

Code of Conduct for Learners: Work Integrated Learning Component:

Addendum to CTU Student Code of Conduct (B2)

Introduction

This Code of Conduct outlines the expectations and responsibilities of learners during their Work Integrated Learning (WIL) component whilst at the Host employer. By signing this agreement, you commit to adhering to the rules and regulations set forth by CTU and the host employer, fostering a positive, respectful, and productive learning environment.

Purpose

The purpose of this Code of Conduct is to:

- Ensure a safe and respectful environment for all learners, host organization and staff.
- Promote professionalism and integrity in all interactions.
- Encourage accountability and responsibility among CTU, learners and the host organization.

Code of Conduct Principles

1. Professionalism

- Dress Code: Adhere to the dress code of the workplace, ensuring a neat and professional appearance.
- Punctuality: Arrive on time for all scheduled work hours and meetings.
- Responsibility: Take ownership of your work and be accountable for your actions.

2. Respect and Integrity

- Respectful Communication: Communicate respectfully with all staff, supervisors, and fellow learners.
- Diversity and Inclusion: Embrace diversity and promote an inclusive environment, free from discrimination and harassment.
- Confidentiality: Respect the confidentiality of sensitive information and adhere to privacy regulations.

3. Commitment to Learning

- Engagement: Actively participate in all learning opportunities, including training sessions, workshops, and discussions.
- Feedback: Be open to receiving constructive feedback and utilize it for personal and professional growth.
- Collaboration: Work collaboratively with peers and supervisors, fostering a team-oriented atmosphere.

4. Compliance with Policies

- Adherence to Guidelines: Follow all policies, procedures, and guidelines set by CTU and the host organization.
- Safety Practices: Prioritize safety by adhering to health and safety regulations and reporting any hazards or unsafe conditions.

In line with industry requirements, CTU Training Solutions (PTY) Ltd is fully accredited by the MICT SETA (ACC/2006/07/186) through the Quality Council for Trades and Occupations (QCTO). CTU Training Solutions is registered with the Department of Higher Education and Training as a Private College (2018/FE07/004) and provisionally registered as a private higher education institution (only selected registered campuses) (No 2014/HE07/004). Directors: J Newby, E Ferreira, B Brown. | Co. Reg No: 2005/038944/07

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5. Ethical Behaviour

- Integrity in Work: Conduct yourself honestly and ethically in all tasks and responsibilities.
- Avoiding Conflicts of Interest: Disclose any potential conflicts of interest to your supervisor and avoid situations that may compromise your integrity.

Consequences of Violating the Code of Conduct

Failure to adhere to this Code of Conduct may result in disciplinary actions, which could include:

- Verbal or written warnings
- Serious violations could result in expulsion from CTU Training Solutions.
- Required attendance in additional training or workshops
- Termination of the Work Integrated Learning placement

Agreement

By signing below, I acknowledge that I have read, understood and agree to abide by the Code of Conduct outlined above during my Work Integrated Learning component.

I also confirm that I have completed the WBPL training. I acknowledge that adherence to the Host Company's rules and regulations is crucial. If my performance does not meet the Host Company's expectations and satisfaction. I understand that I will be responsible for securing an alternate placement. Furthermore, I acknowledge that successful completion of a work placement is a prerequisite for graduation.

Learner Name: _____

Learner Signature: _____

Date: _____

CTU Representative Name: _____

CTU Representative Signature: _____

Date: _____