# Qualitrain Code of Conduct for Learners

Document update location matrix

| Location | Website | EAL smarter touch | HABC Portal | Myhrtoolkit | Atlas | other |
|---|---|---|---|---|---|---|
| Update required | Yes | | | | | |

## 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.