



Student Professional Standards and Expectations

Student Professional Standards



West Herts College is committed to providing the best possible learning experience for all students at the College, setting clear, high, and consistent standards of behaviour. The College is a welcoming, diverse, and supportive community. These standards are based on the values and ethos of the College:

- We expect good conduct from all students. Good conduct involves being aware of your own behaviour, knowing what is acceptable and taking responsibility for your own actions.
- The College is committed to the promotion and development of equality and opportunity, valuing, and celebrating the diversity of our staff and students and being inclusive of the College's communities.
- Students and employees can work in a purposeful, orderly, and supportive environment.
- The health, safety, and security of everybody in the College is given the highest priority
- Behaviour is in keeping with our expectations and does not affect any student's chances of success.
- The College will endeavour to support students to develop the skills and attitudes they need to manage their behaviour independently and effectively

Our commitment to you

What you can expect from West Herts College:

- Respect at all times and throughout the duration of your course
- We provide a safe and supportive environment for all, which values individuals equally.
- To provide an inclusive and supportive environment where prejudice and discrimination has no place.
- Skilled and qualified teachers and support staff at all stages of your course
- Information about assessments, assignments, and examinations
- Appropriate support to meet your needs
- Careers information, advice, and guidance to prepare you for your future

- A range of enrichment activities
- Impartial information about services, facilities, and support
- Confidential financial information and advice
- Events and publicity to celebrate your success
- Opportunities for you to air your views and be consulted on improvements
- Secure storage of personal information in compliance with the Data Protection Act (1998)
- A complaints procedure which is easy to understand and provides feedback

Our student's safety and wellbeing are of paramount importance to us. However, the College cannot accept responsibility for any loss or damage to personal possessions.

Your commitment to us

Everyone in the College must behave with consideration and respect for others. Students should behave responsibly during all College activities, while on and off College property. Keeping your college environment and surrounding areas clean and tidy, using equipment properly and behaving sensibly not only helps everybody work better, but also helps to prevent accidents and damage.

The College values academic freedom and is committed to promoting and positively encouraging free debate, enquiry and, indeed, protest. This means that it tolerates a wide range of views, political as well as academic, even when they are unpopular, controversial, or provocative. The College will, however, always take firm and decisive action against anyone demonstrating any form of hate crime, including antisemitism, Islamophobia

All individuals should be treated with respect and be considerate to individuals of diverse backgrounds and supportive of their gender, race, ability, sexual orientation, age, religion, and belief. Language which may be considered offensive to others should be avoided at all times.

What we expect from you:

- Wear your student ID card at all times so that all staff can see you are a student

- Only wear hats and have hoods up if you are outside
- Follow requests from members of staff
- Attend punctually for all classes, work placements and activities
- Inform the college and work placement providers if you are unable to attend
- Take your holidays out of term-time
- Complete all your assignments and homework to the best possible standard
- Meet all assignments and homework deadlines set by your tutors
- Pay all fees and charges on time
- Help to keep the College a healthy, safe, and secure place for everyone
- Follow all College policies, procedures, guidelines, and codes of conduct
- Look after, and return, all equipment and materials borrowed from the College
- Only smoke outside of the College and, if on site, only in the designated areas and do not bring on site or consume alcohol during the College Day
- Not take part in any illegal, disruptive, or disrespectful activities.
- It is important you never invite people who are not members of the College onto the campuses without permission of a member of staff.
- Not to take part in any activities that are violent, indecent, disorderly, threatening, and offensive behaviour or causing harm to others.
- To work with in the Colleges professional standards and not be involved in any activity or behaviors including sexual harassment, sexual assault, or any conduct of a sexual nature that is without consent, (including conduct online/via social media or use of technology)

Frequently Asked Questions - FAQs

If I have questions about this policy, who can I speak to?

Any member of staff will be able to help you however if you have specific queries, please speak to student support.

Why must I remove my hat/hood when I enter College?

We need staff and students to wear their ID badges at all times and remove hats and hoods when inside the building for security reasons. This also encourages professionalism across the College and gets students ready for the workplace.

What should I do if I have something to report?

Speak to your tutor or any member of staff.

Who do I contact if I am going to miss College?

Student Admin or your tutor on:

Barnfield College

01582 569569

West Herts College

01923 812135

How can I get a new College ID?

Student Administration on every campus can print you a new card

If you would like to discuss the content of this policy or need any advice and support Student Support is available on all campuses, they can be contacted on

Barnfield College

01582 569916 or via email at

heretohelp@barnfield.ac.uk

West Herts College

01923 812575 or via email at

heretohelp@westherts.ac.uk

Authorised by	Date
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