

## S&B Learner Agreement

The safety and welfare of all learners is a priority for S&B Automotive Academy.

We want your time at the academy to be a happy, safe, and progressive experience. We, therefore, ask that all learners adhere and agree to the following:

- Report any potential lateness with S&B **ASAP** [0117 9533001](tel:01179533001) We need to know you are safe.
- Report all absences to your employer **ASAP** who will then notify S&B.
- Late arriving you will need to report directly to Reception before entering your class.
- Treat peers, staff, and visitors with respect, regardless of their gender, age, ethnic or social background, language, religious or other beliefs, disability, sexual identity or orientation or other status, and encourage them to treat others the same way.
- Mobile phone use is not allowed in class unless your tutor has expressly given permission to use it for college-related tasks. You will have an individual container on your desk that your phone must be placed in. Your phone must be kept on silent throughout the class. If you have an urgent call/ emergency, please discuss this with your tutor. Please ensure that your next of kin has S&B's telephone number so that contact can be made in the event of an emergency ( [0117 953 3001](tel:01179533001)). Failure to adhere to this will result in you being removed from the class and your employer being called, and if not resolved you will be sent home for the day
- Communicate respectfully with peers, staff, and any visitors regardless of age, gender, race, and disability.
- Aggressive behaviour towards others will not be tolerated.
- Always use language or behaviour towards others that are appropriate.
- Do not use language or behaviour that is or could be considered harassment, abuse, sexually provocative, or demeaning.
- No smoking or vaping on site.
- Drugs and Alcohol are strictly prohibited.
- I.D Badges **MUST** be worn at all times (lost cards **MUST** be reported)
- Entry will be via key fob you will need to ensure this is with you at **ALL** times.(Lost fobs **MUST** be reported replacement fobs will be chargeable to the learner)
- Site Security and entry you will be provided with a secure app that you will need to download and use at **ALL** times.
- Behave as a representative of your employer. Your appearance, attitude, behaviour, and language directly impact you, your employer, and S&B.
- Dress for college attendance, no shorts, sliders, flip flops, or short skirts, you will be responsible for bringing all required workshop PPE for all practical sessions.
- Always maintain professional boundaries in person and online.
- Never engage in physical 'horseplay'.
- Be careful when engaging in 'banter' as this can easily be misunderstood or have a negative impact whether intentional or not.
- Report any potential welfare concerns without delay to your tutor or Safeguarding & Welfare Team.
- Promote and enhance your employer and S&B Academy image.
- Complete all work in a timely and conscientious manner any missed work will be raised with yourself and your employer continual failure to meet the work deadline could result in a Break in Learning.
- Log into and complete Elog tasks.
- Ask for help when you need it. We are here to support you.
- Please ensure any additional support needs have been provided to S&B this will not reflect your position but will ensure we are able to provide any additional requirements.

**Failure to comply with any of the above will be reported back to your employer and could result in the termination of your apprenticeship.**

e.g. :

Overlays, reader, writer, the potential for additional time at exam points which we are required to apply for with the correct evidence with the awarding bodies.

### TRAVEL PROVISION

For all learners that receive travel from S&B.

- Provide any dates of absence prior to blocks.
- Follow ticket collection as detailed on the ticket provided.
- Ensure your email details are kept up to date with S&B

### HOTEL USERS

- Follow all of the above.
- Be mindful of other guests.
- No running up and down corridors, Banging Doors.
- U18 MUST if leaving the hotel on an evening sign out and back in the hotel by 10pm.
- U18 MUST NOT consume alcohol on or off-site.
- Over 18 MUST comply with their individual company policies when away from their place of work this will include Drugs & Alcohol.
- Intoxicating behaviour will not be tolerated.
- Abide by any additional requirements set by the Hotel.

### DECLARATION

I have read, understood, and agree to the above:

Name: \_\_\_\_\_

Cohort: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

A copy of this will be kept on your personal account for reference.

**Failure to comply with any of the above will be reported back to your employer and could result in the termination of your apprenticeship.**