



STUDENT POLICIES & PROCEDURES

Student Policies and Procedures

Purpose

Welcome to the student policies and procedures documentation. The information contained in this document is to assist you, as learners, to complete your programme and understand the requirements of Alliance Learning. If you have any queries please get in touch with one of your tutors, or one of the managers, and they will be happy to clarify any issues or direct you to a member of our staff who can help.

The purpose of these policies and procedures is to assist Alliance Learning to:

- **Safeguard the welfare of learners and staff.**
- **Seek to ensure that effective learning takes place and learners enjoy a positive experience.**
- **Support learners in seeking to become responsible learners and employable individuals.**
- **Manage learner conduct and apply appropriate sanctions where Alliance Learning rules are infringed.**
- **Protect Alliance Learning's reputation.**

1. Assessment Submission

All learners have a responsibility to manage their learning and assessment activities throughout the whole duration of their apprenticeship. It is therefore essential that you carefully plan and manage workloads throughout this time, and do not leave too much coursework, learning, or similar activities to be undertaken close to the deadline for submission.

It is also essential to recognise that many mild illnesses and routinely difficult events do occur in life, and that it is a normal part of life to have to manage these and continue with work or study. Therefore, you must realise that many such difficulties are not normally accepted by Alliance Learning for non-completion or poor performance in assessment activities.

Target Dates

Target dates for assessments will be discussed with you, your tutor and in some cases, this will also be discussed with your employer.

Targets dates should be **SMART (Specific, Measurable, Achievable, Realistic and Time Specific)** and it is the responsibility of the learner to ensure that they meet these deadlines to make good progress towards their apprenticeship.

Extensions to submission of work

Alliance Learning recognises that there may be some circumstances where you may need extensions to the submission of your written work/course work. Extension requests must be discussed with the relevant tutor.

Examples of acceptable reasons for an extension to deadline dates for work.

- Serious Illness and/or Injury
- Bereavement
- Personal Emergency

Persistent failure to submit assessments by the agreed deadline will trigger disciplinary action.

2. Learner Attendance and Lateness Procedure

We are committed to providing high quality education and training and to your success. To achieve this, we maximise your learning opportunities by:

- Setting high expectations for attendance and punctuality at all timetabled sessions
- Working in partnership with you and, where applicable, your parents (under 18s) and employers, to ensure good attendance and punctuality, embedding a culture of reliability and commitment.
- Monitoring and taking action to improve attendance and punctuality where necessary.

Alliance Learning Expectations of Punctuality and Attendance

- Alliance Learning expects 100% attendance and punctuality at all timetabled sessions. This includes online sessions, workshops, compulsory visits and activities, tutorials etc.
- Attendance of all learners will be reviewed on a month-by-month basis. Any learner who has not achieved at least 90% attendance, and who is unable to provide a full justification after support and interventions, may trigger disciplinary action.
- Attendance will be regularly monitored throughout Learners' time in learning. Support and advice via bespoke interventions will be provided. Failure to maintain good attendance will be dealt with through Alliance Learning Learner Disciplinary Policy.
- You are expected to give a good reason, backed up with evidence, for all absences.
- You are expected to provide a reasonable justification for any lateness. Teaching staff have the right to refuse admission to the class or online session if you are late.
- Where absences/lateness can be foreseen in advance, you should notify Alliance Learning via your tutor or via student support. Appropriate evidence should be provided to the class Tutor for the absence to be classed as authorised.
- For unforeseen absences, such as illness, the learner must contact Alliance Learning to notify student support of their absence as early as possible on the first day of absence and every subsequent day unless they are signed off by a doctor for a given period.
- Upon return to learning after an absence, you must provide evidence of the reason for your absence before authorised absence can be noted in registers.

- Non-attendance may be dealt with as part of Alliance Learning's Learner Disciplinary Procedure.

Non-Attendance Procedure

- All non-attendance must be reported to student support by 9.00am.
- Student support will attempt to contact you by telephone to establish the reason for non-attendance.
- If contact with you has not been established and reason for non-attendance is unknown then your employer will be contacted by telephone and we may try to contact your the emergency contact.
- In all circumstances and for any reason of non-attendance, an email will be sent to you, your employer, the class tutor and the work-based tutor.

3. Learners Code of Conduct and Expectations

The staff of Alliance Learning and employers want all learners to get the most out of their training whilst on an apprenticeship programme. We ask all learners and apprentices to read and note the professional standards and conduct that are expected of you whilst on your programme.

This Code of Conduct applies to all learners/apprentices during the time they spend on their apprenticeship/programme.

Behaviour

- Be polite, treat everyone with respect, both in person and online. Avoid using inappropriate language which may offend others.
- Follow reasonable instructions of any member of the Alliance Learning staff.
- Do not behave in any way that endangers your safety or the safety of others.
- Respect the right of all individuals to be free of harassment of any kind, whether sexual, racial or otherwise - do not engage in any type of bullying or harassment of any kind, including texts or online communications.
- Do not consume, or bring any alcohol, illegal substances, or legal highs to the classroom or workplace environment. This may lead to a disciplinary investigation and/or police involvement.
- Any learners found to be in possession of an offensive weapon will be removed from the premises immediately and where necessary, the police will be involved.
- Avoid damaging the reputation of the provider or employer with inappropriate language, excessive noise and over aggressive behaviour.

Working and Learning

As a learner/apprentice with Alliance Learning you are expected to:

- Be punctual for individual / group classes and attend all sessions / workplace activity as agreed with your tutor and line manager or outlined by your individual timetable.

- Arrive with all the necessary equipment and materials.
- Wear any Personal Protective Equipment (where applicable)
- Strive to maintain an attendance level of 100%.
- Report any absences directly to your tutor before 8:30am on the day of training.
- Follow and comply with all safety regulations and rules in the workplace.
- Accept responsibility to catch up on any work missed.
- Be organised and make good use of independent study time.
- Work hard and to the best of your ability.
- Maintain your 20% off job training and study activity using your online learner journal.
- Accept responsibility for your own learning and ask for help when you need it.
- Meet all your work deadlines and make sure that the work you submit for assessment is your own.
- Ensure that you observe session/classroom management practice e.g., turn mobile phones off, do not play music.
- Not bring mobile phones or other digital or recording device into any examination or controlled conditions (even if they are turned off).
- Not take holidays in term time, unless in exceptional circumstances and with prior agreement by both your employer and your tutor. The break weeks are published in advance and displayed on noticeboards around the buildings.

There is an expectation that all learners will complete work that is set by their tutor/work-based tutor in their own time.

Health, Safety and Security

- Please adhere to all employer and Alliance Learning Health and Safety policies and procedures.
- Respect the property of staff, the employer, other learners, and visitors.
- Report to your tutor/employer/mentor if you feel unwell or another emergency.
- Inform your tutor/mentor if you have to leave the lesson/session during your timetabled day and will miss lessons/sessions because of illness or another emergency.
- Take responsibility for your use of ICT and make sure that such usage is safe, responsible and legal; see online digital safety information in OneFile.
- Look after your valuables (try not to bring anything that is not essential to the lesson/session/workplace).
- **Do not** record members of staff in teaching sessions unless you have permission to do so.

Online Etiquette

- Personal presentation (dependant on the situation), to be smart as per a working environment.
- Environment: Aim to set up your workstation in a private space, non-traffic areas with a neutral background. Remove any personal items in view that may present potential risk to staying safe.
- Maintain a confidential secure environment.
- IT usage – keep camera on during delivery unless authorised by the tutor/assessor.
- Switch off or put mobile phones on silent mode during sessions.
- Close un-related windows on the PC during the session.

- Where appropriate for learning, and when agreed by your tutor, record the session and save a copy.

Respect the Environment

- Help to keep the classroom/workplace clean and tidy by disposing of your rubbish using the bins provided.
- Only smoke in the designated areas at Alliance Learning.
- Do not spit or drop chewing gum.

4. Learner Disciplinary Policy and Procedure

Learners are fully supported throughout their apprenticeship journey. Any learners at risk of becoming disengaged or disaffected benefit from dedicated interventions to help address any needs or behaviour barriers. Alliance Learning has adapted the trauma informed approach.

PRRR (Dr Dan Hughes, 2015) so that we Protect, we Relate, we Regulate, and we Repair.

Application and Implementation

You are always required (both on and off Alliance Learning premises and not just during term time) to comply with all Alliance Learning rules, regulations, codes, conditions, policies, and procedures including the Learner Code of Conduct. This includes (but is not limited to) when on course or other Alliance Learning related activities such as placements and trips. In the event of failure to comply with any Alliance Learning rules, regulations, codes, policies, or procedures we may implement the procedures set out below:

- i. Academic performance is not treated as a disciplinary issue in the first instance. A learner action plan will be created and agreed by you, your tutor, training centre tutor (where applicable) and your employer, with **SMART** targets set. However, if you fail to meet your action plan deadlines for academic progress, and after support and interventions have been completed, you will be referred to stage 1 of the learner disciplinary policy. Issues such as repeated low-level disruption, failure to adopt appropriate study habits, failure to accept appropriate guidance and advice, and failure to adhere to the ILP and commitment statement are dealt with through student support and with the relevant assigned tutors.
- ii. Allegations of minor misconduct may be dealt with under stage 1 of these procedures. Allegations of misconduct and repeated or persistent minor misconduct will normally be dealt with under stage 1, 2 & 3 of the learner disciplinary procedure. Allegations of gross misconduct will normally be dealt with under stage 4.

- iii. At each stage of these procedures, Alliance Learning will consider whether support can be offered to you including whether you can be referred to any relevant sources of support such as counselling services, external agency support etc.
- iv. If you are under 18 or have a declared learning support need (that requires significant support) your parent(s)/ guardian(s)/ carer(s) must be kept fully informed of any operation of any stage of the disciplinary procedure. Where a learner has learning needs and/or a disability, then appropriate consideration must be given to their support needs in these procedures.
- v. Your employer will be advised at the operation of all stages of these procedures.
- vi. These procedures may be implemented at any stage without a previous stage having first been implemented or exhausted.
- vii. All learners have the right to be accompanied at stage 4 (Disciplinary Hearing by one person, for example a friend, parent, guardian, carer, relative or support worker). No individual may accompany and/or represent a learner in the capacity of a solicitor or barrister or other legally qualified professional.
- viii. All time periods stated in these procedures may be varied in the interests of fairness or if it is not reasonably practicable to adhere to them. However, all parties will try as far as practicable to keep within the stated time periods. Reasons for extension to the normal stated time periods by Alliance Learning will be explained to the learner.
- ix. The standard of proof for determining allegations of misconduct under these procedures is the balance of probabilities.
- x. Where a learner elects to withdraw from their course prior to action being taken by Alliance Learning under these procedures, Alliance Learning may decide to take no action under these procedures.

Involvement of the Police

If any criminal activity by a learner is suspected, Alliance Learning will normally involve the Police and reserves the right to pursue matters through legal process. In the event of emergency, any staff member may call the police, although normally this will be done via the relevant manager.

In matters involving suspected criminal activity, Alliance Learning may postpone taking any action under these procedures pending the outcome of any stage of any police or criminal investigation or proceedings.

Alliance Learning is not bound by the outcome of criminal proceedings.

Suspension from Alliance Learning

A Senior Manager/Executive Manager (in consultation with the CEO) may suspend a learner from Alliance Learning and/or any Alliance Learning-related activity (such as a placement) on the advice of an investigating manager if the manager reasonably considers that the learner's continued presence poses:

- i. A risk to the health, safety, or welfare of the learner and/or other individuals
- ii. A serious risk of disruption to learners' learning or other Alliance Learning activities or Alliance Learning's reputation
- iii. A serious risk to property and/or
- iv. A risk of prejudicing Alliance Learning's ability to implement these procedures (e.g., to investigate).
- v. Any such suspension of a learner will be reported by the Manager at the earliest possible opportunity to an Executive Manager.
- vi. Where a learner is escorted from Alliance Learning premises by the police, the learner is deemed to be automatically suspended. In the event a learner is arrested and/or charged by the Police, Alliance Learning will normally suspend the learner pending further information in relation to the surrounding circumstances where they would bring Alliance Learning into disrepute and/or where the learner's presence will cause safeguarding concern.
- vii. Any period of suspension will be for no longer than is necessary in the circumstances.
- viii. Any suspension is a neutral act and does not imply any finding of guilt on the part of the learner and is not a disciplinary sanction.
- ix. The learner will be informed of any decision to suspend under section 4 normally by telephone, in person or by letter on the same day and receive confirmation in writing within 5 working days of the date of the decision.
- x. During any suspension period the learner must not attend Alliance Learning premises or (where relevant) engage in any Alliance Learning-related activity unless they are specifically authorised to do so by a member of Alliance Learning staff for example to submit coursework, sit an examination or attend a meeting or hearing. In most circumstances, the learner will retain their access to Alliance Learning virtual learning environment.
- xi. Whilst there is no right of appeal against a decision to suspend a learner, any decision to suspend will be kept under regular review by the postholder. If at any point the Executive Manager considers that the suspension should no longer continue, they will inform the learner, in person or by telephone with confirmation in writing, that they are no longer suspended and that they may return to Alliance Learning.
- xii. The learner will be provided with a nominated point of contact for the duration of the period of any suspension and they may contact this person for information in relation to any aspect of the suspension.
- xiii. In addition, Alliance Learning recognises that suspension may affect the learner's academic performance and consequently, where practicable, Alliance Learning may decide for work to be sent to the learner and undertaken from home during any

suspension period. Where a learner who has been suspended subsequently returns to their course, Alliance Learning may take steps which take account of the effect that the suspension may have had on the learner's academic performance.

Investigations

- i. Alliance Learning may at any stage of these procedures appoint an impartial member of staff to act as Investigating officer to investigate the allegations of misconduct made against the learner to assist in dealing with the matter. Any investigation will be carried out fairly and impartially. It may include the collection of information from relevant individuals (such as staff and learners) and may involve the taking of written statements. The Investigating officer may invite the learner against whom the allegations have been made to make a statement, but the learner will not be obliged to make a statement.
- ii. Evidence arising from any investigation for stage 2 and stage 3 will normally be made available to the learner, including copies of any written statements taken. Anonymous statements will normally not be permitted however in specific circumstances the identity of witnesses will not be released.
- iii. Alliance Learning may decide not to take any further steps under these procedures and will advise all parties accordingly.

Supportive Action Plan

Where there is evidence of academic poor performance/minor misconduct a supportive action plan will be conveyed to you, your employer, your tutor and parents (under 18's). Where there is no improvement within the allotted time frame, any further issues or further misconduct, we will evoke the disciplinary proceedings.

Stages of Learner Disciplinary Procedure

Informal meeting

Minor issues and concerns may be addressed through an informal meeting process to attempt to resolve concerns. This meeting may be with a Curriculum Lead, a Manager or a member of the Executive depending upon the confidentiality of the circumstance. If the issue cannot be resolved this will be moved to a more formal process as detailed below.

As with the meetings below, the learner will be advised of the nature of the meeting in advance and whether they can be accompanied to the meeting by a peer. The member of staff will always check that you are comfortable with the process at the start of the meeting, explaining the circumstances of the meeting etc.

STAGE 1 - Verbal Warning and Formal Action Plan, if applicable (Minor Misconduct)

Allegations of minor misconduct may be dealt with by any Curriculum Lead, Manager or Executive Manager, as they consider appropriate in the circumstances. The learner will be informed of the allegations of misconduct made against them and given an opportunity to respond to them.

Where the member of staff dealing with the matter determines that the learner has committed the alleged misconduct, they may impose one or more of the following sanctions:

- i. A Stage 1 warning (Verbal warning) which may include conditions on future conduct and/or an action plan.

- ii. Where the learner has been found to have committed the alleged misconduct, they will be informed that any repeat or further minor or other misconduct, or failure to comply with any conditions or action plan imposed, may result in action being taken under stage 2 (First Written Warning) or Stage 3 (Final Written warning) of these Procedures.
- iii. A stage 1 verbal warning will be notified to the learner's tutor, employer, and parent/guardian if under 18, which will be recorded on the learner's file for the duration of their enrolment and may be referred to if further disciplinary action is taken. A copy will be given to the learner concerned.

STAGE 2 (First Written Warning and Formal Action Plan) Misconduct, Repeated / Persistent Minor Misconduct

- i. Allegations of misconduct or repeated or persistent minor misconduct will be dealt with by a Curriculum Lead, Manager, Senior Manager or Executive Manager. The learner will usually be invited to a meeting to talk with staff at which the allegations will be considered.
- ii. The process to be followed at the stage 2 (first written warning) meeting will be at the discretion of a Curriculum Lead, Manager, Manager, Senior Manager or Executive Manager who may allow witnesses to attend and written evidence to be produced.
- iii. Following consideration of the allegations at Stage 2 (first written warning), Curriculum Lead manager, Manager, Senior Manager or Executive Manager will determine whether the learner has committed the alleged misconduct. Where a learner has been found to have committed the alleged misconduct, Curriculum Lead manager, Manager, Senior Manager or Executive Manager may impose one or more of the following sanctions:
- iv. A stage 2 (first written warning) which may include conditions on future conduct and/or
an action plan which may improve targets.

Where the learner has been found to have committed the alleged misconduct, they will receive a copy of the written warning and any action plans normally within 5 working days of the stage 2 meeting. They will be informed that any repeat or further misconduct, or failure to comply with any conditions or action plan imposed, may result in action being taken under stage 3 of these procedures.

A stage 2 First written warning will be notified to the learner's tutor employer and parent/guardian (if under 18) and recorded on the stage 2 first written warning form and placed in the learner's file and may be referred to if further disciplinary action is taken.

STAGE 3 (Final Written Warning and Formal Action Plan) Misconduct further repeated Persistent Minor Misconduct.

Allegations of misconduct or further repeated or persistent minor misconduct will be dealt with by a Curriculum Lead, Manager, Senior Manager or Executive Manager. The learner will usually be invited to a meeting to talk with staff at which the allegations will be considered.

The process to be followed at the Stage 3 (final written warning) meeting will be at the discretion of a Curriculum Lead, Manager, Senior Manager or Executive Manager who may allow witnesses to attend and written evidence to be produced.

Following consideration of the allegations at stage 3 (Final Written Warning), a Curriculum Lead, Manager, Senior Manager or Executive Manager will determine whether the learner has committed the alleged misconduct. Where a learner has been found to have committed the alleged misconduct, Curriculum Lead manager, Manager, Senior Manager or Executive Manager may impose one or more of the following sanctions:

- i. A stage 3 (Final Written Warning), which may include conditions on future conduct and/or an action plan which may include targets.
- ii. Where the learner has been found to have committed the alleged misconduct, they will receive a copy of the written warning and any action plans normally within 5 working days of the stage 2 meeting. They will be informed that any repeat or further misconduct, or failure to comply with any conditions or action plan imposed, may result in action being taken under stage 4 of these Procedures.
- iii. A stage 3 Final written warning will be notified to the learner's tutor and recorded on the stage 2 First Written Warning form and placed in the learner's file and may be referred to if further disciplinary action is taken.

STAGE 4: Disciplinary Hearing (Gross Misconduct)

Allegations of gross misconduct will be dealt with by a disciplinary panel at a stage 4 disciplinary hearing. The disciplinary panel will comprise no less than two/no more than three members of staff. One of the panel members will be a Senior manager or an Executive Manager who will act as Chair. Where there is an equal division of opinion, the Chair will have the casting vote. A clerk will be appointed to administer the hearing arrangements and to take notes of the hearing.

The learner will be invited to the disciplinary hearing at which the allegations of gross misconduct will be considered. The learner will be informed in advance of the hearing in writing of the allegations against him/her together with the evidence in support of those allegations and will be given a full opportunity to respond to them at the hearing. The learner will normally be given 5 working days' notice of the date, time, and place of the hearing. Alliance Learning will ask the Investigating Officer to present the allegations against the learner to the disciplinary panel.

The process to be followed at the stage 5 hearing will be at the discretion of the Chair of the disciplinary panel.

The learner must take all reasonable steps to attend the disciplinary hearing. Failure to attend the hearing without good reason may be treated as misconduct. If either the learner and/or any person accompanying and/or representing him/her is unable to attend, the learner must inform Alliance Learning of this immediately so that the Chair may consider whether an alternative date and time should be arranged for the hearing. Where the learner and/or their representative does not, without good reason, attend the Disciplinary Hearing (or fails to attend on two or more occasions), the Chair may at their discretion determine that the Hearing may nonetheless proceed, and a decision may be made in the absence of the learner and/or their representative.

Any party calling witnesses at a stage 4 Hearing must give written notice of so doing to the other party (including the name of each witness and the capacity in which they will be called) at least 5 working days in advance of the date of the hearing.

Following the stage 4 hearing, the disciplinary panel will determine whether the learner has committed the alleged gross misconduct. Where the learner is found to have committed the alleged gross misconduct, the disciplinary panel may impose one or more of the following sanctions:

- i. A stage 1 (verbal warning) or a stage 2 (First written warning) which may include conditions and/or a behaviour contract and warning of what action the Alliance Learning may take in the event of breach by the learner)
- ii. A stage 3 (final written warning) which may include conditions and/or a behaviour action plan and warning of what action Alliance Learning may take in the event of breach by the learner) exclusion for a defined period.
- iii. Expulsion from Alliance Learning.
- iv. No further action taken.

If the learner receives a warning and fails to fulfil any conditions set or breaches any behaviour contract, a Senior Manager may request that the Disciplinary Panel reconvenes to consider any further action.

The learner will be informed in writing of the outcome (with reasons) of the stage 4 process normally within 10 working days of the stage 4 hearing and of the right to appeal under these Procedures the outcome will be recorded on the learner's file. In the case of exclusion or expulsion, the outcome letter must be signed or counter-signed by an Executive Manager.

Appeal

A learner may request an appeal of the outcome of any stage within this procedure. The appeal must be in writing addressed to a manager within the operations department within 10 working days of the date of notification of the stage decision. The request for appeal must state the grounds for appeal.

An appeal may be made on one or more of the following grounds:

- there is new additional evidence which was not reasonably available at the time of the original stage 4 disciplinary hearing.
- there is mitigation for the sanction imposed that was not reasonably available at the time of the original stage 4 disciplinary hearing.
- proper procedures were not followed.
- the decision is unreasonable and/or the sanction disproportionate.

Upon receipt of a request for an appeal the Chief Executive will consider the request and determine whether grounds for appeal are disclosed. If the Chief Executive determines that grounds are not disclosed, the Chief Executive will write to inform the learner of this within 10 working days of the date of receipt by Alliance Learning of the request for appeal. If the Chief Executive determines that grounds for appeal are disclosed, the Chief Executive will refer the matter to another Senior postholder to deal with the appeal and will invite the learner to submit written representations in support of the appeal.

In all cases, a senior postholder will act as the Disciplinary Appeal Hearer. They will determine the format of the appeal, which could be a disciplinary appeal hearing, a meeting

with the appellant or a review of the case. Another member of Alliance Learning staff will also be present to take notes of the appeal hearing, meeting, or review.

Where a Disciplinary Appeal Hearing is called, the learner will be normally be invited to attend the Hearing within 10 working days of the date of receipt of their appeal request by Alliance Learning and will normally be given 5 working days' notice of the date, time, and place of the Disciplinary Appeal Hearing. At the Disciplinary Appeal Hearing, the learner and/or their representative will be entitled to make oral representations to the Disciplinary Appeal Hearer.

The process to be followed at the Appeal Hearing will be at the discretion of the Chair of the disciplinary panel.

If either the learner and/or any person accompanying and/or representing him/her is unable to attend, the learner must inform the Disciplinary Appeal Hearer of this immediately so that Alliance Learning may consider whether an alternative date and time should be arranged for the Hearing. Where the learner and/or their representative does not, without good reason, attend the Disciplinary Appeal Hearing (or fails to attend on two or more occasions), the Disciplinary Appeal Hearer may at their discretion determine that the Disciplinary Appeal Hearing may nonetheless proceed, and a decision may be made in the absence of the learner and/or their representative.

Any party calling witnesses at the Disciplinary Appeal Hearing must give written notice of so doing to the other party (including the name of each witness and the capacity in which they will be called) at least 5 working days in advance of the date of the Disciplinary Appeal Hearing.

Following the Disciplinary Appeal Hearing, the Disciplinary Appeal Hearer will determine the appeal and may make one or more of the following decisions:

To uphold the original decision/sanctions

- that the appeal be dismissed in whole or in part
- Impose a lesser or alternative disciplinary sanction as is available under stage 3.
- Refer the matter back to the original stage 5 Disciplinary Panel to determine the matter again.
- Refer the matter to a new stage 5 Disciplinary Panel to determine the matter afresh.
- Convene a rehearing at the appeal stage before a new senior postholder.

The decision of the Disciplinary Appeal Hearer (together with reasons) will be communicated in writing to the learner normally within 10 working days of the date of the Disciplinary Appeal Hearing and recorded on the learner's file.

The decision of the Disciplinary Appeal Hearer is final and there is no further right of appeal.

Data Protection

Under the provision of the General Data Protection Regulations 2018, all data under this procedure will be held securely by members of staff, and named learners have the right to see any information held on them. Members of staff involved in a case may share such information on a 'need to know' and confidential basis. Information may be shared with third parties normally with the permission of the learner where further referral is necessary, although there are some circumstances e.g., safeguarding of young or vulnerable learners, where confidentiality may be breached in the best interests of a learner.

In the case of exclusion, the letter must also be copied to the Alliance Learning Chief Executive who will add the learner's name to the list of excluded learners.

Appendix 1

Examples of Minor Misconduct, Misconduct and Gross Misconduct

The following examples are given as a guide only and are not exhaustive. Alliance Learning may discipline learners for any such misconduct whether committed on or off Alliance Learning premises. Some examples of minor misconduct/misconduct could also be gross misconduct, depending on their seriousness. Alliance Learning will review the individual circumstance to determine this.

Minor Misconduct and Misconduct

Examples include:

- rowdiness/disruptive behaviour
- persistent lateness
- persistent unauthorised absence from lessons, reviews, one: one coaching sessions (in centre and online)
- rudeness, impolite or inconsiderate behaviour
- behaviour in any part of Alliance Learning or on placement that interferes with the rights of others e.g., playing music, loud telephone conversations etc.
- disruption of the work or recreation of others
- use of mobile phones in class except with the express agreement of the member of staff when mobile phones are being used to support learning e.g., as a calculator, for internet access
- offensive language or behaviour
- refusal to readily identify themselves.
- Failure to meet specified deadlines for work submission.
- Failure to update Off the Job training on Learning Journal
- plagiarism/copying the work of other learners or staff or cheating.
- refusal to comply with a lawful instruction of Alliance Learning staff.
- acting in an unsafe manner or not co-operating with safety procedures
- smoking in non-designated areas
- misuse of email/ the internet/ Alliance Learning resources
- gambling
- disrespect for Alliance Learning or placement staff
- failure to adhere to an employer's rules when on a visit, work placement etc.

Gross Misconduct

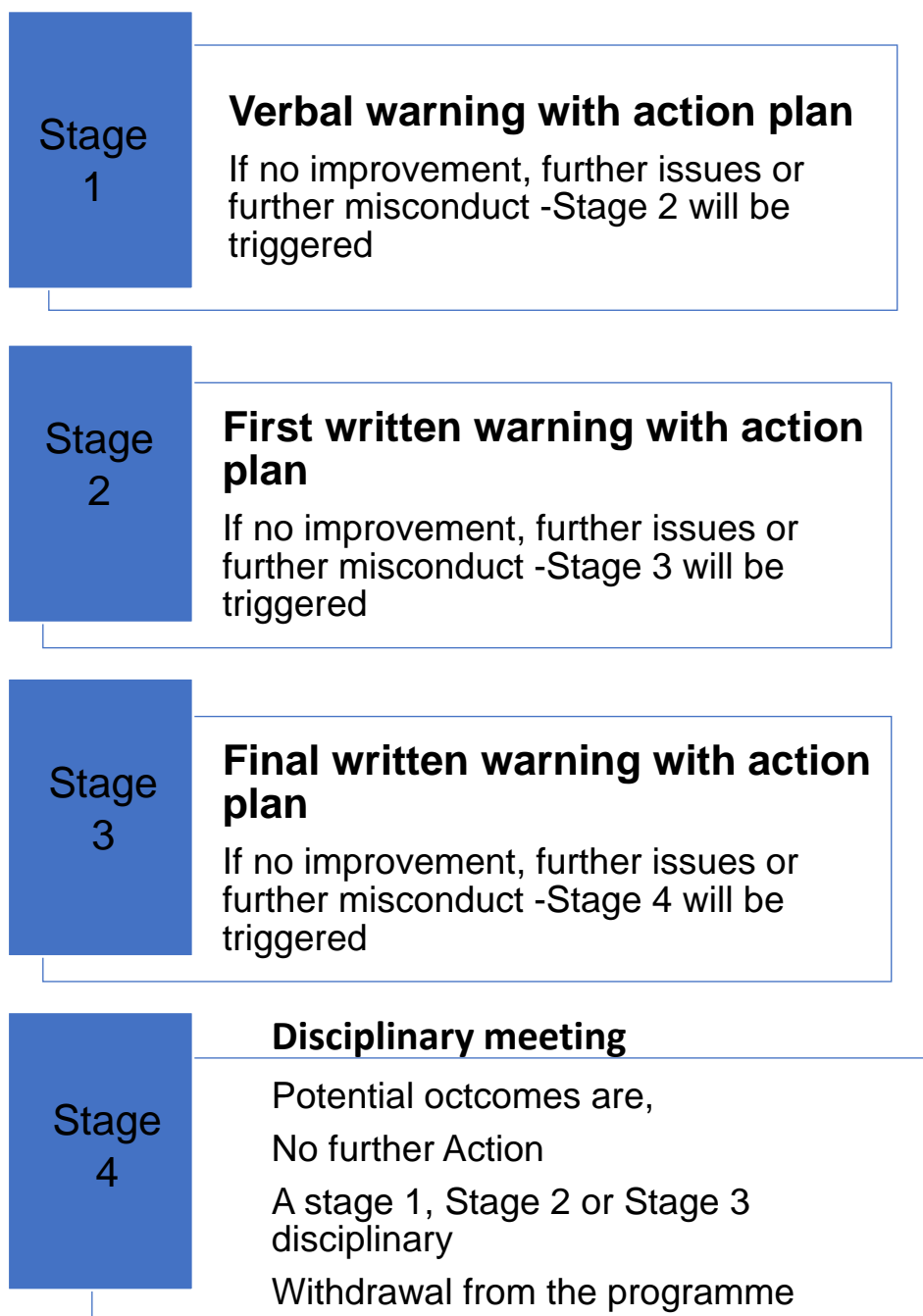
Examples include:

- repeated or persistent acts of minor misconduct or misconduct
- fighting, violent behaviour, or threatening to use physical violence.
- foul language used in an aggressive or threatening manner.
- deliberate and significant damage to Alliance Learning property or the property of others
- breach of the Alliance Learning's Equal Opportunities Policy
- bullying/intimidation
- theft
- causing a serious safety hazard

- possession or use of or being under the influence of drink whilst in Alliance Learning or on an Alliance Learning related activity e.g., a placement or trip.
- being under the influence of or possession of or use of drugs or other illegal substances
- possession or use of a weapon or anything which resembles, or which can be used as a weapon,
- fraud
- attempting to enter Alliance Learning while suspended.
- serious negligence
- any criminal activities affecting the Alliance Learning or other learners or staff or which could bring Alliance Learning into disrepute.
- failure to disclose a criminal conviction (where relevant to nature of the course)
- insubordination or refusal to carry out a legitimate instruction issued by Alliance Learning
- misuse of computer facilities including intentionally downloading defamatory, offensive, obscene, malicious, or copyright protected material
- bringing Alliance Learning into disrepute through any medium or print or social media.

Alliance Learning will invoke immediate dismissal from programme if there is a serious breach of behaviour or conduct.

Stages of Learner Disciplinary Procedure




Learner Action Plan

Learner name:	Date action plan started:
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Date	Activity /objective agreed with learner	Action to be completed by	Activity / objective met. If not, reason?	Date met

Learner Signature	Date
Employer Signature	Date
TUTOR Signature	Date

V5	
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