

WCLL LEARNER CODE OF CONDUCT

BEFORE CLASS

- Ensure that you arrive on time for classes and prepared for learning.
- Ensure you have what you need to take notes from the class.
- Wear appropriate clothing for classes. No caps, hats or hoods to be worn in lessons.
- Attend 100% of your classes.
- Inform WCLL of any reason for absence, in advance.

DURING CLASS

- Display a positive commitment to your learning.
- Be tolerant and respectful towards all and respect the views of others.
- No food or drink (other than water) to be taken into class.
- Do not use mobile phones or other devices during lessons.
- Do not share or remove training provider or learner property without permission.
- Report anything that is, or is potentially, dangerous to an appropriate person.
- Do not smoke or vape, except in designated areas.

BEHAVIOUR

- Observe all WCLL policies and procedures during your course.
- Complete work and collect evidence for assessment within agreed timescales.
- Treat all learning environments and resources with respect.
- Harassment, bullying, discrimination, swearing, racist, homophobic, or sexist terms will not be tolerated.
- Behave responsibly so as not to endanger yourself or other people.
- Be committed to a healthy lifestyle, which is not dependent on the misuse of drugs or alcohol.

If you are unsure about anything or require a re-cap on anything, please make your tutor aware of this during your course.

If you have any concerns or wish to raise a safeguarding issue, please contact a member of our Safeguarding Team. Contact numbers and email addresses are in your learner handbook.

By signing your Individual Learning Plan (ILP), you are agreeing that you have been fully informed of what is expected of you and that you will always follow the WCLL Online Code of conduct during your learning.