

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.
- Do not use AI tools to transcribe the session. Your tutor may record the lesson, if it has been agreed with all learners in the class.

CONDUCT

- 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, transphobic or sexist conduct 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.
- Learners may not bring children or young adults to the centre, as we cannot take responsibility for them and will ask you to leave if you do so.

If you're unsure about anything during your course, just let your tutor know. For any concerns or safeguarding issues, please contact our Safeguarding Team - details are in your learner handbook.

Dress Code

- We ask learners to dress appropriately to support a respectful and focused learning environment.
- Wear clean and tidy clothing.
- Avoid pyjamas, beachwear, revealing outfits, or clothing with offensive slogans or images.
- This will ensure that sessions are professional and comfortable for everyone.

This code of conduct is mandatory across all our courses and should be followed by all learners across our whole provision