

Learner Code of Conduct

Michaeljohn Training School

This Learner Code of Conduct outlines the standards expected of all learners at Michaeljohn Training School (MJTS). It ensures a safe, respectful and professional learning environment where everyone can achieve their full potential.

All learners must read, understand and comply with this code and all MJTS policies and procedures.

Code of conduct area	Code
1. Attendance, Time Keeping and Absence	- Attend all sessions, classes and the salon that you work in punctually. - Arrive prepared and ready to learn, with all required materials and equipment. - Notify MJTS immediately if you are unable to attend due to illness or another valid reason and inform the salon that you work in of your absence. - Maintain a high level of attendance and punctuality throughout your programme. - Repeated lateness or absence without a valid reason will be addressed through the disciplinary process.
2. Professional Conduct and Behaviour	- Conduct yourself professionally at all times, both within MJTS and in the salon that you work in. - Follow staff instructions and classroom rules to ensure a positive learning experience. - Do not disrupt lessons, assessments or activities. - Demonstrate commitment to your learning by meeting deadlines, completing on-the-job (OTJ) training, and achieving targets in a timely manner. - Be prepared for apprenticeship assessments and strive to achieve distinctions. - Uphold MJTS's reputation through responsible behaviour both in person and online. - Do not eat unless in designated areas. - Always wear your MJTS lanyard while on site.


[michaeljohntraining](https://www.facebook.com/michaeljohntraining)


[mjts_manchester](https://www.instagram.com/mjts_manchester)


[@Michaeljohn_mcr](https://twitter.com/Michaeljohn_mcr)

MJTS is an Equal Opportunities Training School. We welcome people from all backgrounds and believe in treating people according to their needs. MJTS is committed to a whole organisational approach to Safeguarding, 'Personal Development.

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	Keep all personal belongings in a secure area or on your person at all times.
3. Respect and Equality	- Treat all learners, staff, clients and visitors with respect, courtesy and professionalism. - Value diversity and promote and promote inclusion in line with MJTS's Equality and Diversity Policy. - Do not engage in bullying, harassment, discrimination, or any form of abusive behaviour- MJTS operates a Zero Tolerance Policy in this regard. - Respect the beliefs, backgrounds and cultures of others including clients in the salon environment.
4. Health, Safety and Wellbeing	- Follow all MJTS Health and Safety Policies and procedures at all times. - Inform MJTS of any health conditions, mental health concerns or other support needs, so appropriate support can be provided. - Report any accidents, hazards or unsafe practices to a member of staff. - Report any suspicious behaviour or packages immediately to a member of staff. - Participate in evacuation drills and follow evacuation procedures, ensuring your safety and the safety of others. - Wear appropriate clothing and where appropriate PPE, as required for your course and the salon environment. - Prepare and mix products in accordance with manufacturers' instructions and dispose of them according to MJTS policies. - Maintain good personal hygiene and professional presentation when working with clients.
5. Safeguarding and Online Safety	MJTS is committed to safeguarding all learners. - You must report any concerns about your safety or the safety of others immediately to a designated safeguarding officer. - Stay alert to signs of grooming, radicalisation or exploitation and report any suspicions promptly. - Use the internet and social media responsibly, following MJTS's Online Safety Policy. - Do not share offensive, discriminatory or inappropriate content online or through digital platforms associated with MJTS.

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6. Learning Commitment and Progress	• Take ownership of your learning and progress. • Engage fully in all learning activities, assessments and reviews. • Meet all the deadlines and complete both on site and off-the-job (OTJ) learning requirements. • Seek help if you are struggling with your workload or personal circumstances that may affect your progress. • Participate constructively in feedback and review sessions with your educator to support your development. • Complete evaluation surveys and engage in learner voice activities to help improve MJTS provision.
7. Communication and Support	• Keep your contact details and emergency information up to date with MJTS. • Notify staff promptly of any changes in your personal circumstances that may affect your learning, attendance or wellbeing. • Engage with your educator and any member of staff to ensure you receive the help you need. • Respect confidentiality and privacy when discussing sensitive issues.
8. Dress code and Professional Standards	• Follow the MJTS Professional Dress Code at all times, ensuring your appearance reflects industry standards. • Wear the correct uniform or attire as specified for your course or salon environment. • Maintain a neat, clean and professional appearance suitable for working with clients. • Avoid wearing inappropriate clothing, excessive jewellery or strong fragrances.
9. Use of Facilities and Equipment	• Treat MJTS property, equipment and resources with care. • Use salon tools, IT equipment and materials responsibly and safely. • Do not remove or misuse MJTS property without permission. • Keep learning spaces clean, tidy and conducive to learning
10. Compliance and Accountability	• Comply with all MJTS policies and procedures, including those related to: • Attendance and punctuality • Equality, diversity and inclusion • Health and safety • Safeguarding and Prevent • Online safety and acceptable use

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	• Disciplinary and grievance procedures • Understand that breaches of this code may result in disciplinary action, up to and including withdrawal from your programme.
11. Commitment to Excellence	• By enrolling at MJTS you agree to uphold the school's values of professionalism, respect, integrity and excellence. Your conduct should reflect these values in every aspect of your learning journey.

Learner Declaration

I have read and understood the MJTS Code of Conduct. I agree to comply with all expectations, policies and procedures set out above.

Learner Name:		Learner Signature:	
Date:			

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