



Code of Conduct for Learners: 2024/25

TMP College aims to provide a safe and supportive environment where everyone can study and work to the best of their ability. Enrolment onto a course means you have joined the TMP College community and are expected to behave accordingly. You have agreed to this by signing the enrolment form.

We expect you to:

- Treat other learners and staff with respect
- Attend all classes and tutorials
- Be punctual
- Notify your Tutor(s) of absence. We will assume you have left TMP College if you have been absent without explanation for 4 term time weeks.
- Keep to the IT Acceptable Use for Learners Policy when using College computers
- Let your Tutor(s) know straight away if you have difficulties with your work
- Achieve the standard of work required of you
- Hand all assignments in on time

We will not accept:

- Unacceptable behaviour in or around TMP College buildings. Examples of unacceptable behaviour include insulting others, bullying, verbal abuse or rudeness, using language that offends others, fighting or other violent, threatening or dangerous behaviour, racism or sexual harassment.
- Smoking or vaping in non-designated areas
- Wearing of hats and coats in classrooms
- Abuse, threats or rudeness to a member of staff. These may be verbal or sent electronically, for example through Facebook
- The use of illegal drugs or alcohol in or near TMP College buildings
- Deliberate damage or attempted damage to TMP College property
- Theft, attempted theft or unauthorised possession of any items belonging to TMP College or to any learner, member of staff or employer
- Breaking the rules of an awarding body such as copying someone else's work
- Repeated problems with the quality of work produced or of handing it in on time, affecting your own or other learners' chances of gaining accreditation. This may be because of delays in producing work, which affects a group project
- Disruptive behaviour in classes or other college spaces or not following a direct instruction from a member of staff



Learner Disciplinary Procedure (Summary): 2024/25

All learners who enrol on a course at TMP College agree to follow the TMP Code of Conduct for Learners, which outlines the College's expectations of learner behaviour. When learners' behaviour breaks the Code of Conduct, the following disciplinary process will be used.

There are four stages to our disciplinary process. These are:

1. Informal Warning
2. First Written Warning
3. Final Written Warning
4. Final Disciplinary Hearing – Outcome may be Dismissal

Learners, who do not show improvement following a warning, will usually be issued with a higher level of warning when the situation is reviewed.

If the behaviour is thought to be serious enough, a learner can be suspended at any stage and a warning may be issued following a disciplinary meeting. The member of staff will decide what the most appropriate warning is, given the severity of the behaviour:

A learner can be suspended at any stage and pending investigation. Suspension is not in itself a disciplinary action, it is simply to allow a full investigation to take place.

Whenever a warning is issued to a learner, appropriate support will be offered to help learners to progress and be successful on their course. This may include working with their tutor on a particular thing, having regular meetings with a Personal Tutor to review progress, attending counselling sessions or an appointment with a member of the Careers Advice and Guidance team. Referrals to external agencies will be made when appropriate.

Learners have the right to appeal against a Final Written Warning, or Final Disciplinary Hearing which has resulted in dismissal. They are to do this by writing to the Director who heard their case or another relevant manager.

Agreeing to this policy

During enrolment onto a course at TMP College, we require all learners to sign this document to confirm they agree to comply with the Code of Conduct for Learners and understand the disciplinary procedure.

Signed: _____ Name: _____ Date: _____