

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 and tolerance, regardless of their background, identity, or viewpoints in line with the British Values
- 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
- LIEURAPP20014 – 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 _____