

Code of Professional Conduct for Learners Studying with us 2026/2027

Our College values are at the heart of all we do. This code of conduct embodies our values, setting out what we expect from you and what you can, in turn, expect from us. You have enrolled at Yeovil College to develop the knowledge, skills and behaviours that will lead you to higher education and/or employment. We therefore have the same high expectations of you that any other professional organisation would have of its own employees. The expected behaviours outlined within this code will support you to succeed and will help you make the most of the opportunities that you can access as a student at Yeovil College. The Code of Professional Conduct sits alongside a range of policies and procedures designed to ensure all learners can be safe and make the most of their time at college.

As a student, I will:

- Set myself challenging targets including having attendance and punctuality of above 95% for all my classes and other college engagements.
- Seek to continually improve and act on feedback from teachers and peers, striving to achieve the best grades possible.
- Organising my class work and presenting my coursework professionally.
- Seek support, advice, and guidance when I need it through my lecturers, assessors, or college specialist services.
- Take an active part in reviewing my progress with my Tutor or Assessor.
- Always wear my College ID card visibly on college premises and show it on request to any member of college staff.
- Be attentive and responsive in class.
- Meet deadlines, complete assignments, and all programme work.
- Not bring illegal substances and/or alcohol on campus
- Ensure I am prepared to learn by getting enough sleep, by not being under the influence of non-prescription drugs or alcohol.
- I will keep my phone out of sight, on silent, and/or only use it in class if instructed by a lecturer.
- Bring learning materials and equipment to class, along with notes and resources from previous classes.
- Make sure my behaviour does not stop others from learning.
- Actively engage with any work experience opportunity within my study programme.
- Work with other students, when asked to do so, and appreciate the contribution other students make in class and social situations.
- Report any absence by phone by 8.30am on the day of absence.
- Book external appointments (e.g. medical, driving lessons) outside of timetabled hours.
- Treat everyone fairly and with respect and value the diversity of the College community in line with British Values.
- Understand that intimidation, harassment, provoking or threatening anyone whilst in College or taking part in college-related activities will not be tolerated including the use of language or gestures that may offend other members of the College community.
- Show respect for my lecturers and all members of staff by following instructions and responding to requests they make and by respecting their privacy.
- Always show respect for our neighbours, avoiding all forms of anti-social behaviour both inside and outside of the College.
- Always behave in a responsible and reasonable manner both in the College and in the community, this includes whilst travelling on YC Public Transport.
- Report any incidents of bullying to a member of staff or student support.
- Not make or send annoying, obscene, malicious, or indecent telephone calls, letters, messages, text messages or emails, or place malicious, offensive, or extremist materials on any social media platforms or groups.
- Show respect to, and engage with, visiting guests and speakers.
- Clean up after myself when using college restaurants and other facilities.

- Not damage or vandalise College resources, equipment, technology, facilities, buildings or our College campus.
- Not bring food or drink into lessons (bottled water is permitted in classrooms).
- Only smoke or vape in designated smoking area.
- Not take part in any illegal activity.
- Not bring the reputation of the College into disrepute.
- Abide by all College policies and procedures and if I am in doubt, I will ask my tutor or a member of staff where I can get information on college procedures, including following health and safety guidelines as directed.
- Dress appropriately when I am in the College, observing appropriate dress code for my subject area in line with future employer expectations.

As a college, we will:

- Provide information, careers advice and guidance during your programme, with specialist support for students with special educational needs and/or disabilities.
- Signpost you to the support available outside the College and, in some situations, refer you to the support you would benefit from.
- Give you feedback on your learning and work, which will help you to achieve more, develop new skills and aim for the highest grades and skills possible.
- Help you record your learning goals and provide regular updates and reports to your parents/guardians/employers.
- Oversee your work experience.
- Provide access to information and IT services to support learning, including the loan of laptops and a wireless service for students wishing to use their own devices.
- Provide access to the Microsoft Office 365 cloud service including Email, Office Web Applications and OneDrive for storing files, both at home and at college.
- Ensure that your classes are well prepared and will always start on time.
- Mark and return your work promptly and deliver lessons that are both stimulating and engaging.
- Aim to keep the College environment safe, secure, and clean.
- Value and celebrate the diversity of our students and ensure that people are not subject to discrimination.
- Work with businesses to maintain a good relationship with our local community.
- Provide the opportunity to participate in student surveys throughout study programmes.
- Encourage and support you to participate in YC Edge enrichment, social action activities and/or present yourself as a Yeovil College Ambassador or Student Union Rep.
- Value your ideas, opinions and feedback and aim to act upon them - they are especially important to us.
- Communicate regularly with you, particularly around activities and projects, which may impact your time at Yeovil College.
- Act in a professional manner and place your learning and your welfare before everything else.

I confirm that I have read this Code of Conduct and that I am committed to behaving in line with what the College expects of me.

Name:	Signature:
Date:	Student ID Number: