



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Patron: HRH The Prince of Wales

www.ucem.ac.uk

Horizons, 60 Queen's Road,
Reading RG1 4BS

t +44 (0)118 921 4696
e enquiries@ucem.ac.uk

UCEM Apprenticeship Student Conduct Expectations

Version: 3.00
Status: Final
Date: 21/08/2020

UCEM Apprenticeship Student Conduct Expectations

1. Introduction

This set of expectations applies to all UCEM Apprenticeship Students.

UCEM aims to promote and develop consistently high standards of conduct and behaviour for its students, to prepare them for their professional and personal life, both during and following completion of their apprenticeship programme.

UCEM acknowledges that most of its apprenticeship students will understand and appreciate the importance and significance of adopting and demonstrating professional standards at all times during their apprenticeship.

However, UCEM also accepts that at times some apprenticeship students may, intentionally or unintentionally, not adopt and/or demonstrate the required professional standards of conduct. Wherever appropriate, UCEM will attempt to resolve these issues without resorting to formal disciplinary processes. Where possible, UCEM staff will attempt to deal with unacceptable conduct issues through informal processes. Where this is not possible, UCEM staff will deal with the matter in accordance with the UCEM Code of Practice Academic and Behavioural Conduct and the related UCEM Student Disciplinary Procedure.

2. Expected Conduct

UCEM's apprenticeship students are expected to:

- Fulfil the commitments that they have made in the commitment statement for their apprenticeship to include but not limited to:
 - undertaking the required off-the-job training
 - maintaining an accurate and valid off-the-job-training diary
 - preparing for and participation in scheduled progress reviews/tutorials (any inability to participate must be notified in advance).
- Attend all face-to-face delivery and/ or online workshop sessions, unless absence has been agreed by UCEM in advance.
- Attend all face-to-face delivery and/ or online workshops punctually.
- Take responsibility for their own learning and development, by engaging in purposeful virtual learning environment (VLE) activity at least weekly during formal study periods and engage in purposeful activity for each unit/module being studied at least once every 14 days.
- Engage in VLE forum activity (this is an essential aspect of the UCEM delivery model),
- Submit coursework for formative or summative assessment in accordance with UCEM requirements.
- Conduct themselves in a manner that assures their own health and safety, and the health and safety of others.
- Demonstrate respect for other students and UCEM tutors by not:
 - swearing or using offensive or derogatory language,
 - talking over others during learning sessions,
 - leaving learning sessions without tutor knowledge and agreement,

UCEM Apprenticeship Student Conduct Expectations

- using mobile phones, laptops and/or other electronic devices during face-to-face learning sessions (unless requested to do so by the session tutor/facilitator),
- consuming food or beverages during face to face learning sessions other than drinks in sports bottle or other similar low-spill risk containers.
- Assist UCEM in promoting the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance, and to display these values at workshops, when engaging with the VLE, in the workplace, and in your everyday lives.
- Comply with UCEM's codes, regulations and policies, including:
 - Academic and Programme Regulations,
 - Terms and Conditions of Contract – Apprenticeship Programmes,
 - Prevent Policy,
 - Safeguarding Policy,
 - Bullying and Harassment Policy and Procedure,
 - Student Disciplinary Procedure,
 - Academic Misconduct Procedure,
 - Equality and Diversity Policy,
 - Freedom of Speech Policy.
- Act in accordance with any other requirements of the [UCEM Student Charter \(opens new window\)](#) not covered in this document.