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|  | COLEAD Learners' Code of Conduct | | | DOC_028_TRN | | |
| | | | | 0 | V 00 | EN |
| Crea : 15/09/2022 | Rev : / | Applicable : 00/00/0000 | Referenced document | | | |

COLEAD Learners' Code of Conduct



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Foreword

COLEAD training courses are designed to provide a supportive learning environment for everyone to enhance their skills.

Therefore, everyone who participates in a COLEAD training course should be able to benefit from this environment but should also adopt an attitude based on respect, collaboration and sharing.

This code of conduct aims to promote a favourable and equitable environment for all learners to maximise their learning.

This code of conduct is presented to the learners by the trainer, through the introductory sequence of the training.

The Learner's Code of Conduct

For the smooth running of the training, the learner is asked to respect this code of conduct throughout their learning with COLEAD.

The Learning Framework

Everyone rightly aspires to learn in the best possible conditions. It is up to each individual to contribute to creating a favourable learning environment.

Be present at the training: the learner must be present at all training activities. In case of absence, he should inform the trainer and the COLEAD training manager.


Sign the daily attendance lists:

- In the case of a face-to-face session, the learner must sign the daily attendance and accommodation list. In case of non-signing, COLEAD can re-invoice the costs incurred on behalf of the learner or his organisation.
- In the case of a digital session, the trainer records the attendance of the learners.

Respect the timetable: or the smooth running of the session, the learner must respect the start and end times of each day/activity as well as the coffee and lunch breaks. By registering for the course, the learner agrees to the times indicated in the programme.

Participate actively in the training: as registration for the training is voluntary, each learner is expected to participate actively in the training activities, both for his/her own benefit and that of the group. The delivery of a certificate of participation is conditional on this active participation in the entire course (in cases of force majeure, the decision will be left to the discretion of the trainer and COLEAD).

Respecting the principle of cost sharing: each COLEAD training session is based on a cost sharing policy between the beneficiary structure and COLEAD. The costs to be covered and the

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reimbursable expenses are defined for each training session. The learner and his organisation are informed in advance, via the logistical note, of the costs that he (and/or his organisation) must cover. By registering, the learner and his organisation agree to share the costs.

Respect the internal rules of the establishment and the premises: in the case of face-to-face sessions, the learner must find out about the internal rules of the establishment and the safety instructions (in case of emergency) and must respect them. He must also respect the premises and equipment provided (training room, chairs, computer or audiovisual equipment, training materials, etc.).

Respect the training materials provided by COLEAD and share them within the organisation: in some training sessions, COLEAD training materials and tools are distributed to the learners (booklets, manuals, brochures, Field Training Workshop materials...). These materials will be useful in daily activities and in improving good practice. Each learner receiving material must sign the material handover sheet. He must take care of this material and make it available to his/her organisation and staff.

Have your own learning materials: in order to learn in good conditions, the learner has his or her own training materials (depending on the type of session: computer, headphones, notebook, pens, etc.) and is fully responsible for them.

Avoiding distractions: during training time, the learner remains attentive and present during the proposed activities. He therefore avoids any distraction (phone, SMS, emails, etc...) which could divert him from his learning or disrupt the group. Break times are provided to follow his own activities, answer his emails, make calls, etc.

Respect the personal data of individuals and organisations: the learner, like the trainer, does not divulge any personal data or information expressed during the training, whether it concerns a person present or the organisation he represents.


Learning Collectively

Collaboration, dialogue and sharing are the foundations of each training course: COLEAD's training courses are based on exchanges and sharing of learners' experiences. Collaboration and dialogue are key elements in learning.

Expressing oneself: each learner has the opportunity to express himself by communicating and dialoguing freely with other learners and the trainer. The learner speaks in turn and according to the modalities defined by the trainer, always respecting each other without any kind of discrimination.

Listening without judgement: each learner listens without judging values, opinions, etc. He respects religious, political and other opinions of others whatever his own convictions. He accepts difference.

Defining the framework of teamwork: during group work, the learners define together their own framework of work, their way of collaborating and of carrying out the work requested. Each learner complies with the work instructions given.

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Mutual help and support are key values: it is not about competing and competing with others. Learners help, collaborate and support each other during the learning process, thus contributing to a favourable environment and to the progress of the whole group.

Respecting the level of knowledge of everyone: learners may have different levels of knowledge and/or practice on the training subject. Everyone is present at the training session to progress individually, to discover and apply new notions. There is no question of intellectually discriminating against the level of other learners and comparing themselves to them.

Sharing personal experiences and expertise: everyone's background is unique and the experiences of one person can reinforce the learning of others and help the group to progress. Everyone is free to share their personal experiences and expertise related to the training.

Being responsible for own behaviour

Everyone participates in COLEAD's training courses freely with the desire to improve their own professional skills and is therefore fully committed to their own capacity building.

Be committed to the training: the learner commits to be present for the whole duration of the training, to learn in good conditions, to respect the learning environment and to listen and collaborate with other learners to contribute together to the achievement of the learning objectives.

Giving the best of oneself: The learner commits to giving the best of himself throughout the learning process. They are active, dynamic and cooperative.

Being assessed fairly: the learner is assessed individually and fairly in order to note his personal progress, the achievement of his objectives and the development of his own skills.

Express satisfaction and submit complaints : each learner can anonymously express satisfaction with the course and can also submit a complaint to COLEAD.