

APPRENTICE CODE OF CONDUCT

Engineering Trust Training (ETT) work in partnership with your company to ensure you receive the best possible training available. ETT and your company expect you to meet the high throughout your apprenticeship and we have set out the following Code of Conduct to help guide you to achieve this.

Unlock your Potential

You have been selected for this apprenticeship over numerous other applicants because both ETT and your employer believe you are the perfect candidate for the role and apprenticeship. Remember this and use it as your motivation to exceed their expectation and show that they made the right decision.

You will be successful if you working hard, go that little bit further and do not take short cuts. Always strive to do your best, apply a positive 'can do' attitude, complete all assignments and reviews to a high standard and by the agreed deadlines. Take responsibility for your training, take an active part in lessons and reviews, ask questions, share ideas and make use of the support available to ensure your success.

We will help you every step of the way to unlock your potential and become the best engineer you can possibly be. We too will work hard, go that little bit further and not take short cuts in order to give you everything you need to succeed. However, it has to start with you.

Respect

Earn respect from peers and other people you work with. We expect our apprentices to be; inquisitive, polite, able to listen, hungry to learn and be respectful to everyone. We encourage you to challenge us as and when you feel the need however this must be done in a constructive way and under no circumstances is shouting, arguing, physical violence or disruptive behaviour acceptable.

Looking after one another

Be vigilant of those you work with. If you feel that others may be the subject of bullying, harassment or unacceptable behaviour then report this to either your Training Officer or another member of the ETT team. We will not tolerate bullying, harassment or unacceptable behaviour of any sort.

With this in mind, we hope that others will in turn look after you. If at any point you feel you are being bullied, harassed or the recipient of unacceptable behaviour you should report this immediately, either to your Training Officer or another member of the ETT team.

Be Organised

We expect you to be on time to work or college and prepared for the tasks you have to do that day. If you find yourself being consistently late or unprepared then we expect you to take action to rectify this.

You will be briefed prior to any given day on what you're expected to bring on a work day or a day at college. For example, this may be PPE, portfolio work or study materials.

Submit work on time.

Seek help when you need it and take up the support offered.

Attendance

Aim to have full attendance both at work and college.

Only be absent for authorised reasons (see Absence, Withdrawal & Exclusion Policy & Procedure for more detail).

Make sure you contact the appropriate staff member at least 45 mins before the start of your day if you are going to be absent. You also need to tell your Training Officer from the first day of absence.