



Learner Code of Conduct

1. Take reasonable care of your own health & safety and those around you by complying with the health and safety policy/guidance.
2. Comply with KEITS Ltd. policies and procedures as provided to you.
3. Provide relevant information within agreed timeframes.
4. Bring any issues to the attention of your Training Consultant/Tutor or KEITS head office, including any learning support or health issues that might affect your plan of training.
5. Be diligent, punctual and behave in a responsible manner.
6. Always behave respectfully towards your Training Consultant, tutor, colleagues and KEITS Staff, in both face to face and remote sessions. Abusive or derogatory language, violence, or threat of violence will not be tolerated and may result in the learning programme being withdrawn.
7. Digital Conduct and Online Learning sessions guidelines:
 - Use provider-approved platforms; keep login credentials secure; do not share access.
 - Cameras on and professional conduct during live online sessions unless agreed otherwise as a reasonable adjustment.
 - No offensive backgrounds, usernames, or chat content; follow tutor instructions (mute etiquette, participation).
 - Recording of sessions by apprentices is prohibited without prior written permission; provider may record for quality/safeguarding with notice.
 - Follow Acceptable Use Policy: no illegal downloads, malware, or bypassing security; use respectful, lawful communications.
8. Fully engage with your Training Consultant/Tutor and attend training sessions and meetings at the agreed times to ensure you complete your learning programme in a timely manner.
9. Work to agreed targets and deadlines.
10. Commit to the learning activities required by the curriculum including any additional self-study and research.
11. Complete all actions agreed with your Training Consultant(s)/Tutor.
12. Complete any coursework, assignments and tests/examinations required to achieve the learning programme/qualification.
13. Avoid plagiarising work as it will be rejected.

Location	Title	Responsibility	Date Created	Version/Update	Review Date
Doc Con / All Company Policies / Learners	Learner Code of Conduct	KRS	08.22	6 – Jul'26	Oct'28