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# MPCT<sup>TM</sup>

Motivational Preparation College for Training

## OP009 - Motivation for Learning Policy



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OP009- Version 1.1

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e.g. Version 1

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## Motivation for Learning

### 1. Introduction

1.1 This document sets out MPCT's policy and procedure that aims to promote the good discipline of students (learners, trainees and other users of MPCT services).

1.2 MPCT is committed to a policy of high expectations of our students as learners and as members of the College community. MPCT expect and encourage good behaviour from all students.

1.3 To support this expectation and ensure that MPCT remains an effective learning environment for others, allegations of inappropriate behaviour will be dealt with through this procedure.

### 2. Scope

2.1 This document sets out the code of conduct incorporating the core values, to which students are expected to adhere in return for being part of MPCT and being provided with educational support and other services or facilities. It also sets out this procedure that should be followed where there is an allegation of a breach of discipline.

2.2 A breach of discipline may lead to action being taken against the student in line with the procedure. Repeated breaches, or a single serious breach, may result in a student being suspended or permanently excluded from MPCT.

2.3 Pupils from local schools attending the MPS programme will be subject to the disciplinary procedure of their own school. This policy and procedure applies to all other students, regardless of mode of their attendance or study, site or venue.

### 3. Student's code of conduct

3.1 MPCT expects each student to act in a manner that supports their learning and the learning of others, incorporating the core values.

3.2 Specific policy statements already exist for Centres such as:

- a. Equality of opportunity and diversity
- b. Harassment and Bullying
- c. Health & Safety

## 4. Procedure

### 4.1 Stage 1 - Informal warning

- a. In most cases it is most effective to deal quickly and at an informal level with incidents of minor misconduct. The member of staff dealing with the incident needs to be satisfied that the student or students involved are responsible for the inappropriate action.
- b. Many such incidences will occur from time to time in an organisation of this size, the manner in which they are dealt with may influence future behaviour. Staff will be expected to take action and bring the inappropriate behaviour to the attention of the student. A clear indication of future expectation needs to be made to the student.
- c. In all circumstances the conversation should be recorded on the motivational Learners log and contact log in the LJ2.
- d. The member of staff should inform the students' Instructor and Lead Instructor. The purpose of this is to provide supportive information to colleagues to help monitor future behaviour in line with expectations. This should be discussed in morning meetings with all members of staff.

### 4.2 Stage 2 - Formal Verbal warning

- a. Where a student is alleged to have demonstrated persistent or re-occurring behaviour of an inappropriate but minor nature an interview will be set up and chaired by the Lead Instructor. Arrangements need to be in place to ensure that another member of staff accompanies the Lead Instructor during the interview.
- b. If the student fails to attend, without good reason, the process may continue in their absence or be referred to the next stage of this procedure.
- c. Before the interview the Lead Instructor will apply the procedure's "Informing or Involving Parents/Employers" matrix to the circumstance. If a third party (parent, carer or employer) is to be informed, appropriate time will need to be allocated to arrange this. The third party may be involved in the interview.
- d. At the start of the interview the Lead Instructor will:
  - Ensure everyone present is introduced.
  - Confirm the policy and procedure within which the interview is taking place.
  - Outline the nature of the conduct complained about and the summary of evidence.

- e. The student will have an opportunity to respond to the complaint and state their case.
- f. After hearing any response or case, the Lead Instructor will consider the situation. If the allegation is upheld they may decide to issue a formal verbal warning. This warning will include clear expectation of future conduct. It may include practical actions to support this expectation.
- g. A typed letter to record the formal verbal warning is required (and if possible signed by the student) and also recorded on the student Motivational log and contact log in the LJ2. A copy should be sent to parents, guardians or carers through the post.

#### 4.3 Stage 3 - Formal written first warning

- a. Further examples of continued misconduct or allegations of a more serious misconduct may be investigated and dealt with at this Formal written first warning.
- b. The interview is arranged and chaired by the Lead Instructor. Arrangements need to be in place to ensure that another member of staff accompanies the Lead Instructor during the interview.
- c. Before the interview the Lead Instructor will apply the procedure's "Informing or Involving Parents/Employers" matrix to the circumstance. If a third party (Parent, carer or employer) is to be informed appropriate time will need to be allocated to arrange this. The third party may be included in the interview.
- d. At the start of the interview the Lead Instructor will:
- Ensure everyone present is introduced
  - Confirm the policy and procedure within which the interview is taking place
  - Outline the nature of the conduct complained of and the summary of evidence, which may include statements or contributions from other witnesses. Evidence of continued misconduct can be used to establish wrongdoing.
- e. The student will have an opportunity to respond to the complaint and state their case.
- f. After hearing any response or case the Lead Instructor will consider the situation. If the allegation is upheld they may decide to issue a formal first written warning.
- g. This warning will include clear expectation of future conduct. It may include practical actions to support this expectation. It will include potential consequences of future incidences of inappropriate behaviour, as set out in this policy &

procedure, including possible suspension from MPCT.

h. A typed letter to record the formal first written warning is required (and if possible signed by the student) and also recorded on the student Motivational log and contact log in the LJ2. A copy should be sent to parents, guardians or carers through the post.

i. The student has the right to appeal against such a decision. This appeal must be made in writing and addressed to the Centre Manager within 5 days of the interview meeting.

#### 4.4. Stage 3 - Formal second written warning

a. Following allegations of serious misconduct or further examples of continued misconduct subsequent to Formal first written warning, an investigation will be undertaken and dealt with at this Formal second written warning interview.

b. If the allegation is upheld the consequences are outlined below within the outcomes of the interview.

c. The interview is arranged and chaired by the Centre Manager. Arrangements need to be in place to ensure that another member of staff accompanies the Centre Manager during the interview.

d. Before the interview the Centre Manager will apply the procedure's "Informing or Involving Parents/Employers" matrix to the circumstance. If a third party (parent, carer or employer) is to be informed, appropriate time will need to be allocated to arrange this. The third party may be included into the interview.

e. At the start of the interview the Centre Manager will:

- Ensure everyone present is introduced
- Confirm the policy and procedure within which the interview is taking place
- Outline the nature of the conduct complained about and the summary of evidence, which may include statements or contributions from other witnesses. Also evidence of continued misconduct can also be used to establish wrong doing.

f. The student will have an opportunity to respond to the complaint and state their case.

4.5. In certain circumstances due to the level of seriousness of the alleged misconduct the determination of the appropriate commencement stage for disposal may be increased. This will be determined by a Senior Manager once all the facts have been established.

## 5. Outcomes

5.1 After hearing any response, or case the Centre Manager will consider the situation. If the allegation is upheld they may decide upon one or more of the following:

- a. Permanently exclude the student from MPCT
- b. Exclude the student for up to 12 months
- c. Suspend the student from attending for a fixed period of time
- d. Issue a final written warning. If a final written warning is issued then any form of misconduct afterwards would result in exclusion from MPCT for a minimum of 12 months.

## 6. Final Appeal

6.1 The student has the right to appeal against such a decision. This appeal must be made in writing and addressed to Human Resources within 5 College days of the interview meeting.

6.2 Human Resources will appoint a member of the SLT accompanied by the Centre Manager to hear the appeal. The appeal meeting needs to be held within 10 College days of the appeal being received, with the SLT/Centre Managers decision in writing within 5 College days of their meeting.

6.3 Before the interview the SLT representative will apply the procedure's "Informing or Involving Parents/Employers" matrix to the circumstance. If a third party (parent, carer or employer) is to be informed, appropriate time will need to be allocated to arrange this. The third party may be included into the interview.

6.4 At the start of the interview the SLT representative will:

- a. Ensure everyone present is introduced
- b. Confirm the policy and procedure within which the interview is taking place
- c. Listen to the appeal from the student. Clarify the basis upon which the appeal is being made.
- d. After hearing the appeal, the SLT representative will consider the situation. They may decide upon one or more of the following:
- e. Uphold the decision of the Centre Manager

- f. Make a new decision, based upon those set out in Outcomes of the Formal second written warning
- g. Uphold the appeal with no further action.

## **7. General Notes on Implementation of the procedure**

- 7.1 Upon the delegated authority of the Centre Manager, the Lead Instructor may temporarily suspend a student to enable an investigation to be carried out. No implied outcome of the investigation should be drawn from this.
- 7.2 Formal written warnings and records of informal verbal warnings will remain on the students Motivational log and contact log in LJ 2's for the duration of their programme with MPCT. After 12 months these warnings will be treated as "spent" and may or may not be included in any reference provided by MPCT (subject to the legal responsibilities of MPCT).

## **8. Implementation of Policy**

- 8.1 Overall responsibility for policy implementation and review rest with Director of Risk Management.
- 8.2 This policy is contained within the following documents and libraries.
  - a. Operations handbook.
  - b. Inspire.
  - c. HR system.

## **9. Related Documents**

- 9.1 Appeals Policy
- 9.2 Malpractice Policy
- 9.3 Positive Assessment Policy

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