

Cubitt Education Ltd – Learner Code of Conduct

Policy Owner: Cubitt Education Ltd

Approved by: Sadie Walters

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1. Purpose

The purpose of this Learner Code of Conduct is to set clear expectations for behaviour, attendance, and participation to ensure a safe, respectful, and effective learning environment for all learners, staff, and stakeholders.

2. Scope

This Code applies to all learners enrolled on:

- Apprenticeship programmes.
- Regulated qualifications.
- CPD workshops and bespoke training delivered by Cubitt Education Ltd.

3. Core Expectations

3.1 Behaviour and Respect

- Treat all staff, trainers, assessors, fellow learners, and stakeholders with respect and courtesy.
- Do not engage in any behaviour that could be considered bullying, harassment, discrimination, or intimidation.
- Respect the opinions, beliefs, and backgrounds of others.

3.2 Attendance and Punctuality

- Attend all scheduled sessions unless absence is unavoidable.
- Arrive on time and prepared to participate fully.
- Notify your tutor/assessor as soon as possible if you are unable to attend.

3.3 Participation and Effort

- Engage actively in all learning activities and discussions.

- Complete all assignments, assessments, and workplace activities to the best of your ability and by agreed deadlines.
- Seek help from your tutor/assessor if you are experiencing difficulties.

3.4 Academic Honesty

- Submit only your own work in assessments.
- Do not engage in plagiarism, collusion, or cheating.
- Reference sources appropriately where required.

3.5 Health, Safety, and Safeguarding

- Follow all health and safety guidelines relevant to your learning environment.
- Report any safeguarding concerns immediately to a member of staff or the Designated Safeguarding Lead.
- Do not engage in behaviour that risks your safety or that of others.

3.6 Equality, Diversity & Inclusion

- Promote an inclusive learning environment.
- Respect differences in culture, beliefs, and personal circumstances.

3.7 Use of Technology and Equipment

- Use learning platforms, IT equipment, and other resources responsibly and for learning purposes only.
- Do not use technology to send or share inappropriate, offensive, or harmful material.
- Protect your login credentials and personal information.

4. Breaches of the Learner Code of Conduct

Failure to follow this Code may result in:

- A verbal or written warning.
- Temporary suspension from learning.
- Termination of your programme.
- Reporting of serious breaches to your employer (if applicable) and/or awarding body.

5. Acknowledgement

All learners are required to sign an acknowledgement confirming they have read, understood, and agree to comply with this Learner Code of Conduct.