

## LMETB FET Learner Contract – Code of Behaviour

We have a responsibility towards each other and our LMETB FET centre/college to make it a happy and respectful place where relationships are valued and everyone is free to learn in comfort and to enjoy centre/college life.

Therefore, in the best interest of the safety and well-being of students, staff and management in LMETB's FET centres/colleges we require that you read the following Learner Contract.

By signing this contract you are agreeing to the Code of Behaviour outlined.

### Respect

- I understand that I should, at all times, treat other learners, teaching staff and all LMETB staff with respect and courtesy. I will behave responsibly and not engage in any activity that could interfere with the learning opportunities or safety of others.
- I understand that bullying, racism or harassment of learners or staff will not be tolerated. LMETB FET has zero tolerance towards bullying behaviour including verbal and written bullying through jokes, gossip and slander; physical intimidation, verbal intimidation, inappropriate use of Social Media, isolation, non-cooperation with fellow learners and/or staff, excluding persons from activities and any other behaviour deemed to be inappropriate. This type of behaviour may result in disciplinary sanction or loss of place. I understand that bullying, racism or harassment of learners or staff may result in a disciplinary sanction or immediate loss of my place on the course. I understand that should this occur I have the right to appeal.
- Abusive, aggressive or any form of inappropriate behaviour or language as well as any harassment or racism towards members of LMETB staff or fellow learners will not be tolerated. I understand that threatening or intimidating behaviour towards staff and other learners may result in a disciplinary sanction or immediate loss of my place on the course. I understand that should this occur I have the right to appeal.
- While on work experience placement I understand that I am representing my LMETB FET centre/college and will behave in a manner which will enhance the good name of the centre/college.
- While on trips organised by my FET centre/college or at social events associated with my FET centre/college, I understand that I am representing the centre/college and will behave in a manner which will enhance the good name of the centre/college.
- I undertake to treat all materials and resources used by me during my time in LMETB FET centres/colleges with respect, to use them correctly, not wastefully and to store them carefully.

- I undertake to keep workspaces and classrooms tidy and in good order. I agree to follow, with due care and diligence, health and safety regulations and procedures in classrooms, laboratories, workshops and other designated workspaces.
- I undertake to treat other communal areas such as the canteens and bathrooms with care and respect.
- I understand that LMETB FET centres/colleges do not accept responsibility for the personal belongings, books and equipment of students whilst on LMETB FET premises.

### Attendance and Time-Keeping

- It is our experience that the learners who do the best in their studies with LMETB FET centres/colleges are those whose attendance is regular and punctual throughout the year.
- I agree to attend regularly as timetabled. If it is necessary for me to be absent I will inform the Course Coordinator/Designated Person on the first day that I am absent by phone call, text or email. I will supply a Doctor's certificate if my absence continues for more than two days. (Doctor's appointments should be made outside of class times where possible). I understand that frequent and extended absences may result in the loss of my place on the FET programme.
- If I am absent without satisfactory explanation, I understand that I may risk losing my place on the FET course. I understand that if this happens, I have the right to appeal.
- I understand that I must attend for classes punctually and that I should attend for the whole of the class time, as failing to do so disturbs the teaching and learning for myself and others.
- I understand that I must inform the FET centre/college of any health issue, such as an infectious or notifiable disease, that may affect the health and safety of others.

### Participation

- I understand that my progress and participation in the FET programme will be checked and noted on a regular basis.
- Most FET courses are assessed by means of Continuous Assessment through assignments, projects and/or examinations. I understand that I am expected to submit all required work on or before the stated deadline. LMETB FET Assessment Policy is explained in more detail in a separate document.
- I agree to comply with the rules and regulations of the examining body relevant to the course being studied. I realise that plagiarism is a serious offence and I will abide by LMETB FET's Plagiarism Policy.

### Smoking

- LMETB's FET centres/colleges are smoke free and vape free buildings, in accordance with current legislation. I understand that smoking and vaping is confined to a designated area outside the FET building.

### Substance Abuse

- I understand that it is not permitted to attend classes while under the influence of alcohol or drugs, and that I may be required to leave the course temporarily or permanently if I fail to comply with this rule.
- I understand that the possession, use or sale of any controlled substances (including alcohol) is prohibited in the FET centre/college and on all activities associated with the centre. Breaches will incur legal and disciplinary sanctions.

### Computer/Mobile Phone Usage

- I understand that I can access computers in the classroom using log in details given to me by LMETB staff. I understand that downloading offensive or inappropriate material or using computers for private or inappropriate use is not acceptable. I agree to abide by LMETB's Internet Usage and Social Media Policies.
- I understand that mobile phones are disruptive to class and I agree to abide by the Mobile Phone Usage policy of my FET Centre/College. Taking videos, photographs or voice recordings of other students or Centre/College staff is not allowed unless permission is specifically given.

### Copyright

- I understand that any unauthorised use of copyright material is prohibited. LMETB FET centres/colleges will actively discourage all breaches of copyright in respect of literary, computer software, dramatic, musical, and artistic or any other works which constitute intellectual property. Infringement of copyright may lead to criminal prosecution or civil action by the copyright owner.
- I understand that if I face legal action for infringement of copyright, I may also be disciplined by the FET centre/college.
- Guidelines on the acceptable usage of copyright material for academic purposes are available in my FET centre/college.

### Contact Details

- I agree to notify the Course Coordinator/Designated Person of any change in my registration details (e.g. address, phone number).

### Discipline/Appeal/Grievance Procedures

- I understand that if I do not adhere to the Learner Contract outlined above then I risk having sanctions imposed, possible suspension from the programme or ultimately losing my place on the course. Please refer to LMETB's FET Discipline Policy for more details.
- I understand that if I feel that I have been unfairly treated I have the right to appeal. Please refer to LMETB's FET Learner Appeal Policy.
- I understand that if I have a grievance, I may make a complaint via the Learner Complaint Procedure as outlined on LMETB's website.

**I AGREE TO ABIDE BY THIS LEARNER CONTRACT:**

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (if learner under 18 years) \_\_\_\_\_