings on the move
- Washing hands / using hand sanitiser
- Catch it Bin it Kill it
- Social distancing
- Study bubbles

### **Face-coverings**

Apprentices and staff are expected to wear face-coverings when entering The Training Provider campuses and within all communal area and circulation spaces.

Apprentices with specific requirements that mean they are exempt from wearing face-coverings should present to a member of the Training Provider Apprentice Support team so that alternative arrangements can be discussed and agreed.

Apprentices exempt from using face-coverings will wear specific lanyards that confirm their exemption to others.

In line with official guidance, from March 2021 where social distancing cannot be achieved within teaching spaces, apprentices will be required to also wear face-coverings. Alternative arrangements will be made for apprentices exempt from wearing face-coverings.

## Online Remote Learning

While working remotely, apprentices will continue to develop the skills they need to progress to their next steps. It is important that all apprentices conduct themselves during online lessons in accordance with The Training Provider's apprentice code of conduct.

### Examples of expected behaviour

To ensure apprentices gain the most out of their online lesson's:

- When studying from home attend all lessons punctually and regularly
  - Follow the guidance issued by The Training Provider about how to keep safe online
  - Use appropriate language
  - Use chat functions in online classes appropriately
  - Concentrate on the session, don't get distracted or distract other apprentices
  - Dress as you would for work
  - Report any concerns immediately to your tutor
  - Work In line with the Training Provider's IT **Acceptable Use Policy** ([click her to view](#))
  - Keep on top of your work and complete assignments to deadline
  - Be responsible while online, stay safe and look out for others
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# Managing Apprentice Behaviour Policy and Procedures

## Policy Statement

The behaviour of the vast majority of The Training Provider's apprentices is exemplary - they are responsible and considerate. To deal with those who are not, The Training Provider applies its Managing Apprentice Behaviour Policy that is primarily designed to support individuals to develop the skills they need to be successful in life and the workplace. Where necessary, the Policy enables The Training Provider to take the actions needed to safeguard other apprentices, employees, and the wider community.

## Guiding Principles

- The Training Provider will be explicit about its expectations regarding behaviour and apply the Managing Apprentice Behaviour Policy fairly and consistently taking account of individual circumstances
- The Training Provider will endeavour to support apprentices to develop the skills and attitudes they need to manage their behaviour independently and effectively
- The Training Provider will work with parents, carers, employers, and other relevant individuals/agencies to maximise the support apprentices need to develop self-supporting skills
- The Training Provider will regard its relationship with apprentices as private and confidential and only share information about behavioural matters with others, on a need to know basis.

## The Apprentice Code of Conduct

Together Training is committed to providing the best possible learning experience for all apprentices at the Training Provider; setting clear, high and consistent standards of behaviour. The Training Provider is a welcoming, diverse and supportive community.

We expect good conduct from all apprentices. Good conduct involves being aware of your own behaviour, knowing what is acceptable and taking responsibility for your own actions. This ensures apprentices and employees are able to work in a purposeful, orderly and supportive environment. Expectations include:

- Acting responsibly
- Being honest
- Being considerate and courteous towards others
- Behaving in a respectful manner towards others so that they do not feel they are being harassed, bullied or discriminated against
- The Training Provider is an inclusive environment that expects apprentices to show respect for each other's racial, religious and cultural backgrounds, treating each other with dignity
- Abiding by the law
- The health, security and safety of everybody in The Training Provider is given the highest priority
- Behaving in a respectful manner that is socially and professionally responsible

- Attending lessons punctually and regularly (both on campus and remotely) and engage with their learning positively
- Wearing apprentice ID badges at all times
- Complying with Covid-secure arrangements on-campus
  - Refrain from wearing hats and hoods while inside The Training Provider buildings.

### **Examples of inappropriate behaviour**

Indicative examples of behavior in the workplace, outside of the workplace or online that may prompt sanctions include:

- Violent, indecent, disorderly, threatening and offensive behaviour or causing harm to others
- Harassing, victimising or discriminating against any person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender identity, gender reassignment, pregnancy, maternity, marriage or civil partnership, socio-economic background
- Possession of offensive weapons
- Sexual misconduct (this includes sexual harassment, sexual assault, sexual abuse and any conduct of a sexual nature that is without consent, (including conduct online/via social media or use of technology)
- Abusive, threatening or offensive language (verbal or written, including online).
- Bullying and harassment
- Action likely to cause injury or impair safety to apprentices or staff
- Possession of or being under the influence of drugs or alcohol.
- Theft or fraud
- Vandalism and damage
- Threatening behavior
- Inciting violence or hate
- Misuse of technology
- Actions which could bring the Training Provider into disrepute
- Poor punctuality
- Poor attendance
- Untimely submission of work
- Disruption to the learning of others
- Smoking in non-designated areas
- Failure to follow reasonable instructions
- Using mobile devices inappropriately during lessons
- Spitting / deliberate coughing in another person's face.
- Being under the influence of, or in possession of, drugs or alcohol
- Bringing the Training Provider into disrepute
- Breach of The Training Provider's Health, Safety and Security
- Plagiarism or exam irregularities

## Management of Meetings

If it is determined that an apprentice has demonstrated inappropriate behaviour that requires the Training Provider intervention, a meeting will be held to discuss the concerns under the following Stages of the Managing Apprentice Behaviour Procedures:

- **Positive Intervention Stage:** Initial discussion meeting with the Learning Coach that will be logged on ProMonitor, where actions will be set and reviewed after 2 weeks. The Training Provider employees and where applicable Parents/Carers will be informed
- **Stage 1:** Meeting with Learning Coach
- **Stage 2:** Meeting with Learning Coach and/or Coordinator
- **Stage 3:** Panel Hearing with Apprentice Delivery Manager
- **Stage 4:** Panel Hearing with Managing Director

Members of the Training Provider apprentice Support Team will be available to attend meetings at all stages as required. Parents/carers and representatives from relevant agencies will also be invited to attend Stage 3 and 4 meetings as appropriate.

The Training Provider will maintain records of meetings held to discuss behaviour concerns and agreed actions will be discussed with apprentices and shared with other Training Provider employees as necessary e.g. Apprentice Support.

Apprentices required to attend meetings at stages 3 and 4 will receive written notification of the meeting giving a minimum of 5 days' notice.

## Support and Sanctions

The severity of inappropriate behaviour will determine the level of support and /or sanction the Training Provider applies to improve it.

The majority of behaviour issues are resolved through meetings with learning coaches at stages 1 and

2. Indicative outcomes of meetings held at Stages 1 and 2 are:

- Action-planning
- Verbal Warning
- Written Warning

When behaviour is considered to present more serious concerns apprentices are required to attend meetings at Stage 3. In these instances, the following sanctions may be applied:

- Action-planning
- Written Warning
- Suspension

Meetings held at Stage 4 are the result of behaviour that constitutes gross-misconduct or when the on-going attendance of an Apprentice presents risks to others. In this instance, the following sanctions may be applied:

- Action-planning
- Written Warning
- Suspension
- Exclusion from the Training Provider

All discussions, action plans, and sanctions will be recorded on apprentice records for internal use only unless it is considered necessary to share with external individuals / agencies. All sanctions will be time-specific as appropriate.

Sanctions may remain on record between 1 month and the full duration of an apprentice's course depending on the severity of the concerns.

### **Suspensions**

The decision to suspend an apprentice may be taken by the Apprentice Delivery Manager or a Managing Director. In these instances, and where the apprentice is aged under 18 years the Training Provider will endeavour to advise parents/carers of the suspension at the time the decision is made. The apprentice will be notified verbally of the reasons for their suspension and receive written confirmation of the reasons within 3 working days. Wherever possible, suspension from the Training Provider should not exceed 10 working days unless there are specific circumstances that require the period to be extended. The Training Provider will aim to support apprentice to keep up to date with their learning during suspension.

### **Exclusions**

The decision to exclude an apprentice from the Training Provider may be taken by the Managing Director.

### **Appeals**

Apprentices may appeal against sanctions, suspensions and exclusions. Appeals should be made as follows:

- Appeals against sanctions issued at Stages 1 and 2 should be made to the Apprenticeship Delivery Manager
- Appeals against sanctions issued at Stage 3 should be made to a Managing Director
- Appeals against sanctions issued at Stage 4 should be made to the Managing Director

All appeals must be made in writing within 10 working days of the sanctions being applied and clearly set out the reasons why an appeal is being made. The outcomes of an Appeal will be communicated in writing within fourteen working days of receipt of the Appeal. The outcomes of an appeal may be that:

- The findings are upheld, and sanctions have been applied appropriately
- The findings are not upheld, and sanctions are amended accordingly



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Training

Date of Issue	Authorised by
March 2021	CLG



