

### Code of conduct for the Learners

We hope that your experience of working with us towards your award will be a positive one and that you will feel, not only that you have achieved a worthwhile qualification, but that it has given you recognition for your work. Many learners also tell us that doing their QCF has changed and improved the way they work and given a renewed sense of motivation. For us to work well together we have drawn up this code of conduct so everyone is clear about what is expected. Candidates are expected to:

- Attend workshops—arrive sufficiently time to arrive promptly. You are required to stay until the end of the workshop. You must inform your manager of your workshop dates and will not be required to work.
- It is your responsibility to let us know if there is a problem. Contact the Skills Provider Limited Ltd office or the assessors
- You will also need to sign an attendance sheet at the workshop stating your arrival and leaving times. Your manager will be informed if you fail to attend
- All candidates should bring a portfolio with QCF documentation or work packs at the start of the programme. You need to keep these in a safe place as once you start your portfolio, the contents will be irreplaceable.
- Complete the work/assignments that are given out at the workshops. It is important to keep up with the group. We are always happy to try and sort out any problems so please talk to us.
- You will have regular meetings with your assessor and will be expected to meet target dates set as part of the assessment planning
- At workshops we encourage participation and sharing of ideas, but the work in your portfolio must be your own
- When your assessor makes an appointment learners need to inform their managers. When your assessor observes you with your service users you must have negotiated their consent using the agreed consent forms and show these to your assessors at your planned meeting before your assessment begins
- If for any reason you have to cancel an appointment with your assessor, it is your responsibility to contact him/her. You will lose assessment time if you fail to cancel
- All cancelled appointments will be reported to your line manager.
- You are expected to meet targets to complete your QCF as agreed in your contract. Failure to do so may result in your registration being withdrawn, or you will only achieve part of the award
- Skills Provider Limited Ltd training has an Equal Opportunity policy and we expect all candidates to behave in a way that actively supports this philosophy.

We also expect to be treated as we treat candidates – with respect and recognition of skills and experience.

- SKILLS PROVIDER LIMITED LTD. will not tolerate any verbal/physical abuse etc
- SKILLS PROVIDER LIMITED LTD. staff/tutors/assessors/internal verifiers/learners.
- Learner should turn off the mobile phones during training sessions.
- No food or drink allowed during training sessions
- No smoking allowed in the premises. We have designated area for smoking, please ask member of staff for more information.
- Learner can wear normal formal clothes

Candidate Signature \_\_\_\_\_

Date \_\_\_\_\_