



**COGRAMMAR SKILLS BOOTCAMP STUDENT UNDERTAKING
AGREEMENT ('Code of Conduct')**

Entered into between:

COGRAMMAR LTD

(Incorporated in the UK with Registration no: 10493520)

("the Company" or "CoGrammar")

And

Kirk Wilkinson

FULL NAME OF THE STUDENT ("the Student")

(National Insurance no.: _____)

The STUDENT, a participant in the Company's Skills Bootcamp titled

Skills Bootcamp in Software Engineering
(Fundamentals) _____,

hereby agrees and undertakes as follows:

1. Course Participation and requirements

- 1.1. I understand that the terms of this agreement are binding in conjunction to the previously signed agreements I have with CoGrammar, which include an agreement I signed on accepting an offer of a place on the bootcamp ('Offer Letter'/'Shortlist offer').
- 1.2. I have been thoroughly informed on what the above mentioned Skills Bootcamp will entail, and I confirm that I am devoted to completing it. I take appropriate responsibility for my own learning, development, and progression. I will attend and participate in the training and tasks required to successfully complete the Skills Bootcamp.
- 1.3. I confirm that the above mentioned Skills Bootcamp is the only Skill Bootcamp I am on, and that I am 19 years or older. I have the right to work in the UK, and I have not taken any Skills Bootcamp in the last year. I have not taken any programme of study with similar content to the above mentioned bootcamp. I am a resident in England.
- 1.4. The time commitments that will be required of me in order to complete this Skills Bootcamp have been explained to me, and I agree that substantial time and effort is required for successful completion. I understand and will act in accordance with prescribed and advised time allocation for study, lectures, task completion, and job searches in tech.
- 1.5. Bootcamps run on a fixed schedule, which include a set start and end date with deadlines per task. I appreciate that this is done to ensure consistent progress and a stable student community. It is therefore standard policy that students are not allowed to take a break or pause at any point throughout their bootcamp. Students are, however, allowed to work ahead at their own pace.
- 1.6. **Live Attendance** at the scheduled lectures & career services webinars on your bootcamp is required, as these are designed to help you achieve a deeper understanding of the material and meet the minimum **112 Guided Learning Hours** requirement. This requirement is set by your funding authority and unfortunately are required to abide by this.
- 1.7. I acknowledge that not everybody works at the same pace, and that it is my responsibility to put in extra hours and effort if I find that suggested time frames are not enough to allow my successful completion of studying and task assigned and advised.
- 1.8. I will actively apply for and seek out real job opportunities as part of participating in this Skills Bootcamp with the support of the CoGrammar Career Support Services.
- 1.9. I will adhere to task completion deadlines set out in the bootcamp, and to staying on-track or ahead of the required progression as per each deadline per task. I

understand that my progression in relation to 10 Guided Learning Hours (GLH) in the first 14 days (and continued to progress to 112 GLH throughout the programme) is vital.

- 1.10. If I fall behind, I will need to put in extra time and effort in order to meet deadlines. If I struggle to get back on track, I should reach out to support to get guidance and a development plan to support my learning, and therefore to implement the advice or guidance they provide. CoGrammar will also monitor my progress and do regular check in's reviews via email.
- 1.11. If during the first month of my studies, I continue to fall behind or fail to stay on-track or ahead of required progression, as per point 1.8 above, CoGrammar reserves the right to retract my offer of admission, and to remove me from the Skills Bootcamp. I agree to absolve CoGrammar of any liability should CoGrammar choose to remove me from the bootcamp.
- 1.12. It is my responsibility to inform the CoGrammar team of any challenges that might influence my progression, and to approach them for assistance, which they will offer as far as is reasonably possible.
- 1.13. If I do not complete the required learning tasks and assessments within the relevant mandatory technical study period for my cohort AND record an appropriate interview/self-employed outcome as has been explained to me by CoGrammar, I will not receive any certificate from CoGrammar, nor will I be eligible for co-certification.
- 1.14. I understand that the pause or break of my bootcamp is not generally advised.
- 1.15. I agree with the contents of CoGrammar's Privacy Policy, accessed via <https://www.CoGrammar.com/privacy/>, and agree to abide by its contents.
- 1.16. I will provide all data and information requested of me by CoGrammar on behalf of the DfE and during and pursuant to the execution of the above mentioned Skills Bootcamp. The information I supply will be true and correct to the best of my knowledge. In the event of a personal information change, I will notify CoGrammar no later than 2 weeks after the said change.
- 1.17. I have agreed that my data may be used by the Department of Education, and have studied, understood and agreed to the following information provided in that regard: [Personal information charter - Department for Education - GOV.UK](#). In particular, I agree to the disclosure of all data on this form or otherwise collected about me to the DfE for the purposes noted in the DfE's Privacy Notices ([Skills Bootcamps Privacy Notice](#); [LRA Privacy Notice](#)).
- 1.18. I also agree that my personal information provided to CoGrammar pursuant to and during the carrying out of this agreement, may be stored, processed and shared as required for its execution, and for any contractual or legal obligations

CoGrammar need to discharge. This specifically includes my income information prior to the Skills Bootcamp, and again upon completion, for purposes of reporting to the DfE.

- 1.19. I will respond to and engage with follow-up communications from CoGrammar following completion of the training, and during six months thereafter, to record progression and course results and enable CoGrammar and the DfE to do the same.
- 1.20. When requested to do so, I agree to share evidence of, and related to, my experience and outcomes, allowing CoGrammar to attest to the effectiveness of this Skills Bootcamp.
- 1.21. CoGrammar has the right to terminate my enrollment if it is found that I have provided false or inaccurate information, or if I have transgressed its Code of Conduct.
- 1.22. I have agreed and understand that I may not be offered or awarded a co-branded university verification, and that as such my certificate may only be from CoGrammar itself, and confirm that I have been informed on how co-branded certificates are awarded.
- 1.23. To make use of the communication channels provided to me, to request feedback or support on my skills bootcamp. I acknowledge that it will be inappropriate to air any queries or questions in the public domain instead, as the company has made internal reporting avenues available to me.
- 1.24. I accept and understand that any public feedback regarding my bootcamp should be directed to review sites and pages under the brand of CoGrammar, and not any other related brands or services used to operate the bootcamp.
- 1.25. I accept and understand that Skills Bootcamps are reduced versions of CoGrammar's commercial/non DfE-funded programmes as Skills Bootcamps are designed to be taken in 14-16 weeks of learning rather than 6 months, and the equivalent tuition fee value of a Skills Bootcamp is £4950.
- 1.26. You confirm and agree that you either currently reside in or are committed to seeking employment within the specific region or area applicable to your Skills Bootcamp, as outlined during your application process. By accepting this condition, you acknowledge that the programme is designed to support participants within these regions, and you understand that this may impact the support provided for your job search and employment outcomes. Should your residency or employment commitment change at any point during your enrolment, you agree to notify the CoGrammar team immediately. Failure to meet this requirement may result in withdrawal from the programme.
- 1.27. I understand, accept and agree that CoGrammar may change the course content of my Skills Bootcamp at short or no notice, and that delivered content will differ

significantly from programmes advertised online. The requirement to update course content is driven by continuous feedback, by both students and employers and evaluation, as well as the ever changing technology landscape.

- 1.28. I understand and agree that CoGrammar reserves that right to move me to a Skills Bootcamp under a different funding stream.
- 1.29. I understand and agree that should the funding authority fail to pay CoGrammar the agreed fees for the training provided to me, CoGrammar shall be entitled to recover these fees from me at the same rate as the funding authority would have paid. In addition, CoGrammar shall be entitled to suspend or cancel the provision of training to me until such time as payment of its fees has been made.
- 1.30. I understand and agree that if CoGrammar does not receive the initial payment for my enrollment from my funding authority, I may be transferred from the Skills Bootcamp to a 16-week commercial bootcamp. In this event, I acknowledge that I will be transferred to continue my studies under the commercial programme terms. This transition will occur without any further obligation from CoGrammar to provide funding for my continued education unless otherwise agreed upon. I also understand that this transfer will not affect the overall content of my learning programme, but I will no longer be participating under the terms of the funded bootcamps.
- 1.31. You acknowledge and agree that this agreement, in whole or in part, may be assigned or ceded to a subcontractor responsible for delivering the training and services outlined herein. Such assignment or cession may occur without prior notice to you. In the event of such a cession, you consent to the transfer of your personal data to the subcontractor and agree to engage with the subcontractor for the purposes of evidence reporting, training enrollment, and other related activities.
- 1.32. I confirm that I have agreed to, and remain in agreement with, CoGrammar's Terms and Conditions, Privacy Policy, and associated policies.
- 1.33. I agree that I hold CoGrammar harmless, and indemnify and defend the Company from and against any loss, cost, or damage of any kind that arises from my participation in this Skills Bootcamp, or any related activities.

2. Student Code of Conduct

I agree to the following Code of Conduct.

2.1. Introduction

As a student of CoGrammar, I am responsible for upholding and adhering to the below Code of Conduct in all of my engagements related to the above mentioned

Skills Bootcamp. I acknowledge that, in cases of contravention, I may receive a written warning, or be disenrolled or expelled from the bootcamp. I agree to absolve CoGrammar of any liability should CoGrammar choose to remove me from the bootcamp.

The following non exhaustive list of behaviors will be considered a breach of our Code of Conduct:

- 2.1.1. Plagiarism (taking someone else's work and passing it off as one's own).
- 2.1.2. Any form of sexual harassment (unwelcome and inappropriate sexual remarks towards other students or staff).
- 2.1.3. Bullying, harassment, verbally or physically aggressive behaviour and/or any other act of violence aimed to harm, threaten, intimidate or coerce another student(s) or staff.
- 2.1.4. Behaving disrespectfully towards lecturers and/or students.
- 2.1.5. Inciting students or staff to behave or act in a manner that puts the Company or other people in danger or at risk.
- 2.1.6. Disrupting the Company's providing of the programmes, or the execution of related processes.
- 2.1.7. Failing to submit data as requested by CoGrammar for submission as required by the Department for Education (DfE) or the execution of this Skills Bootcamp, or colluding with others to interfere with or delay such data submissions.
- 2.1.8. Engaging in online harassment, bullying, stalking, "trolling" or unlawful defamation of the Company or its representatives.
- 2.1.9. Any other gross misconduct or criminal offense that is reasonably deemed unacceptable by the Company.
- 2.1.10. Providing the Company with untrue or misleading information when required to provide information for any lawful purpose.
- 2.1.11. Transgressing CoGrammar's Intellectual Property and Confidentiality Policy (insert link).
- 2.1.12. Making unauthorised and unlawful use of the name of CoGrammar, its logo, or any other materials which can be identified as belonging to CoGrammar.
- 2.1.13. Bullying. No form of bullying towards either staff or students will be tolerated. Students who become aware of bullying must report it immediately.
- 2.1.14. Misuse or abuse of platforms, software or other tools made available for students by CoGrammar.
- 2.1.15. Use automated scripts to collect information from or otherwise interact with the website, or monitor data or traffic on any network or system without our authorisation.

- 2.1.16. Misrepresenting yourself or impersonating any person or entity.
- 2.1.17. To publish, upload (unless as required in the execution of this bootcamp), display, or transmit or otherwise make publicly available any private information of any third party, including but not limited to addresses, phone numbers, email addresses, or other identification numbers, and credit card numbers.
- 2.1.18. Accessing or using any CoGrammar data, services, systems or networks, including any attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without our express authorisation.
- 2.1.19. Unlawfully interfering with any user, host or network including, without limitation, sending of or causing the sending of, numerous duplicate automated and/or excessive, similar emails, flooding, deliberate attempts to overload a system and broadcast attacks.
- 2.1.20. Disseminating and deploying any malicious code, including but not limited to any code that contains any back door, time bomb, trojan horse, worm, drop dead device, computer virus or other computer software routine or code intended or designed to permit access to or the use of a computer system by an unauthorised third party, or disable, damage, erase, disrupt or impair the normal operation of a computer system.

I understand that behavior not listed in the above list may still constitute a breach of this agreement and may lead to my disenrollment.

2.2. Alleged Transgressions:

- 2.2.1. A Student's alleged transgression of the Code of Conduct is a serious matter that requires an urgent investigation and response. When required, CoGrammar may suspend a Student's enrollment in the Skills Bootcamp pending investigation.

2.3. Code of Conduct Contraventions:

- 2.3.1. Students who have contravened the Code of Conduct will, depending on the nature and severity of the transgression as determined by CoGrammar in its sole discretion, receive a final written warning, or be expelled and disenrolled.
- 2.3.2. I understand and agree that CoGrammar may, in its reasonable discretion, disenroll me without notice based on my contravention of the Code of Conduct, and that in such an incident, the Company will not be obliged to provide further reasons for expulsion.

2.4. Two-Strike Policy:

- 2.4.1. Any student who has received a warning and proceeded to contravene the Code of Conduct again, will be summarily expelled.

3. Safeguarding and Prevent

- 3.1. CoGrammar aims to create and sustain a learning environment that is safe and inclusive, enabling Students to benefit optimally from their learning experience.
- 3.2. CoGrammar acknowledges its social, moral and legal obligations towards its students, adults at risk, and the disabled.
- 3.3. Welfare concerns include but are not limited to risk of suicide, self-harm, untreated mental health needs, going missing, domestic abuse, exploitation, serious self-neglect, risk of homelessness, or sexual abuse.
- 3.4. CoGrammar recognises that it has social, moral and legal obligations to safeguard the wellbeing and safety of adults at risk involved in any CoGrammar activities, whether they are conducted in person or online.
- 3.5. Disabled students may not be discriminated against, and must be treated fairly. This includes making reasonable adjustments to that effect.
- 3.6. In respect of students with disabilities, we have a staff member in charge of disability issues. To establish contact, correspondence may be addressed to Attention: Designated Safeguarding Lead safeguarding@cogrammar.com.
- 3.7. If you have learning difficulties or feel yourself or another student is at risk, please be sure to report any safeguarding or harassment concerns as per our [safeguarding and anti harassment process](#).

4. Student Outcomes

- 4.1. **I agree and understand** that I must meet the requirements of this Skills Bootcamp as explained to me, among others, in my Offer Letter that I have accepted. This includes submission of information, tasks and, eventually, evidence that I have been invited to an interview or job offer. I understand that I may not be awarded a certificate of completion if I do not submit such evidence. I accept that timeous submission of the above, and satisfactory completion of the Skills Bootcamp, are two of the prerequisites for being considered for co-certification with a university partner.

5. Signature

I confirm having read and understood this document, and that I will abide by it.

SIGNED AT THIS LOCATION Nottingham

ON THIS 11 DAY OF December 2024

Kirk Wilkinson

Signature

The Student

If you are not satisfied with any aspect of your Skills Bootcamp and wish to raise a complaint you should do so in the first instance with CoGrammar by emailing complaints@cogrammar.com with full details of your issue. If you are not satisfied with how your complaint has been dealt with, post your appeal, as per policy you may write to the DfE through their Whistleblowing and Complaints process.

If you have learning difficulties or feel yourself or another student is at risk, please be sure to report any safeguarding or harassment concerns as per our [safeguarding and anti harassment process](#).

DfE's Privacy Notices ([Skills Bootcamps Privacy Notice](#); [LRS Privacy Notice](#)). [Personal information charter - Department for Education - GOV.UK](#).


Whistleblowing involves entering a 'whistleblowing' webform on the 'Contact the Department for Education' page, which can be found here:

[Contact the Department for Education - DfE Online Forms](#).

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This document was signed on www.hyperiondev.com

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