

Code of Conduct

At Accipio, we believe that everyone should be involved in the conversation and discussions around the theory, models and skills we develop during the apprenticeship. During workshops and coaching sessions with a Leadership Skills Coach and workshops/lectures with our external guest speakers, we have some expectations that we would like learners to take on board (online or face-to-face).

Accipio staff and coaches

We will be courteous

- We will treat learners with respect
- Plan your progress reviews in advance
- We will have our camera on during 1-2-1 coaching sessions and workshops
- We will give learners our full attention when we are with them
- We will give learners useful and helpful feedback on submitted work and assessments
- We will aim to provide learners with feedback on work within 14 days
- We will plan our sessions together and set clear, helpful and timely targets for completion
- We will talk about End Point Assessment and select showcase pieces of evidence together
- with a line manager

Apprentice

- Attend formal progress reviews every 10-12 weeks with Leadership Skills Coach
- Take part in discussions during workshops/lectures
- Turn camera on during online coaching and review sessions (including workshops and lectures)
- Submit work to the agreed deadlines set by your coach
- Do not cancel appointments with your Leadership Skills Coach
- Let us know at least two weeks before a planned workshop or lecture if you cannot attend (otherwise we will seek to find out why you were unable to attend if no prior notice is given)

Manager (Line Manager)

- Attend progress reviews every 10-12 weeks with apprentice and Leadership Skills Coach
- Provide information in a timely fashion if your apprentice is off work sick
- Provide apprentices with opportunities to learn and develop new knowledge, skills and behaviours
- Allow your apprentice the required time away from work to complete off-the-job training activities

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