

Swatpro Learner Code of Conduct

Introduction

All staff at Swatpro and its partners work extremely hard to deliver high-quality training. To support this, we uphold a zero-tolerance policy regarding the following behaviours:

- Physical, verbal, or sexual abuse of others
- Sexual violence
- Use of offensive language
- Bullying or intimidation
- Discriminatory behaviour, including racism, sexism, and ableism
- Attending training or reviews under the influence of drugs or alcohol
- Viewing or distributing extremist materials using Swatpro IT equipment
- Criminal damage
- Discrimination against protected characteristics
- Child-on-child abuse

Health and Safety

Swatpro believes all incidents of personal injury are preventable. All learners must take personal responsibility to follow the health and safety policies and procedures of both Swatpro and their employer. Unsafe behaviour, including misuse or unauthorised use of equipment, will be treated as misconduct and may result in removal from the training programme.

Training and Workplace Conduct

Learners must always behave reasonably and show respect for facilities, equipment, and the learning environment.

Your Commitment

Upon induction, learners will receive and agree to this Code of Conduct. By participating in the programme, learners commit to:

- Arranging visits and ensuring space is available at the workplace
- Keeping and attending scheduled appointments
- Arriving on time, prepared, and committed to learning
- Complying with health and safety rules
- Cooperating with staff and supporting fellow learners

- Asking questions when unsure
- Informing us promptly if unable to attend
- Submitting work on time and to a high standard
- Communicating concerns with your trainer
- Turning off mobile phones during sessions
- Creating appropriate space for online learning

AI and Digital Tools Use

- AI tools (e.g. ChatGPT, Grammarly) may only be used when permitted by your trainer and within awarding body guidelines
- Work submitted must be your own. Misuse of AI, including submitting AI-generated work as your own, will be considered plagiarism
- AI use must be declared where appropriate – see the Swatpro ***Use of AI in Learning Policy***

Online Learning Conduct

- Use professional, respectful communication online
- Attend virtual sessions in a quiet, distraction-free space
- Do not record or share sessions without permission
- Follow safeguarding and data protection guidelines

Mobile Devices and Technology

- Devices must be off or silenced during training unless used for learning with permission
- Use of personal devices during assessments without permission is prohibited

e-Safety and Cyber Conduct

- Do not access, download, or share inappropriate or extremist content
- Respect others' privacy; do not share personal data without consent
- Cyberbullying or harassment will be treated as serious misconduct

Our Commitment

Swatpro will:

- Provide constructive feedback and support your learning
- Work with you and your employer to identify skills to develop
- Provide tools and equipment as needed

- Be available to support you throughout your programme
- Ensure safe working practices
- Support your well-being needs

Learner Declaration

I confirm I have read and understand the Code of Conduct and agree to abide by it at all times.

Full Name:		Date:	
Signed:		Training Programme:	

Learner Training Rules

In addition to the Code of Conduct, learners agree to:

- Follow health & safety rules
- Adhere to COVID protocols
- Wear appropriate PPE
- Follow all trainer instructions
- Be punctual; absences and lateness are reported
- Submit work on time and follow the Individual Learning Plan
- No eating or drinking in classrooms
- Only smoke / vape in designated areas
- No energy drinks on premises
- Turn phones off; use only during breaks
- Respect others' tools, property, and workspace
- Report damaged equipment
- No headphones or music devices during sessions
- No alcohol or drug use
- Submit only your own, original work
- Show respect to all learners, staff, and visitors

Training Rules Declaration

I confirm I have read and understand the Training Rules and agree to abide by them at all times.

Full Name:		Date:	
Signed:		Training Programme:	

Version Control

Version control:			
24/10/23	DSL	Annual review:	Nov 2024
Nov 24	DSL	Annual review:	Nov 2025
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