

Apprentice Code of Conduct

1. Observe and abide by the employer's terms and conditions of employment and to always promote the employer's best interest.
2. Take reasonable care of your own health & safety and those around you by complying with the health and safety policy/guidance provided.
3. Comply with KEITS policies and procedures.
4. Provide relevant information within agreed timeframes.
5. Bring any issues to the attention of your employer/KEITS, including any learning support/health issues that might affect the plan of training.
6. Be diligent, punctual and behave in a responsible manner.
7. Always behave respectfully towards KEITS's staff, your employer and colleagues 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derogatory language, violence, or threat of violence will not be tolerated and may result in the apprenticeship being withdrawn.
8. 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.
9. Fully engage with your Training Consultant and attend meetings at the agreed times to ensure you complete in a timely manner.
10. Work to agreed targets.
11. Commit to the learning activities required by the curriculum including any additional self-study and research (to take place during working hours).
12. Comply with Maths and English requirements where applicable, including undertaking tests as required.
13. Complete all actions agreed on your progress review forms.

14. Complete any coursework, assignments and exams required to achieve the apprenticeship/qualification.
15. Avoid plagiarising work as it will be rejected.
16. Assist the provider in collecting evidence of off the job training.
17. Notify KEITS if the circumstances of your employment change.
18. Apprentices must agree with the employer and provider at the Gateway meeting when learning is complete and that you are ready to undertake the end point assessment.

Location	Title	Responsibility	Date Created	Version/Update	Review Date
Doc Con / All Company Policies / Learners	Learner Code of Conduct	KRS/LWP	08.22	5 / Jul 26	Oct'28