

Qualitrain Code of Conduct for Learners

Our Commitment:

We are dedicated to providing a positive and productive learning environment. This Code of Conduct outlines the behaviours we expect from all learners to support their success and maintain respect for both trainers and fellow learners.

1. Timekeeping and Attendance

- Be Punctual: Arrive on time for sessions and return promptly from breaks.
- Full Participation: Attend all scheduled training sessions and actively engage in the learning process.

2. Respect and Professionalism

- Show Respect: Treat trainers, peers, and staff with respect. Listen when others are speaking and contribute positively.
- Communicate Constructively: Raise any concerns or challenges with your trainer early so support can be provided.
- Stay Positive: Approach learning with a positive attitude and a willingness to improve.

3. Behaviour During Sessions

- Be Focused: Stay on topic during discussions and avoid disruptive behaviours that affect the group's learning.
- Complete Assignments: Submit all tasks and assignments on time and ensure your work meets the required standards.
- Professional Conduct: Display adult, responsible behaviours in interactions with peers and staff.

4. Online Learning Etiquette

- Environment: Ensure you have a quiet, distraction-free space for online sessions.
- Camera and Microphone: Keep your camera on during online sessions unless otherwise agreed, and mute your microphone when not speaking.
- Engagement: Participate fully in online activities and discussions, just as you would in a face-to-face setting.

5. Accountability and Growth

- Accept Feedback: Listen to constructive feedback and use it to improve your learning and behaviour.
- Take Responsibility: Be accountable for your actions and the impact they have on others in the group.