



LEIGH
Academies Trust

LAT
Apprenticeships

Apprentice Code of Conduct (inc Attendance Policy)

DOCUMENT CONTROL

Version No.	Changes made since previous version	Date used	Date to be reviewed
1.0	Published	January 2023	July 2024

--	--	--	--

Contents Table

Introduction	3
Scope	3
Roles and Responsibilities	3
Apprentice responsibilities	4
What we expect of our employers	5
What you can expect from LAT Apprenticeships	5
Standards	6
Behaviour	6
Attendance	7
Search & Screening	8
Misconduct	8
Confidentiality	9
Use of E-mail, Mobile Phones and the Internet	9
Social Networking	10
Relationships	10
Contact details	11
Annex A	12
Attendance Policy	12
1. Principles	12
2. Procedures for recording attendance, absence and punctuality	13
3. Strategies for improving attendance and punctuality	14
4. Monitoring and evaluation	14

Introduction

Leigh Academies Trust (LAT Apprenticeships) is committed to providing a professional environment, which serves and protects the whole LAT community. Certain expectations for good conduct are described in specific policies and procedures e.g. equality & diversity, anti-bullying etc. This Code supplements those and provides additional guidance for apprentices studying with LAT Apprenticeships. The overriding expectation is that apprentices will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, staff, assessors, other learners, the public in general and all those with whom they work.

These values form the foundation of this policy:

- Respect similarities and differences in individual characteristics such as gender, race, age, ethnic cultural background, sexual orientation, disability, religion, education, life experience and marital status.
- Accept each other as unique individuals and treat each other with respect and dignity.
- Act in a manner which will create and maintain an appropriate workplace environment that supports diversity and is free from discrimination, hostility and harassment.

This means that apprentices should not behave through words, actions or inaction in a manner which would lead any reasonable person to question their suitability to study with LAT Apprenticeships or act as a role model.

Scope

This Code applies to all apprentices studying with LAT Apprenticeships. In this document the “Trust” will refer to Leigh Academies Trust. Any breaches of the Code of Conduct Policy will be regarded as a serious matter which could result in disciplinary action, and possible withdrawal from the apprenticeship course. This policy forms part of any apprentice's learning contract, unless otherwise stated, and it can be amended at any time.

Roles and Responsibilities

It is the responsibility of LAT Apprenticeships to establish and monitor standards of conduct and behaviour, including the establishment of relevant policies and procedures. It is the responsibility of the Head of Apprenticeships, in collaboration with relevant academy Principals, and other managers, to promptly address any breaches of good conduct and behaviour, using informal procedures where possible, but implementing formal procedures where necessary. It is the responsibility of all apprentices to familiarise themselves, and comply with this code, policies, procedures, and any relevant professional standards.

Apprentice responsibilities

- To work for your employer to the best of your ability and in accordance with your employer's policies and procedures.
- To observe your employer's terms and conditions of employment.
- In employment and training, to show the commitment and determination to succeed and achieve, ensuring attendance, punctuality and attitude are excellent throughout.
- To communicate effectively with LAT staff at all times and inform the relevant staff, within a reasonable time frame, if you are unable to be present at a workplace visit, progress review or training session.
- At all times to behave in a safe and responsible manner and in accordance with the requirements of health and safety legislation relating to your role and responsibilities.
- Work with all LAT staff and your employer to ensure all learning elements identified in your learning agreement are achieved within the timescales set in your training plan.
- If, for any reason, you are thinking of leaving your employment early and prior to completing your apprenticeship, you will need to contact a member of staff at LAT Apprenticeships (preferably your allocated Assessor) as soon as possible as this might affect the funding you have been granted by the government for your apprenticeship. We may be able to help you find another suitable employer so that you can continue with your studies.

What we expect from you whilst studying and training with us:

- Good behaviour and respect for all, including yourself.
- Punctuality at all appointments throughout your apprenticeship.
- A willingness to carry out self-directed study.
- The commitment to meet deadlines and manage your time effectively.
- Complete portfolios in a timely way.
- Excellent attendance.
- The drive for achievement to enable progression.

Expectations around the academy sites:

Apprentices are expected to adhere to the following expectations throughout the Trust sites:

- Refrain from play fighting and discourage conflict between other apprentices and learners.
- Respect other apprentices and learners, their work and belongings.
- Follow established academy routines (e.g. appropriate behaviour in the dining hall, walking on the left – silent in corridors, walking and no running etc).
- Only eat and drink in dedicated areas.
- Treat the academies with respect and ensure usage of litter bins provided.
- Be polite to fellow apprentices, learners, all staff and any visitors to the site.
- Use appropriate language.
- Ensure you maintain appropriate dress standards at all times.

Expectations outside the academy sites:

Apprentices are expected to be responsible citizens of the local community and good representatives of LAT Apprenticeships, particularly in the following ways:

- Show respect to others.
- Adhere to the appropriate dress standard on the way to and from the academy.
- Under no circumstances do something that brings the trust into disrepute.
- Keep the neighbourhood free of litter – put all wrappers, paper, cans, etc. in rubbish bins.
- Exhibit good behaviour when travelling to and from the academies.
- Use appropriate language in public.
- Use appropriate manners at bus stops and on public transportation.
- Any incidence of poor behaviour, whilst travelling to and from the academies, will be treated in the same manner as if the behaviour had occurred on site.
- Be punctual and only be absent for a genuine reason.

What we expect of our employers

Commitment:

- To ensure that good learner progress is maintained.
- To regularly review the apprentice's performance and progress in both the workplace and in training on a regular basis in conjunction with LAT staff.
- To provide the experience, facilities and training necessary to achieve the learning and skills specified in the Individual Learning Plan.
- To undertake legal and contractual responsibilities for the health and safety of the apprentice and provide LAT with appropriate evidence of current health and safety assurance, whenever requested.
- To provide a fair and safe working environment, complying with employment legislation for equal opportunities and safeguarding.
- Agree to allow the apprentice to attend off-the-job training (minimum 20%), functional skills training and assessment tests to ensure successful achievement of all apprenticeship.
- To partake and to have input in the apprentice's regular progress reviews and workplace visits.
- If, for any reason, an apprentice leaves your employment prior to completing their apprenticeship, you will contact a member of staff at LAT Apprenticeships as soon as possible.

What you can expect from LAT Apprenticeships

- To deliver high quality training and assessment, appropriate to your individual apprenticeship needs, in a timely and effective manner.
- To ensure that we, as a training provider, meet the delivery requirements as defined by the Education and Skills Funding Agency.

- To ensure apprentices are employed in a safe working environment, in line with Health and Safety, Safeguarding and Equality and Diversity legislation.
- To develop and maintain an Individual Learning Plan with input from both the apprentice and employer.
- To monitor through the review process the apprentice’s performance in all aspects of their work and training, as well as ensuring that the employer is also involved.
- To support both the apprentice and the employer at all times, ensuring regular and effective communication and dialogue between all parties.
- To ensure that the apprentice has a progress review every 6-8 weeks (or termly for term time only apprentices) and where required and agreed more frequently if necessary and appropriate.
- On completion of planned learning, to ensure all appropriate processes are completed, ensuring certificates are presented in a timely manner.

Standards

There is an expectation that LAT Apprenticeships’ apprentices will exhibit the highest possible standards of behaviour during their apprenticeship. Apprentices will be expected through agreed procedures and without fear of recrimination, to bring to the attention of their assessors / tutors any deficiency in the provision of service/training. Apprentices must report to either their assessor or Centre Manager any impropriety or breach of standards.

Behaviour

LAT Apprenticeships has an expectation that apprentices will adopt high standards of personal conduct. Below are guidelines of acceptable behaviour:

Core behaviour	Description
Culture	<ul style="list-style-type: none"> ● Adhere to the Trust core values. ● Treat colleagues, staff and other stakeholders with courtesy and respect for their rights and duties. ● Respect for business operational confidentiality at all times. ● Apply good judgement at all times.
Teamwork	<ul style="list-style-type: none"> ● Proactively participate in meetings. ● Work cooperatively with all co-workers at all levels. ● Take responsibility for outcomes and problems. ● Undertake training as required. ● Undertake work as required.
Safety	<ul style="list-style-type: none"> ● Adhere to relevant Health & Safety policies. ● Provide feedback on matters relating to Health & Safety in the workplace.

Quality	<ul style="list-style-type: none"> ● Adhere to and support quality assurance systems. ● Adhere to all policies and procedures.
---------	--

Attendance

In order to show commitment and determination to succeed, excellent attendance and punctuality are vital.

Reporting absence

It is your responsibility to inform your employer and assessor of any absence due to sickness, appointments and holidays.

Absence from work

Your employer will notify you of their systems for recording your holidays and any absences. You will be required to follow these procedures for all absences. Failure to comply with your employer's processes and procedures could result in a warning or dismissal.

Absence from an assessment visit, progress review or training session

Your assessor should be notified if you are unable to attend your pre-agreed session on the morning of the visit at the latest. Cancelled appointments will flag a risk and your employer will be notified. Your Assessor will record all details of all absences and this will be reported in your review meetings.

Unauthorised absences

If you do not notify your employer or assessor that you will not be at work or attending a training session, this absence will be recorded as unauthorised. In addition to this, you may find that your employer will not pay you for your unauthorised absences and your employer may withdraw you from your apprenticeship and terminate your employment.

Authorised absences

If you are not at work for more than 28 days, you will need to let your assessor know as soon as possible. This is because you are allocated a period of time to complete your apprenticeship and any long-term absence will have an impact on this. To make sure you do not lose any time on your apprenticeship, you will be placed on a temporary 'break in learning' until you notify your assessor that you have returned. Once you are back at work, we will then 're-start' your training. If, at any point in your apprenticeship, you feel you are struggling to attend or there are barriers to you continuing in learning, please don't give up. Speak to your assessor or employer as soon as you can so that you can discuss the best course of action.

Search & Screening

Under common law powers academy staff can search apprentices with their consent for any item. In addition, the Head of Apprenticeships and staff authorised by them have a statutory power to search apprentices or their possessions, without consent, where they have reasonable grounds for suspecting that the apprentice may have a prohibited item.

Prohibited items are:

- Knives or weapons
- Alcohol
- Illegal drugs
- Stolen items
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to property of, any person (including the apprentice).

This guidance is taken from the Education Act 1996 and the DfE guidance on Search, Screening and Confiscation, January 2018. Please refer to the Trust's Search & Screening Policy for further information.

Misconduct

The following are examples of the type of conduct that is considered unsatisfactory:

- Breaching this Code
- Any violation of LAT Apprenticeships or the Trusts policies or procedures.
- Constant lateness and lack of engagement without proper cause or documentation.
- Consistent absence from work/training sessions without proper cause or documentation.
- Providing confidential Employer Partner information to other bodies/person

In the case where an apprentice has engaged in misconduct, LAT Apprenticeships will follow the disciplinary action steps outlined in the Apprenticeship Behaviour Policy.

Gross or Serious Misconduct

LAT Apprenticeships has the right to dismiss any apprentice without notice for gross or serious misconduct.

Summary of dismissal for gross or very serious misconduct, but not limited to the following:

- Destroying or damaging LAT Apprenticeships, the Trust or Employer property.

- Consumption of alcohol (special occasions, specific work functions where alcohol is excluded), or any illicit substance, during work hours.
- Verbal abuse or bullying.
- Theft.
- Fraud.
- Sexual harassment or bullying.
- Racial or other discrimination.
- Conduct that causes serious and imminent risk to the health and safety of a person or the reputation or viability of the Trust.

Such allegation(s) are considered to be serious and will require further investigation. For serious misconduct, LAT Apprenticeships retains the right to report the matter to the police.

Confidentiality

Training with LAT Apprenticeships can sometimes mean having access, in a variety of ways, to information that can be regarded as confidential. As a general rule, all information received in the course of training, no matter how it is received, should be regarded as sensitive and confidential. Apprentices should use their discretion regarding these matters, and should seek advice from the Head of Apprenticeships.

Use of E-mail, Mobile Phones and the Internet

Those that use the Trust's electronic mail services and/or the internet are expected to do so responsibly and to comply with all applicable laws, policies and procedures of the Trust, and with normal standards of professional and personal courtesy and conduct.

Computers, laptops and mobile phones loaned to apprentices by the Trust are provided solely to support their learning and apprentices must notify LAT Apprenticeships of any proposed significant personal use.

Electronic media must not be used for knowingly viewing, transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing.
- Derogatory to any individual or group.
- Obscene or pornographic.
- Defamatory or threatening.
- Illegal or contrary to the Trust's policies or business interests.

All forms of chain mail are unacceptable and the transmission of user names, passwords or other information related to the security of the Trust's computers is not permitted.

Usage at Home

Access to the internet from an apprentice's home using Trust - owned computer or through Trust - owned connections must adhere to all the policies that apply to use within the Trust. Family members or other non-apprentices must not be allowed to access the Trust's computer system or use LAT Apprenticeships computer facilities, without the formal agreement.

Social Networking

All apprentices of LAT Apprenticeships should bear in mind that information they share through social networking applications, even if they are on private spaces, are still subject to copyright, Data Protection and Freedom of Information legislation and the Safeguarding Vulnerable Groups Act 2006. Apprentices must also operate in line with the Trust's Equality and Diversity Policy.

Any communications or content published on a social networking site which is open to public view, may be seen by members of the LAT community. Apprentices are seen as representatives of LAT Apprenticeships and are viewed as such in the public domain. Inappropriate usage of social networking sites by apprentices can have a major impact on the training/learning relationship. Any posting that causes damage to the Trust, any of its employees or any third party's reputation may amount to a serious disciplinary offence. Anyone who becomes aware of inappropriate postings on social networking sites, must report it to their assessor as soon as possible.

Apprentices should not engage in conversation with current pupils from the Trust, on any social networking site. It would be very rare for apprentices to need to interact with pupils inside or outside of the Trust in a social setting and by communicating with them on social networking sites, is tantamount to the same. Where an apprentice has or has had previous contact with a Trust pupil on social media prior to starting their course, they should report this to the Head of Apprenticeship, who will then discuss and advise on the best course of action.

Relationships

The Community and Service Users

- Apprentices must always remember their responsibilities in the community they are learning in and ensure courteous, efficient and impartial behaviour to all groups and individuals within the community.

Close personal relationships at work

- Situations arise where relations, or those in other close relationships, may be studying with LAT Apprenticeships and it is recognised that a significant proportion of close relationships are formed at work.
- Apprentices are required to disclose any personal relationships that they may have with another apprentice or staff member or contractor at the Trust. Apprentices should discuss, confidentially with the Head of Apprenticeships, any relationships with another apprentice or Trust employee which may impact on the conduct of LAT Apprenticeships.

Close personal relationships are defined as:

- apprentices who are married, dating or in a partnership or cohabiting arrangement.
- immediate family members e.g. parent, child, sibling, grandparent/child.
- other relationships e.g. extended family (cousins, uncles, in-laws), close friendships, business associates (outside the Trust).

Whilst not all such situations where those in close personal relationships working together give rise to issues of conflict of interest, implications can include:

- effect on trust and confidence.
- perception of assessors, tutors, the public and other apprentices on professionalism and fairness.
- conflicting loyalties and breaches of confidentiality.

Open, constructive and confidential discussion between apprentices and assessors is essential to ensure these implications do not occur.

Contact details

Head of Apprenticeships	Centre Manager
Ms Laura Stratton	Mrs Jakki Bardsley
laura.stratton@latapprenticeships.org.uk	jakki.bardsley@latapprenticeships.org.uk
07594 516535	07729 115972

Annex A

Attendance Policy

Leigh Academies Trust is committed to providing a full and efficient educational experience to all apprentices (students) and recognises that this can only be achieved by supporting and promoting excellent school attendance for all. All Academies will do all they can to ensure maximum attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as a priority.

It is a fundamental ethos of Leigh Academies Trust to celebrate success and achievement. Good attendance and punctuality are fundamental to a productive and successful education and career. Academies will actively promote and encourage 100% attendance by all of our students.

Parents and carers have a vital role, as well as a legal responsibility, to ensure good attendance. Academies will convey to parents, carers and students as a priority the importance of regular and punctual attendance.

The need to work in partnership with parents and carers is essential and it will be the responsibility of each Academy to identify, investigate and communicate concerns as quickly and efficiently as possible. We will adopt a clearly-focused approach aimed at returning the student to full attendance at all times.

Leigh Academies Trust is committed to promoting race and gender equality through all practices and procedures related to attendance and punctuality.

It is only the Principals of each Academy within the Trust who can authorise absence.

1. Principles

LAT Apprenticeship will:

- 1.1. Ensure that all staff are aware of the registration procedure;
- 1.2. Complete registration accurately for the training at the beginning of each session;
- 1.3. Promote the importance of full attendance and punctuality in achieving the best possible training outcomes;

- 1.4. Through reporting systems, ensure that employers and students are made aware of the student's attendance pattern, and provide an opportunity to discuss how it may affect learning and offer supportive strategies to improve attendance;
- 1.5. Work towards ensuring that all students feel supported and valued;
- 1.6. Support students who have difficulty travelling to their training sites, working in collaboration with their employers.

Employers will:

- 1.7. Ensure that their apprentice attends regularly and punctually;
- 1.8. Contact LAT Apprentice or the assessor directly whenever their apprentice is absent on the first and each following day of absence. Whether this is holiday or sickness etc.
- 1.9. The apprentice may be asked to provide evidence of medical appointments and medical treatment if required to do so by LAT Apprenticeships;

2. Procedures for recording attendance, absence and punctuality

- 2.1. The recording of attendance and absence at the start of each session is known as roll call. This is undertaken in the morning and afternoon sessions.
- 2.2. In most cases this roll call is conducted electronically i.e. OneFile.
- 2.3. The recording of attendance and absence in all other lessons will be known as registration.
- 2.4. Employers and students should be aware of the training times to ensure punctuality. Please check with your assessor for confirmation or any changes to timetable.
- 2.5. Registers for roll call will officially close 30 minutes after the start of the morning or afternoon session. Students arriving after this time will be registered as late.
- 2.6. Students regularly arriving late may incur appropriate sanctions. Employers will be contacted to discuss the matter further.
- 2.7. Prior to leaving the site, all students must report to reception and be officially signed out.

- 2.8. Apprentices who wish to leave the site during the training day must adhere to the signing out procedures determined by the Director of Learning for Post 16.

3. Strategies for improving attendance and punctuality

- 3.1. The assessor at each training session will make the senior leadership team aware of significant attendance trends and patterns, and seek their support in addressing any issues with students, employers and other stakeholders.
- 3.2. Attendance, punctuality and its impact on learning and progress will be a key area for discussion between assessors and employers during progress review meetings.
- 3.3. Apprentice's attendance data may be shared with their line manager, local authorities, Social Services, Police, relevant local education authorities, Ofsted and the Department of Education and Skills.
- 3.6. An apprentice will be deemed to be an absentee if their attendance falls below 80% without authorised absence. They will be deemed to be at risk if attendance falls below 85%. Students who fall into either of these categories, will be monitored by LAT Apprenticeships.

4. Monitoring and evaluation

- 4.1. Attendance data per programme, will be produced regularly and distributed to the assessor(s) and the Senior Leadership Team for comment. Employers will be notified of any concerns so that interventions can occur.
- 4.2. LAT Apprenticeship attendance data is reviewed at the quarterly Curriculum Audit meetings
- 4.3. Attendance Data forms part of the apprentices Off-the Job hours log, and will be collected and form part of LAT Apprenticeship's ILR submission to the Education & Skills Funding Agency (ESFA) at the end of their apprenticeship.