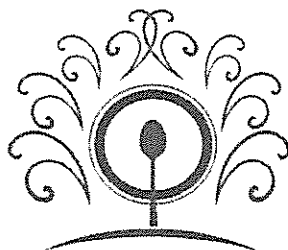


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## *Limpopo Chefs Academy*

### **LEARNER CODE OF CONDUCT / 'ANNEX B'** **(On Campus and Industry Experiential training)**

I dutifully and honourably pledge to respect The Learner Code of Conduct at all times and that I will adhere to the following rules and regulations:

The following sets out the rules and regulations to which Learners pledge to adhere to at Limpopo Chefs Academy:

#### **ON- CAMPUS**

**1. Punctuality**

Lectures commence strictly as per roster. Ensure that you arrive at least 15 minutes prior to lecturers/ shifts commencing. If you arrive late you will be asked to leave if you did not inform your relevant lecturer you will be late. NO excuses of late coming will be excepted when writing tests or exams.

**2. Absence due to illness**

This should be reported to Chef Kelly/ Chef Claudia by 8:00 on the day of absence. When returning to school, a medical certificate MUST be presented. If no medical certificate is presented you will be marked absent and on test/ practical days, you will be charged accordingly.

**3. Absence due to circumstance**

If you are absent/late due to circumstances beyond your control, you need to inform Chef Kelly 082 336 4894 / Chef Claudia immediately via whatsapp. This information will be saved. Management discretion will apply.

**4. You will be required to wear the correct uniform as per your induction booklet. It should also be clean and ironed. Not wearing the correct uniform , (shoes and name badge included) you will be asked to leave.**

**5. For theory classes, you must bring the appropriate handouts/ homework for the lesson. A pen, pencil, ruler, eraser, calculator, diary and notebook.**

**6. When cooking, you are required to bring a full, CLEAN knife set with you. The school will not supply you with markers to label your prep. Bring a marker and pen to these classes.**

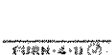
**7. Maintain a clean station and work area throughout the day. Clean as you go. Leave the classrooms as you found them, chairs and desks neatly arranged and no litter left behind.**

**8. Every learner must exercise the highest health and hygiene practices. Always wash your hands with soap and water.**

**9. No foul language will be tolerated. No conversations pertaining to religion, race or politics will be tolerated. Treat your peers with respect.**

**10. No excessive jewellery or make-up allowed.**

N.P

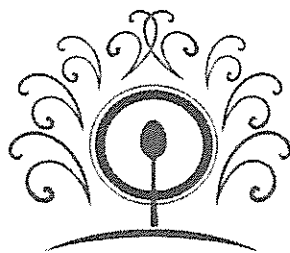


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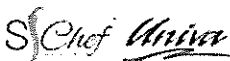
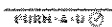
## *Limpopo Chefs Academy*

11. No earrings (male), nose or eyebrow rings allowed (all).
12. You must sign the daily attendance register every morning.
13. Class roster will be shared with you weekly on your relevant whatsapp groups as well as on the school notice board.
14. No bags allowed in the kitchens, they are to be left in allocated areas.
15. No cell phones allowed in theory classes whatsoever. In practical classes, your cell phones only use would be to capture pictures of your dishes/ cooking experience.
16. Smoking is only allowed in the designated areas at designated times.
17. No students may enter staff offices.
18. No students may enter staff kitchen.
19. Parking is only allowed in designated parking areas.
20. NO GUM ALLOWED ON THE CAMPUS.
21. No weapons or items intended for harm, allowed on campus.
22. No drugs in any shape or form allowed on campus.
23. Arriving at school intoxicated in anyway will result in a disciplinary.

### **EXPERIENTIAL TRAINING (PRACTICALS)**

1. Before selecting a practical workplace, you **MUST** get permission from your parents.
2. Once a practical is confirmed you may **NOT** change.
3. It is your responsibility to collect your logbook. This logbook **MUST** be signed daily.
4. No student may start at a workplace without receiving confirmation from your lecturer.
5. It is your responsibility to get to and from the workplace, this includes initial directions to the establishment. Most hotels and Lodges offer directions on their websites, if not feel free to contact your supervisor for clarity.
6. It is your responsibility to get your supervisors name and contact details before you go on practicals to make special arrangements (arrival security procedures, arrival time, anything specific to bring, questions you might have, directions etc)
7. It is your responsibility to get directions to the Lodge/ Hotel.
8. You **WILL** be required to work long irregular hours, early mornings, late nights, split shifts, weekends & public holidays.
9. No parents/ family members may make contact with the workplace. ALL communications must go through your lecturer.
10. No student may leave a workplace without lecturers consent.

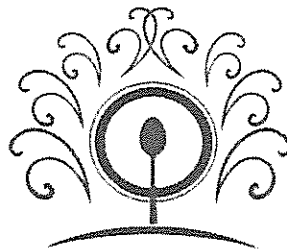
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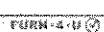
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## *Limpopo Chefs Academy*

11. All students checking in to practicals with accommodation **MUST** check in before 4pm.
12. All students are to inform their lecturer upon their arrival at the workplace.
13. Students going on practicals where accommodation is provided will be required to view a video or photographs of the accommodation facilities for approval.
14. Students going on practicals where accommodation is provided will be required to take their own bedding, toiletries, towels, spending money and snacks.
15. No student may engage in romantic relationships while on practicals.
16. All students must agree to work according to the establishments' rules and regulations.
17. **Punctuality**  
Shifts commence strictly as per roster. Ensure that you arrive at least 15 minutes prior to shifts commencing. If you arrive late you will be asked to leave if you did not inform your relevant supervisor you will be late. NO excuses of late coming will be excepted. You will lose the hours for this day.
18. **Absence due to illness**  
This should be reported to your supervisor by 7:00 on the day of absence. When returning to work, a medical certificate **MUST** be presented. If no medical certificate is presented you will lose the hours for this day.
19. **Absence due to circumstance**  
If you are absent/late due to circumstances beyond your control, you need to inform your supervisor immediately.
20. You will be required to wear the correct uniform as per your induction booklet. It should also be clean and ironed. Not wearing the correct uniform, (shoes and name badge included) you will be asked to leave.
21. When cooking, you are required to bring a full, CLEAN knife set with you.
22. Maintain a clean station and work area throughout the day. Clean as you go. Have pride in your work station.
23. Every learner must exercise the highest health and hygiene practices. Always wash your hands with soap and water.
24. No foul language will be tolerated. No conversations pertaining to religion, race or politics will be tolerated. Treat your peers with respect.
25. No excessive jewellery or make-up allowed.
26. No earrings (male), nose or eyebrow rings allowed (all).
27. No bags allowed in the kitchens, they are to be left in allocated areas.
28. No excessive cell phone use allowed. Only with the permission of your supervisor.
29. Smoking is only allowed in the designated areas at designated times.

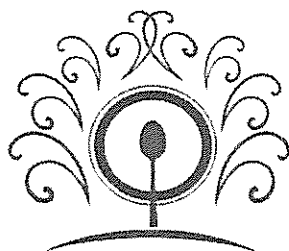
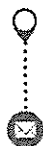
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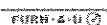
- 32. No students may enter staff offices.
- 33. Parking is only allowed in designated parking areas.
- 34. NO GUM ALLOWED AT WORK.
- 35. No weapons or items intended for harm, allowed at work.
- 36. No drugs in any shape or form allowed at work.
- 37. Arriving at work intoxicated in anyway will result in a disciplinary.

I understand and accept the Learner code of conduct

I understand what is expected from me on campus and on practicals.

Penelope Maswanganyi		03-08-21
<b>Learner Full Name &amp; Surname</b>	<b>Learner Signature</b>	<b>Date Signed</b>

N P



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