

Code of Conduct – Apprentice

Master Plumbers aims to create a supportive, engaging learning environment for all our learners. We also acknowledge our responsibilities under the Child Safe Standards to ensure young people under the age of 18 are safe and protected while they are learning with us. We expect all learners to take an active role in developing their plumbing related skills and knowledge, maintaining a positive attitude, and always considering others.

By signing this code of conduct you recognise your rights and agree to fulfil your responsibilities while enrolled in CPC32413 Certificate III in Plumbing.

Learner rights and responsibilities

You have a right:

- To learn in a safe, protective environment that is free of harassment, bullying and discrimination.
- To be treated with respect, honesty, and fairness by trainers, staff, and other learners.
- To receive training and assessment that is fair and valid and is in accordance with the requirements of CPC32413 Certificate III in Plumbing.

You have a responsibility to:

- Treat all fellow learners and staff equally, with mutual respect, honesty, and fairness.
- Act in a manner which reflects positively on yourself and Master Plumbers.
- Undertake learning in a safe manner by following all safe work instructions, wearing appropriate PPE during practical activities, and considering the safety of others.
- Encourage fellow learners to actively participate in class discussions and activities.
- Maintain Master Plumbers apprenticeship dress code:
 - Polo/Tee Shirt or high viz tee shirt or work shirt-NO SINGLETS
 - Work pants (long)-NO SHORTS or TRACKSUIT PANTS
 - Safety work boots (steel caps)
- Attend all scheduled training blocks (min. requirement 90% attendance).
- Advise your trainer if you will be absent (medical certificate may be requested).
- Be punctual to class and returning after breaks.
- Undertake learning activities in a positive manner following all instructions from staff and completing all required work and assessment activities.
- Not present anyone else's work as your own or be involved in plagiarism.
- Respect diversity and not behave in a discriminatory way against any person or group based on disability, gender, race, or cultural background, religious or spiritual belief, sexual orientation, or physical appearance. Discriminatory behaviour can include behaviour in-person, comments made in class, in email, message or online platforms including social media.
- Not use inappropriate language or act in an inappropriate or discriminatory manner.
- Not talk (or play) on your mobile phone/other device during class/workshop activities.
- Only use tools /equipment for its intended use.
- Maintain facilities in a clean and tidy condition.

- Not attend classes while under the influence of alcohol or drugs.
- Not wilfully damage the facility, equipment or be involved in any criminal or other gross misconduct.
- Not engage in sexual harm including sexual harassment and sexual assault or threatening, controlling, stalking behaviour or image-based abuse (sharing of intimate images without consent).

No smoking or vaping in classrooms or work shops

Staff responsibilities

- To provide a safe learning environment, considering the safety of all learners.
- Always treat learners with respect, honesty, and fairness.
- To not use mobile phones during class/workshop activities.
- To be punctual at the beginning of each class and returning from breaks.
- To undertake training and assessment activities that are fair, valid and recognise the abilities and needs of the individual.
- To report any instances of bullying, harassment, abuse/suspected abuse, or inappropriate behaviour in accordance with Master Plumbers' procedures.

Disciplinary procedure for learners who breach the Code of Conduct

In the instance of a breach in the Code of Conduct staff may give verbal reminders/warnings to learners who breach the Code of Conduct. This provides learners with the opportunity to comply with the Code before the disciplinary procedure is implemented.

First written warning

- Will be issued if verbal reminders/warnings are not complied with.

Second written warning

- Will be issued if the first written is not complied with. Your employer will be notified.

Written request to appear before a disciplinary panel

- Will be issued if the second written warning is not complied with. The disciplinary panel will review all evidence provided by the learner and relevant staff to decide on a course of action in line with Master Plumbers' Policies and Procedures. Your employer will be notified.

Gross misconduct

The following actions constitute examples (not an exhaustive list) of gross misconduct.

- A breach of health and safety policy
- Theft of personal property/possessions
- Bullying, intimidation or harassment towards other learners or staff
- Possession of, attending under the influence of or providing others with illegal drugs or alcohol
- Possession or use of weapons
- Using an object to threaten, intimidate or injure another person.

Consequences for acts of gross misconduct

- You may be suspended from the course while the matter is investigated.
- You will be asked to appear before a disciplinary panel to present your case.
- A decision will be made.
- If the evidence is inconclusive, you will be reinstated.
- If the case of gross misconduct is proven, you may be dismissed from the course.

I acknowledge that by signing the below I have read and understood the Code of Conduct (Apprentice) and will adhere to all requirements and obligations outlined in this document.

Learner name

Signature

Date