



City & Guilds Light Vehicle Maintenance and Repair Course (4209-13)

Student Code of Conduct

Purpose

All students of Mission Motorsport are required at all times to conduct themselves in an appropriate manner in their day to day activities, including in their dealings with other students, staff and external organisations. Students are also required under the Mission Motorsport Terms and Conditions to comply with all relevant policies and regulations. Mission Motorsport Terms and Conditions and relevant student policies and procedures can be found in the Student Handbook

The Student Code of Conduct sets out the expectations the Mission Motorsport has in respect of the behaviour of all its students.

It outlines examples of behaviours that the Mission Motorsport may deem to be misconduct (although the examples given are not exhaustive).

Mission Motorsport has formal disciplinary procedures that are followed in cases where students are found to have breached the Student Code of Conduct, action taken under the Disciplinary Regulations can lead to expulsion, suspension, restrictions and formal reprimands depending on the severity of the breach. Mission Motorsport however reserves the right to deal with breaches of the Student Code of Conduct in any of its other student regulations (Academic Misconduct, etc.).

When considering what action to take against a student Mission motorsport will consider the severity of the breach, the impact on other students and staff, and any previous incidents of misconduct. Accumulated breaches of the Student Code of Conduct may result in more severe sanctions being applied and a formal consideration of the implications for the programme of study.

Outline

The Student Code of Conduct applies to all students of Mission Motorsport and to the following circumstances:

Activities in which they engage in their capacity as students of Mission Motorsport;
Services or facilities they enjoy by virtue of being a student.

Any activity not covered above, which is considered to adversely affect the safety, interests or reputation of Mission Motorsport, its students, employees or authorised representatives, as outlined in this Code

Misconduct Offences

The following examples of misconduct are not exhaustive, and Mission Motorsport reserves the right to consider/investigate any complaints not specifically listed below. Mission Motorsport may decide to act on misconduct offences whether they take



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place on Mission Motorsport premises or on any of our events, including on social media. The term "Person" means any student, employee, visitor, subcontractor or other authorised representative of Mission Motorsport.

Behaviour towards others

- Students shall act with respect and reasonable consideration towards every Person; Students shall not behave in a disorderly, abusive, threatening, intimidating, indecent, slanderous, libellous or offensive manner (whether by actions, speaking or in writing, including by electronic means)
- Students shall not behave in a physically violent manner (including, but not limited to, punching, kicking, slapping, pulling hair, biting, pushing, and shoving)
- Students shall not commit sexual misconduct (including, but not limited to, engaging or attempting to engage in kissing, touching inappropriately through clothes, sexual intercourse or a sexual act without consent, sharing private sexual materials of another person without consent, inappropriately showing sexual organs to another person and making unwanted remarks of a sexual nature)
- Students shall not steal, misuse, deface or damage property belonging to any Person.
- Students shall comply with any reasonable instructions, including producing appropriate identification, as requested by any Person in the execution of their duties.
- Students shall not obstruct, disrupt or interfere with, the duties or activities of any Person or disrupt or interfere with any academic, administrative, sporting, social or other Mission Motorsport Activities.
- Students shall not knowingly publish, be published in or distribute a poster, notice, sign or any publication which may be considered offensive, intimidating, threatening, indecent or illegal, or which may be considered to make others fearful, anxious or apprehensive;
- Students shall not offer or give money, gifts or other incentives to any Person with the intention of inducing that Person to perform his/ her job improperly or to reward him/her for doing so.
- Students shall not engage in conduct which unjustifiably infringes freedom of thought or expression whilst on Mission Motorsport premises or engaged in Course work, study or activity.
- Students shall not harass, victimise or discriminate against any Person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender reassignment, pregnancy, maternity, marriage or civil partnership or socio-economic background.



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Safeguarding Vulnerable Adults

Students must recognise that all people regardless of age, disability, gender, race, religious beliefs or sexual orientation have an equal right to protection from all types of harm or abuse and is committed to safeguarding the welfare of vulnerable adults that we work with.

Safeguarding is a term used to denote the duties and responsibilities that those providing a health, social or education service must carry out / perform to protect individuals from harm.

Bringing Mission Motorsport into disrepute

- Students shall not exhibit any behaviour or engage in any activity, whether on Mission Motorsport premises or elsewhere, which has the potential to damage or has damaged the good name of Mission Motorsport (without prejudice to the right to fair and justified comment and criticism).

Use of buildings & equipment

- Students shall not litter in or round garages
- Students shall not steal, deface, misuse, misappropriate or damage any property belonging to Mission Motorsport or associated organisations, whether deliberately or recklessly.
- Students must comply with relevant regulations regarding the use of recording devices, mobile phones, personal music equipment, etc. when they are in any teaching/learning setting, examination.
- Students shall not engage in any trade or business or engage in the activities of any other form of employment, on Mission Motorsport premises, other than employment including IT facilities or safety equipment.
- Students shall not use or misuse, produce, trade, store or transport drugs or other illegal substances, any paraphernalia that could be used in relation to drug use or misuse
- Students shall not breach any specific rules adopted by Mission Motorsport

Health and Safety

- Students shall not behave in a way that may affect the health and safety of, cause or potentially cause injury or harm to a Person.
- Students shall not behave in a way that may or does lead to the activating of a fire or smoke alarm or otherwise misuse fire safety equipment



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- Students shall not smoke in any areas other than those designated as authorised smoking areas
- Students shall not keep, carry on their person, use or threaten to use any offensive weapons, acid or other irritants, imitation firearms, ammunition, fireworks, explosives or any highly combustible materials or any article deemed to be an offensive weapon on Mission Motorsport premises.

Mission Motorsport administration, policies & regulations

- Students shall comply with all relevant rules, regulations and policies.
- Students shall not be engaged in fraud, deceit, falsification of documents, deception or dishonestly in relation to Mission Motorsport or any Person.

Compliance with the Law

Students shall not engage in conduct which constitutes a criminal offence on the premises of Mission Motorsport, at institutions where students are placed or visiting as part of their studies, or elsewhere.

- Students shall report to Mission Motorsport staff immediately any instances in which they have been involved which gave rise to them being arrested, under police investigation, charged or convicted of a criminal offence.
- Students shall not deliberately do, or fail to do, anything which causes Mission Motorsport to be in breach of a statutory obligation.
- Students shall declare upon enrolment any criminal convictions which they have received prior to their commencement at Mission Motorsport.
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Use of Social Media

Students can use social media sites, post new, or reply to existing posts, on any form of social media that does not harm the reputation of Mission Motorsport and does not breach existing rules. Although not exhaustive, students can use social media, including whilst on placement or working in work-based situations or elsewhere without the placement express consent

- Students are not permitted to use Mission Motorsport social standing as a:
- Bullying or harassment which may lead to Professional misconduct
- Bringing Mission Motorsport into disrepute.
- Showing a lack of respect and/or reasonable consideration towards others.



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Academic Misconduct

Students must attend and fully engage in all learning activities and adhere to all external body requirements (e.g. attendance requirements set by Mission Motorsport and Student agreement).

Students must conduct themselves appropriately in all programme-related activities, including placements.

Students must comply with national regulatory framework/professional body/ external Health Trust, expectations, as required for the standards of professional conduct expected at the point in training that the concern is raised.

Students enrolled on programmes governed by professional, statutory and regulatory bodies must comply with the requirements of Mission Motorsport or act in a manner which protects present and future patients, service users and clients always.

Definition of Malpractice by Students

This list is not exhaustive and other instances of malpractice may be considered by Mission Motorsport at its discretion:

- plagiarism of any nature
- collusion by working collaboratively with other Students to produce work that is submitted as individual student work
- copying (including the use of ICT to aid copying)
- deliberate destruction of another's work
- fabrication of results or evidence
- false declaration of authenticity in relation to the contents of a portfolio or coursework
- impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.



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Mission Motorsport Policy Documents 2019:

- MM Health and Safety Policy 2019
- MM Social Media Policy 2019
- MM Student Complaints Policy 2019
- MM Internet and Email Policy 2019
- MM Equality and Diversity Policy 2019
- MM Police and Referral 2019
- MM Enrolment Process 2019
- MM Safeguarding Vulnerable Adults' Policy 2019
- MM Reasonable Adjustments policy 2019
- MM Malpractice and Maladministration Policy 2019
- MM Assessment and Verification Policy 2019