



ENGINEERING COLLEGE

QUALITY MANAGEMENT SYSTEM POLICY

LEARNER CODE OF CONDUCT

REFERENCE Version 1 November 2016

This Policy will enable the organisation (**The Engineering College**) to identify what processes must take place for any Learners who may require / have been identified as requiring support for additional learning and / or social needs.

QUALITY STATEMENT

“The **Engineering College** Quality Management System operates to support and guide staff, learners and employers in effective engagement with the services and products provided by the organisation, seeking to ensure a consistent and continuously improving quality experience to exceed the users expectations”.

Our Mission

“We aim to be the leading provider of outstanding technical training and assessment programmes, connecting industry and education and setting the benchmark for partnership in a world-class engineering sector.”

QUALITY CHAMPION – M Brown

**To get the most from your course at the
Engineering College**

PLEASE

- ✓ Behave in a responsible manner when arriving and leaving the College site with due regard to our residential and commercial neighbours
- ✓ Attend all your lessons on time and prepared
- ✓ Attend all workshops sessions with the appropriate personal protective equipment (PPE) worn/used correctly
- ✓ Follow the safe use of machinery for which you have been inducted
- ✓ Follow the information technology (I.T.) code of conduct
- ✓ Work with our Staff to help keep the facilities clean & tidy
- ✓ Turn off mobile phones, MP3 players & iPods during lessons
- ✓ Observe the College's Health & Safety policy and evacuation procedures
- ✓ In the event of absence please follow the College's absence policy

PLEASE DO NOT

- × Wear hoods within the College premises
- × Smoke on the College premises
- × Bring offensive weapons onto College premises
- × Enter 'staff only' areas without authorisation
- × Eat or drink within teaching areas, workshops OR corridors

**FAILURE TO OBSERVE THIS CODE OF CONDUCT MAY RESULT IN
THE DISCIPLINARY PROCESS BEING IMPLEMENTED**