



Code of conduct for traineeships



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1. What we expect of our learners

As a learner with Aspiration Training, you have a big role to play in ensuring that:

Everyone is kept safe
Everyone is treated with respect
Everyone has the best opportunity to succeed

Your responsibilities:

- To work for in your work experience setting to the best of your ability and in accordance with the employer's policies and procedures
- To observe the employer's terms and conditions of your placement
- In both the work placement and training, to show the commitment and determination to succeed and achieve, ensuring attendance, punctuality and attitude are excellent throughout.
- To communicate effectively with ATL staff at all times and inform the relevant staff, within a reasonable time frame, if you are unable to be present for your work placement
- 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 ATL staff and your employer to ensure all learning elements identified in your learning agreement are achieved within the timescales set in your ILP
- If, for any reason, you feel that you have to leave your traineeship programme, you will need to contact a member of staff at Aspiration Training Limited (preferably your Tutor) so that we can help you plan your next steps

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 course
- Acceptance of Additional Learning Support (ALS) where appropriate
- A willingness to carry out self-directed study
- The commitment to meet deadlines and manage your time effectively
- Complete set work in a timely way
- Excellent attendance (where relevant)
- The drive for achievement to enable progression
- Review and set targets which stretch and challenge you

Reporting absence:

It is your responsibility to inform your Tutor and work placement of any absence due to sickness, appointments and holidays.

Absence from work

Your work placement employer will notify you of their systems for recording any absences. You will be required to follow these procedures for all absences.

Absence from learning sessions

Your Tutor should be notified if you are unable to attend any of your scheduled learning activities on the morning of the visit at the latest.

Unauthorised absences

If you do not notify your work placement employer or Tutor that you will not be in work placement or attending a scheduled learning session, this absence will be recorded as unauthorised.

Authorised absences

If you are going to be sick for more than 5 days, you will need to let your Tutor know as soon as possible. This is because you are allocated a period of time to complete your traineeship and any long-term illness might have an impact on this.

If, at any point in your studies, you feel you are struggling to attend or there are barriers to you continuing in learning, please don't give up. Speak to your Tutor as soon as you can so that you can discuss the best course of action.

2. What we expect of our work placement employers:

Commitment:

- To ensure that good learner progress is maintained
- 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 trainee and provide ATL 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.
- Provide either a formal interview for a job or apprenticeship vacancy and feedback on this, or an exit interview, written feedback and evidence of the learner's time and activities during the work-placement

3. What you can expect from Aspiration Training:

- To deliver high quality training and assessment, appropriate to your individual qualification requirements, 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 and Adult Education Budget funding rules and to confirm that the traineeship delivered meets the requirements of these funding agencies
- To assess and ensure traineeships undertake work experience 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 for each learner
- To support both the trainee and the work experience employer at all times
- On completion of planned learning, to ensure all appropriate processes are completed, ensuring both individual qualification and Functional Skills / Essential Skills certificates are presented in a timely manner

4. Contact details

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