

Apprenticeship & Adult Learners Code of Conduct
for Bellevue Education International Ltd

The policy applies to adults learners and trainers

BELLEVUE APPRENTICESHIPS

Date of last review: July 2026

Date for next review: July 2027

Reviewed by: Sam Selby, Apprenticeship Lead.

At Bellevue Education International Ltd, we are dedicated to providing a positive and productive learning environment for all our students. This **Apprenticeship & Adult Learners** Code of Conduct outlines the standards of behaviour we expect from learners enrolled in our adult learning programs. By adhering to this code, students contribute to a respectful, inclusive, and supportive community.

1. Respectful Behaviour

A. Respect for Others

- **Equality and Inclusion:** Treat all fellow students, staff, and visitors with respect and without discrimination based on race, gender, age, disability, sexual orientation, religion, or any other protected characteristic.
- **Harassment and Bullying:** Harassment, bullying, or any form of intimidation will not be tolerated. Any such behaviour should be reported immediately to staff or program coordinators.
- **Fundamental British Values:** We are committed to promoting democracy, the rule of law, individual liberty, mutual respect, and tolerance as the foundation of our learning environment.
- We are committed to identifying and removing barriers to learning, providing tailored support for apprentices with SEND and those from disadvantaged backgrounds to ensure they can succeed.

B. Respect for Learning Environment

- **Online Classroom Etiquette:** Online classrooms are our predominant vehicle for group learning and as such should be treated in the same way as you would in a physical classroom environment. As such, we expect you to: Arrive on time for classes, participate actively, and refrain from behaviour that disrupts the learning environment, such as using mobile phones, engaging in side conversations, or being disrespectful to instructors or classmates. During breakout group work, we expect that you will be respectful of others' views and work collegiately, exercising awareness of how you participate in discussions with others.
- **Appropriate Communication:** Maintain professional and respectful language in all forms of communication, whether face-to-face, in written assignments, or in online discussions.

2. Academic Integrity

A. Honesty in Academic Work

- **Plagiarism:** All submitted work must be your own. Plagiarism, including copying from other sources without proper citation, is a serious violation and will result in disciplinary action.

- **Cheating:** Cheating in exams or assessments, including using unauthorised materials or attempting to gain unfair advantage, is strictly prohibited.

B. Collaboration and Group Work

- **Teamwork:** In group projects, collaborate fairly and contribute equally. Ensure that the work you submit is in accordance with the guidelines provided by your instructor.
- **Individual Assignments:** When completing individual assignments, do so independently, unless otherwise instructed by your tutor.

3. Attendance and Participation

A. Commitment to Learning

- **Attendance:** Regular attendance is essential to your success. If you are not able to attend or will be late to a session, you must email your course instructor and the Apprenticeship admin in advance of this wherever possible. Where this is not possible due to an emergency, you must make contact as soon as you are able. You **MUST** ensure that you make up for any missed work. As the majority of your learning will be online, **you must watch catch up videos and record your response to the session within 2 weeks of missing a webinar. You need to then notify your Course Lead that you have completed the learning so that they can update your attendance code on the register.**
- **Engagement:** Actively engage in the learning process by asking questions, contributing to discussions, and completing assignments on time.

B. Responsibility for Learning

- **Time Management:** Manage your time effectively to balance your studies with other commitments. Plan ahead for deadlines and exams to avoid last-minute pressures.
- **Seeking Support:** If you are struggling with course material, reach out to your instructors or the support services available. We are here to help, but it is your responsibility to seek support when needed.

4. Use of Resources and Facilities

A. Appropriate Use of Technology

- **IT Systems:** Use Bellevue Education Internal Ltd's online platforms and IT systems responsibly. Do not engage in activities such as unauthorised access, sharing inappropriate content, or violating privacy policies.
- **Learning Resources:** Make full use of the learning materials provided, and ensure that you use them appropriately, whether physical resources (e.g., library books) or digital content (e.g., online learning portals).
- **Digital Citizenship & E-Safety:** Learners must engage safely and responsibly in all digital and online learning environments. Cyberbullying or the sharing of inappropriate or illegal content is strictly prohibited.

- **Use of AI:** All work submitted for assessment must be your own original work. The use of generative AI tools (such as ChatGPT, Gemini) to produce or draft assignments, essays, or assessments without explicit tutor permission is strictly prohibited and considered a form of academic dishonesty. Where the use of AI is permitted as part of a learning activity, it must be clearly acknowledged and referenced in accordance with our academic integrity guidelines.

B. Respect for Facilities

- **Care for the Environment:** Treat all Bellevue Education International Ltd's facilities, equipment, and resources with care. Keep classrooms, common areas, and study spaces clean and tidy.
- **Health and Safety:** Follow any health and safety guidelines provided during your course. This includes maintaining appropriate behaviour during practical sessions, fieldwork, or any activities that involve physical equipment or machinery.

5. Professional and Ethical Conduct

A. Responsibility as an Adult Learner

- **Personal Accountability:** Take responsibility for your own learning and behavior. Be honest in all communications with instructors, classmates, and administrative staff.
- **Conflict Resolution:** If any issues or conflicts arise during your time as an apprentice or adult learner, address them professionally by reporting them to the appropriate channels rather than engaging in inappropriate confrontations.

B. Professionalism

- **Dress Code:** Where applicable, follow the appropriate dress code for professional settings, especially during workshops, practical sessions, or when engaging with external organisations as part of your course.
- **External Representation:** When participating in internships, placements, or community activities as part of your studies, represent Bellevue Education International Ltd professionally and adhere to the expectations of the external organisation.
- **British Values:** Uphold and promote fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance for those with different faiths and beliefs.

6. Consequences of Misconduct

Failure to comply with this Code of Conduct may result in disciplinary action, which may include:

- **Warnings:** For minor infractions, a formal warning may be issued, with the expectation that behaviour will improve.
- **Loss of Privileges:** In cases of repeated or serious misconduct, students may lose access to certain privileges, such as use of facilities or participation in extracurricular activities

- **Suspension or Expulsion:** Severe or repeated violations, including academic dishonesty, harassment, or serious misconduct, may result in suspension or expulsion from Bellevue Education International Ltd.
- **Referral to Authorities:** In cases of illegal activity or behaviour that poses a serious threat to others, Bellevue Education International Ltd may involve external authorities, including law enforcement.
- **Appeals Process:** Apprentices and adult learners have the right to appeal a disciplinary decision. Appeals should be submitted in writing to the Apprenticeship Lead within 5 working days of the decision.

7. Reporting Misconduct and Safeguarding

We foster a positive safeguarding culture where safety is everyone's responsibility. All apprentices are encouraged to report concerns promptly and are supported to feel safe in their learning and workplace environments.

If you witness or experience any violations of this Code of Conduct, you are encouraged to report them to your instructor, program coordinator, or any member of the support staff. All reports will be handled confidentially and investigated promptly.

Safeguarding & Prevent Duty: We are committed to protecting learners from extremist influences in line with the **Prevent** duty. Any safeguarding concerns, including concerns regarding radicalisation, must be reported immediately to the Designated Safeguarding Lead (DSL) Steven Wade.

8. Reviews and Updates:

This apprentice Code of Conduct will be reviewed annually to ensure it remains aligned with the values and policies of Bellevue Education International Ltd and the latest Ofsted Further Education and Skills Inspection Toolkit (Nov 2025) requirements.

Contact Us

If you have any questions about this charter or need assistance, please contact us at:

- Email: swade@blvue.com
- Third Floor, 3 Murphy St, London SE1 7PF
- 020 3817 8008
- Designated Safeguarding Lead (DSL): Steven Wade

This Code of Conduct serves to maintain a positive, respectful, and ethical learning environment at Bellevue Education Internal Ltd, ensuring that all students can succeed in their academic and professional goals.