

At City of Glasgow College, we partner with employers to deliver high-quality training designed to support your professional development and personal growth. This apprenticeship offers valuable opportunities alongside key responsibilities that will enhance your skills and help you make the most of your experience. Before starting your apprenticeship with us, please take time to review the Modern Apprentice Code of Conduct in full.

Commitment to Learning and Development

Where applicable, regularly attend all off-the-job training sessions and workshops, including college days, and actively participate in all learning activities.

Dedicate at least three hours per week to focus on your qualification, including study time, assignments, or gathering evidence for assessments.

Show enthusiasm by asking questions, seeking feedback, and looking for ways to expand your knowledge and skills beyond the basic requirements.

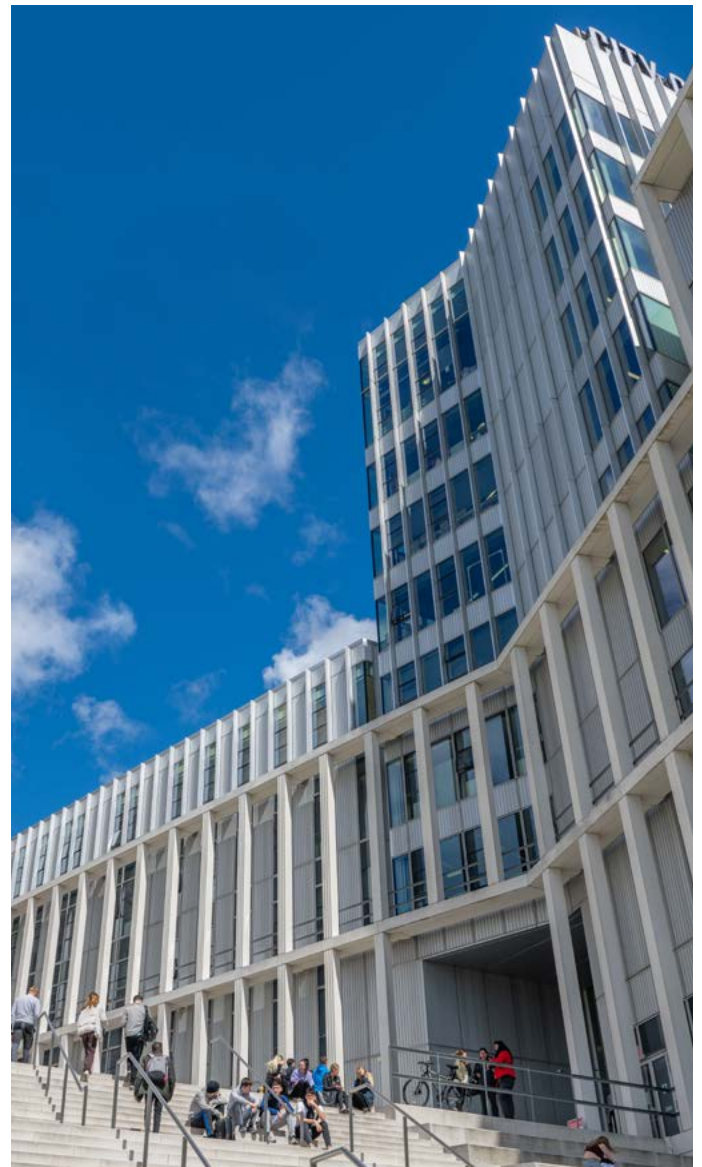


Communication and Responsiveness

Answer emails, messages, or other forms of communication from your employer or training provider promptly, as your response may affect your training and funding eligibility.

Participate in regular 13-weekly progress reviews and be prepared to discuss your achievements and areas where you seek improvement.

Keep an open line of communication with your supervisor and training provider, asking questions when needed and discussing any challenges experienced or changes in circumstances.



Demonstrate Professional Conduct

Maintain good attendance and be punctual for work, training, and assessments. Notify your employer and training provider in advance if you need to take leave or if you are running late.

Familiarise yourself with company and college policies on conduct, technology use, and confidentiality, and abide by them consistently.

Treat colleagues, clients, and training supervisors with respect and integrity.

Contribute to a positive and inclusive team culture by showing support to colleagues and fostering a workplace where everyone feels they belong.

If you observe or experience any disrespectful behaviour, speak to your supervisor, HR, or a designated EDI contact within the organisation to address concerns constructively.

Safeguard Your Wellbeing and Seek Support

If you experience any issues affecting your wellbeing or safety, speak to your supervisor, mentor, or the designated safeguarding officer as soon as possible.

Manage your time effectively to balance work responsibilities with your study requirements. Seek help if you find this balance challenging.

Familiarise yourself with the health and wellbeing resources provided by both your employer and training provider. You can find more information on the support offered at City by visiting our [website](#).

Let Learning Flourish

At City of Glasgow College, we are committed to ensuring that all our students can thrive in a safe and secure environment. As a Modern Apprentice with us, you are also responsible for ensuring you meet the standards of our centralised **Student Code of Conduct**. Failure to adhere to these behaviours and expectations may result in disciplinary action and programme removal.

By meeting these responsibilities, you'll not only fulfil the requirements of your apprenticeship but also gain valuable skills, knowledge, and experience for a successful future career. Taking ownership of your role and actively participating in your training journey will set you up for success. Embrace this opportunity and remember that support is available whenever you need it.

