

COMPASS



Code of Conduct for Apprenticeships



1. What we expect from learners

As a learner with Compass, 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 your employer to the best of your ability and in accordance with your employer's policies and procedures;
- To observe your employer's terms and conditions of employment;
- During employment and training, to show the commitment and determination to succeed and achieve, ensuring attendance, punctuality and attitude are excellent;
- To communicate effectively with Compass and inform your tutor or learning coach if you are unable to attend a workshop, assessment or progress review;
- Behave in a safe and reasonable manner and in accordance with the requirements of health and safety legislation relating to your role and responsibilities;
- Work with Compass and your employer to ensure that all learning elements identified in your learning agreement are achieved within the timescales agreed in your learning plan;
- If, for any reason, you leave your employment early and prior to completing your qualification, you will need to contact your learning coach at Compass as soon as possible as this might affect funding you have been granted by the government. We may also be able to help you find another suitable employer so that you can continue with your studies.

What we expect from you whilst studying and training with us:

- Good behaviour and respect for all;
- Punctuality at all appointments throughout your programme;
- Acceptance of Additional Learning Support where appropriate;
- A willingness to carry out self-directed study;
- The commitment to meet deadline and manage your time effectively;
- Complete assignments and assessment on time;
- Attendance at workshops and progress reviews;
- 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 employer and learning coach of any absence due to sickness, appointments and holidays.

Absence from work

Your employer will notify you of their systems for recording your holidays and any absences. You will be required to follow these procedures for all absences. Failure to comply with your employer will be notified. Your learning coach will record all details of absences, and this will be reported in your review.

Unauthorised absences

If you do not notify your employer or learning coach that you will not be in work or attending an assessment visit, progress review or agreed workshop, this absence will be recorded as unauthorised. In addition to this, you may find that your employer will not pay you for your unauthorised absences and your employer may withdraw you from the apprenticeship programme or terminate your employment.

Authorised absences

If you are going to be off sick for more than 21 days, you will need to let your learning coach know as soon as possible. This is because you are allocated a period of time to complete your apprenticeship and any long-term absence will have an impact on this. To make sure you do not lose any time on your studies, you will be temporarily withdrawn (known as a break in learning). Once you are back at work, we will then re-start your training.

If at any point in your studies, you feel you are struggling to attend or there are other barriers to your continuing with the programme, please don't give up. Speak to your learning coach or employer as soon as you can so that we can agree an action plan to support you.

2. What we expect of employers

Commitment:

- To ensure that good learner progress is maintained;
- To regularly review the apprentice's performance in both the workplace and in training on a regular basis by attending regular progress reviews arranged by Compass;
- 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 apprentice and provide Compass with appropriate evidence of Employer's Liability insurance;
- To provide a fair and safe working environment, complying with employment legislation for equal opportunities and safeguarding;
- Agree to allow and support the apprentice to attend off-the-job training (minimum 6 hours per week) and assessment tests to ensure successful completing of all qualifications;
- To partake and have input in the apprentice's regular progress reviews/tutorials and assessment visits;
- If, for any reason, an apprentice leaves your employment prior to completing their qualification, you will contact Compass as soon as possible as this will affect the funding.



3. What you can expect from Compass

- 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 requirement as defined by the Education and Skills Funding Agency (ESFA) and to confirm that the apprenticeship delivered meeting the requirements of the Specification of Apprenticeship Standards for England(SASE).;
- To assess and ensure apprentices are employed in a safe working environment, in line with health and safety, safeguarding and equality and diversity legislation and requirements;
- To develop and maintain an Individual Learning Plan with input from both the apprentice and employer;
- To monitor through the review process the apprentice's performance in all aspects of the work and training, as well as ensuring that the employer is also involved;
- To support both the apprentice and the employer at all times, ensuring regular and effective communication and dialogue between all parties;
- On completion of planned learning to ensure all appropriate processes are completed ensuring both individual qualification and Functional skills certificates are presented in a timely manner.

4. Contact Details

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