

SNIPEF TRAINING SERVICES LTD

APPRENTICE'S CODE OF CONDUCT: WHAT YOU NEED TO KNOW

APPRENTICE GUIDE

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Apprentice's Code of Conduct: What You Need to Know

As an apprentice, you are not only developing your skills but also becoming a valued member of the workplace. Following a clear Code of Conduct ensures you can grow professionally while contributing positively to your team. This guide explains the workplace behaviour expectations for apprentices, including punctuality, respect, and teamwork.

Why Does a Code of Conduct Matter?

The Code of Conduct is your guide to behaving professionally and maintaining a respectful workplace.

- **Sets clear expectations:** Helps you understand what is required of you in your role.
- **Promotes professionalism:** Ensures your actions align with workplace standards.
- **Encourages a positive environment:** Helps foster respect, teamwork, and mutual support.

Key Expectations for Apprentices

Punctuality and Attendance

- Arrive on time for work, college, and training sessions.
- Notify your employer and training provider promptly if you are unable to attend or will be late.
- Consistent attendance shows you are reliable and serious about your apprenticeship.

Professional Behaviour

- Be polite, respectful, and courteous to colleagues, supervisors, and customers.
- Follow instructions and ask for clarification if unsure about a task.
- Avoid inappropriate language, gestures, or behaviour.

Respect in the Workplace

- Treat everyone fairly, regardless of their background, role, or beliefs.
- Avoid any form of bullying, harassment, or discrimination.
- Follow workplace policies, including those on equality, diversity, and inclusion.

Teamwork and Collaboration

- Support your colleagues and work towards shared goals.
- Communicate effectively and share ideas or concerns constructively.
- Be proactive in offering help and learning from others.

Commitment to Learning

- Take responsibility for your training and development.
- Complete assignments and tasks on time and to the best of your ability.
- Seek feedback and use it to improve your skills.

Safety and Responsibility

- Follow health and safety guidelines to ensure the workplace is safe for everyone.
- Report hazards, accidents, or unsafe behaviour to your employer or supervisor.
- Avoid reckless or dangerous behaviour.

Consequences of Not Following the Code of Conduct

Failing to meet expectations can impact your apprenticeship:

- **Verbal or written warnings:** For minor issues like lateness or unprofessional behaviour.
- **Suspension or dismissal:** For repeated misconduct or serious breaches, such as harassment or safety violations.

Remember, your actions reflect your commitment to your role and your future in the industry.

Tips for Success as an Apprentice

- **Stay organised:** Plan your time effectively to balance work, study, and personal commitments.
- **Ask questions:** If unsure, seek guidance from your employer, supervisor, or Regional Training Officer.
- **Be open to feedback:** Use constructive criticism to improve and grow.
- **Stay positive:** Approach challenges with a can-do attitude and a willingness to learn.

Where to Go for Support

If you have questions or concerns, help is always available:

- **Your Employer or Supervisor:** They are your first point of contact for workplace matters.
- **Regional Training Officers (RTOs):** Provide guidance and support throughout your apprenticeship.
- **College Staff:** Offer advice and assistance with training or academic challenges.

Key Takeaway

Your Code of Conduct is the foundation for a successful apprenticeship. By demonstrating professionalism, respect, and teamwork, you will not only meet expectations but also build a strong reputation and lay the groundwork for a successful career in Plumbing and Heating.

