

## CITB

# Code of Conduct for Apprentices in Accommodation

As a CITB grant funded apprentice, whilst attending the off the job element of your training you will be required to conduct yourself in the correct manner at all times, both at college and particularly at your hotel or residential college accommodation. Your behaviour will reflect on you, your employer and CITB.

As a CITB grant funded apprentice, you agree to:

1. **Behave responsibly and in a manner that shows respect for other apprentices, staff and members of public when in college, your hotel or residential college accommodation.**
2. **Raise concerns regarding general behaviour, particularly if you think that there could be a danger to others or that this will affect the reputation of your employer and/or CITB**
3. **To take responsibility for your actions, this includes:**
  - **Raising concerns with a member of staff if you are unhappy about something,**
  - **Ensuring you do not get involved in anything illegal or irresponsible**

## Behaviour at Hotel or College Residential Accommodation

Please remember you are representing yourself, your employer, CITB, and your college or training centre and whilst you are at the hotel or college residential accommodation you are expected to:

- **This accommodation is strictly for your sole purpose and CITB will not be liable for any additional costs incurred. You must not let anyone un-connected with your apprenticeship programme, male or female, into your room.**
- **Be courteous to other apprentices, hotel staff, hotel guests and college wardens at all times.**
- **Sleep in your allocated rooms at the hotel. We ask that you do not swap rooms unless it has been agreed by the hotel staff as there is a duty of care for your safety and wellbeing and the hotel must know where you are at all times.**
- **Abide by the rules imposed by the hotel staff or college staff.**
- **Keep your room clean and tidy.**
- **Pay for any extras you incur during your stay such as phone bills, Wi-Fi etc.**
- **Report any faults, damages or missing items to your room to the hotel reception. Please check your room thoroughly on arrival and report any damage to the hotel reception immediately as you will be expected to pay for any damage caused by you during your stay.**
- **If staying in college residential accommodation any faults, damage or missing items must be reported to the facilities team. As above please check your room thoroughly on arrival and report any damage or missing items to facilities immediately as you will be expected to pay for any damage caused in your room during your stay.**

**NOTE - You will be charged for any repairs required or if repairs cannot be undertaken the full replacement cost will be charged to you.**

Your Employer has a duty of care for you and a responsibility to the hotel or college when you are staying away from home, therefore **you must not:**

- **Consume alcohol unless legally permitted to do so (if over the legal age to consume alcohol, please drink responsibly).**
- **Smoke in your hotel or college bedroom and public spaces. The hotel or college will have designated smoking areas. Failure to adhere to the hotel rules may result in the hotel taking action against you.**
- **Take part in any illegal or prohibited activities, including any substance misuse including but not limited to taking illegal substances, under-age drinking, damaging hotel or college property etc. If it is found that you have taken part in any of the above activities, you may be asked to leave the accommodation and/or apprenticeship course. You will also be responsible for all or part of any cost related to damage to hotel or college property.**

- **Be inappropriately or improperly dressed in any public area of the hotel or college. You must abide by the hotels dress code when in the hotel's public areas (restaurant, bar, lounges).**

Should you have any problems whilst you are at the **hotel**, please speak to the Duty Manager. Should they be unavailable you should telephone **01905 610016** – the 24-hour helpline of our accommodation provider ArrangeMY.

If you are staying in **college residential accommodation** there are 24-hour wardens on the college campus and for any problems out of college hours telephone numbers are available in the Halls of Residence Handbook.

## **Travel**

If you are travelling in your own vehicle, it is your responsibility to ensure it has valid road tax, MOT, insurance and that it is in a roadworthy condition. You must abide by the speed limits and the Highway Code.

If you are using taxis arranged by CITB and the hotel to transport you to your college or training provider, you are expected to:

- **Be polite and courteous to the driver.**
- **Arrive at your allocated pick up point at the agreed time. If you miss your taxi and need to arrange an alternative, you will be responsible for the cost.**
- **Telephone ArrangeMy on 01905 610016 immediately if your taxi requirements change including if the taxi is no longer required.**

If you are staying in college accommodation it is your responsibility to make your own way to the college at the start and on time of each week or day you are on block.