

Learner's Code of Conduct

We hope that your experience of working towards your award will be a positive one and that you will feel, not only that you have achieved a very worthwhile qualification but also that it has given you recognition for your work.

For us to work well together we have drawn up this 'code of conduct' so everyone can be clear about what is expected of them.

Learners are expected to:

- Attend all workshops, – if you are due to go on holiday please let us know and call us on the day if there is a problem
- All Learners will be given a portfolio with standards, checklists and work packs at the start of the programme. You need to look after these as the contents are expensive and once you start building your portfolio the contents may be irreplaceable, Learners who need to replace any documents will be expected to pay for replacements
- Complete work that is given out at workshops or assigned by assessors– it's important to keep up with your work. We are always happy to help to try and sort out any problems so please talk to us!
- At workshops we encourage co-operation and sharing of ideas but the work in your portfolios must be your own. If you include letters and guidelines written by 'the team' you work with this must be clearly indicated and signed by your manager/supervisor. Work that has been photocopied from other Learners' portfolios will not be accepted.
- If you have an external assessor when they make an appointment it is the Learners' responsibility to inform their managers and the other people they work with and gain consent.
- If an assessor is going to observe you working with service users you must have negotiated their consent. Use the consent forms in your handbook and show these to your assessor at your planning meeting before the assessment begins.
- If for any reason it is not convenient for your assessor to see you Learners must let assessors know in good time.
- I understand the workbooks supplied to me for my portfolio must not be photocopied to give to anyone else. All workbooks are copyrighted to GGF Training.
- I understand that this is my award and that I will need to do work in my own time to achieve the award.

GGF Training has an Equal Opportunities policy and we expect all Learners to behave in a way that actively supports this philosophy. We also expect to be treated as we treat Learners – with respect and recognition of skills and experience.

Signed _____ Learner

Signed _____ Assessor

Date _____