



## Inspiring Great British Manufacturing

### *Learner Disciplinary Policy*

Policy owner: Quality Enhancement, Compliance and System Manager

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Signature: 

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## 1 Introduction

MTC Training has created an environment where learners feel safe, demonstrate excellent behaviours and flourish to contribute positively to society.

To maintain our high standards and expectations of learners, we will on certain occasions, take action to regulate and discourage behaviour that is detrimental to our culture.

### 1.1 Purpose & Scope

1.1.1 The purpose of this policy is to ensure that all learners are able to complete their programme successfully without disruption caused by their own or others' misconduct.

Learners are expected to take responsibility for their own learning whilst developing the behaviours that will support them into further learning or sustained employment.

1.1.2 This policy sets out the conduct that we expect all learners at MTC in Ansty, Liverpool and OAS to demonstrate and explains the sanctions that may be applied should the policy be infringed.

1.1.3 For the purpose of this policy the definition of a learner of MTC and OAS is any individual studying on an apprenticeship, HNC, commercial or Skills Boot Camp programme and will be applied in consultation with employers and parents/guardians of learners under the age of 18.

## 2 Internal and external policies and legislation

2.1 The Learner Disciplinary Policy should be read alongside all relevant MTC and MTC Training policies, especially but not limited to;

2.1.1 Health and Safety Policy

2.1.2 MTC Training's Personal and Protective Equipment Leaflet

2.1.3 IT Policy

2.1.4 Learner Handbook

2.1.5 Code of Conduct for Learners

2.1.6 Safeguarding Policy

2.1.7 Pledge

2.1.8 Malpractice and Maladministration Policy

2.1.9 Prevent Policy

## 3 Communication, Training, CPD and Monitoring

### 3.1. Communication

3.1.1 The Learner Disciplinary Policy is to be presented to, and reviewed annually by the Education Committee for approval.

3.1.2 The approved policy will be published on the MTC's Business Management System (BMS) and communicated to relevant MTC Group colleagues via internal channels. New

colleagues joining MTC Training are required to review this policy during their induction. The relevant line managers should monitor this.

- 3.1.3 Learners will be made aware of this policy during their induction and asked to confirm they have read and understood the contents in the *'documents I have read section'* in Pro Monitor.
- 3.1.4 Learners under 18 years of age should inform their parents/legal guardians about this policy.
- 3.1.5 The Learner Disciplinary Policy should be published on MTC Training and OAS websites. The Apprentice Programme Manager should ensure it is available to all employers.

### **3.2. Training and CPD**

3.2.1 Learners must read the Disciplinary Policy during their induction week or in situations where this is not possible (e.g. learners who join the programme late) as soon as practicably possible after their programme start date.

3.2.3 MTC Training colleagues are responsible for familiarising themselves with this Policy and ensure they are aware of their responsibilities in relation to the Policy and how to apply it.

## 4 Responsibilities

### 4.1 Learners must endeavour to:

- ✓ Follow MTC Training's Code of Conduct
- ✓ Behave in a professional and respectful manner at all times. We expect that all learners follow instructions from any member of staff and are courteous to all staff, their peers, visitors or guests. We will not condone any incidents of physical or verbal abuse
- ✓ Attend all sessions on time and be prepared to learn
- ✓ Refrain from behaviour or expressing views that are contrary to fundamental British Values
- ✓ Wear your identification badge at all times
- ✓ When in centre, leave all bags, coats and unnecessary belongings in lockers
- ✓ Dress professionally and appropriately at all times when in centre or participating in online classes
- ✓ Avoid using any offensive or inappropriate language in class or around the centre
- ✓ Use equipment safely and correctly at all times
- ✓ Follow the MTC Right way standards
- ✓ Adhere to the MTC campus rules when on site

### 4.2 Academic Expectations:

- ✓ Adhere to MTC Training's Plagiarism Policy
- ✓ Attend all classes on time and ready to learn
- ✓ Inform the attendance line if you are absent before lessons start or where not possible at the earliest opportunity
- ✓ Submit all assignments and assessments by the deadline set. Where this is not possible you should raise this with the trainer at the earliest opportunity and apply for mitigating circumstances if directed to do so
- ✓ All work produced should be original or correctly referenced from the internet source or textbook used. Plagiarism or cheating by use of model answers will result in disciplinary procedures being applied.
- ✓ Use of mobile phones not permitted whilst training unless authorised by your Trainer
- ✓ Achieve a minimum weekly score for behaviours and performance of 3 or higher. Any repeated scores of 2 or below will result in disciplinary procedures being applied.

### 4.3 Health and Safety:

- ✓ Adhere to all aspects of MTC's Health and Safety Policy
- ✓ Be responsible for the health and safety of yourself and others
- ✓ Check all equipment before use and immediately report to a trainer or technician if you see a fault or believe the equipment is not safe to be used
- ✓ Follow instructions from staff on safe use of equipment
- ✓ Refrain from the unlawful use, possession or distribution of drugs or consumption of alcohol onsite, before or during your days of attendance
- ✓ Wear full PPE and correctly when in the training workshops
- ✓ Clean down cafeteria areas after use

Learners should be aware that a breach of any of the above will result in disciplinary action being taken.

## 5 Definitions

### 5.1. Gross misconduct

A serious case of misconduct may be considered by MTC Training as gross misconduct and may result in a learner entering the final stage of the disciplinary procedure immediately. This will be considered in consultation with employers and parents/guardians if appropriate.

Examples of gross misconduct (but not an exhaustive list):

- Bullying of other learners
- A learner endangers themselves or others
- A learner is a cause of concern for the safety of staff or other learners
- A learner brings the training centre into disrepute
- Damage to buildings or equipment
- Abuse directed towards staff or learners
- Unauthorised interference with software or data or accessing explicit or extremist material
- Expressing extremist views or engaging in extremist activities
- Repetition of low level misbehaviour and not addressing improvement targets
- Theft

Where a case of gross misconduct is alleged the MD of MTC Training or Deputy Director - Delivery may agree to a learner being suspended from programme whilst a full investigation takes place.

A suspension may be considered appropriate to protect the safety of learners and/or colleagues or to remove a learner from a potential dangerous or difficult situation. All employers and parents/guardians (if appropriate) will be informed in writing if a suspension is required.

## 6 Process Description

### 6.1 Disciplinary procedure

The actions below will be undertaken by the persons responsible for areas of misconduct.

Action Taken	Person Responsible
Verbal Reprimand	Any member of staff
Verbal Warning	Lead
Written Warning	Manager
Final Written Warning	Deputy Director
Immediate Exclusion	Deputy Director

### 6.2 Recording of sanctions:

Any sanctions that are issued will be recorded on Pro Monitor and held on the learners' Pro Monitor record and communicated to their employer and parents/guardians if under 18.

These records may be referred to should any further breaches or incidents occur. Written warnings will stay on learners file for the duration of the apprenticeship.

In all cases, the learner's employer will be notified of the action taken.

### 6.3 Appeals against suspension or exclusion:

A learner may appeal against the decision to suspend or exclude them within 10 working days. To do this the learner must write to the Quality Enhancement, Compliance and Systems Manager outlining the reasons for their appeal against the sanction.

The Quality Enhancement, Compliance and Systems Manager will acknowledge the receipt of the appeal within 2 working days.

The Appeal Meeting will be chaired by the Quality Enhancement, Compliance and Systems Manager who has not been involved in the process at this point within 10 working days of the acknowledgement of receipt of the appeal.

The Appeal Meeting will give a learner a fair and full opportunity to discuss their reasons for appeal. Where a learner is under 18 parents/carers are encouraged to attend the meeting to offer support.

The appeal decision will be notified in writing within 5 working days of the meeting. The appeal decision is final.