

Policy No: LIEURAPP22027

Policy Name: Apprenticeship Code of Conduct

1.0 Purpose

This Code of Conduct outlines the standards of behaviour and expectations that LI Europe has for all apprentices

2.0 Apprentice Responsibilities

As a Learner at LI Europe, your responsibilities are:

- To demonstrate a commitment to learning through:
 - **Open-Mindedness:** Approach the apprenticeship with a willingness to learn and explore new concepts, techniques and skills.
 - **Curiosity:** Ask questions, seek guidance and actively engage in discussions to deepen your understanding of the subject matter.
 - **Adaptability:** Embrace change and be open to adapting your skills and knowledge as you progress through the program.
- To demonstrate professionalism through:
 - **Punctuality:** Arrive on time for all apprenticeship related activities, including training sessions, Development Coach meetings, 12-week reviews. Complete tasks in a timely manner.
 - **Communication:** Maintain professional and respectful communication with trainers, tutors, coaches, fellow apprentices and other colleagues.
 - **Accountability:** Take ownership of your responsibilities, meet deadlines and deliver quality work to the best of your ability.
- To drive personal growth by:
 - **Self-Directed Learning:** Taking the initiative to expand your knowledge beyond the immediate requirements of the apprenticeship.
 - **Feedback:** Be receptive to feedback, both positive and constructive, and use it to enhance your skills and performance.
 - **Goal Setting:** Set your own personal goals and meet targets set by LI Europe to stretch and challenge yourself.
- To treat all individuals with respect, regardless of their background, identity, or viewpoints.
- Work safely in accordance with Health and Safety legislation and in accordance with your employer's requirements.
- To take personal responsibility to report and absence, holiday or sickness to LI Europe, where this will have an impact on your ability to complete elements of the apprenticeship.

3.0 Related Policies

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

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LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP22014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

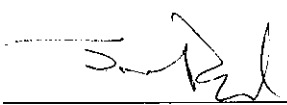
LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director  _____

Date 20/11/20