

Juniper



TRAINING

Personal Development, Behaviour & Attitudes Policy

April 2026

This policy will be updated as our business changes and in line with new legislation. It will be reviewed and updated as necessary, a minimum of once a year. Where you see reference to the term 'student' in this policy, this applies to all 16-19 study programme students, students on traineeships and apprentices.

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1.0 General Statement of Policy

Our Personal Development, Behaviour and Attitudes Policy sets out how Juniper Training aims to support all our students, whatever their background or circumstances to make positive progress and achieve their learning outcomes. We recognise, refer and adhere to guidance taken from Ofsted's Education Inspection Framework and their Further Education and Skills Inspection Handbook.

2.0 Personal Development, Behaviour and Attitudes of our students

Personal development, behaviour and attitudes are fundamental parts of our training programmes. Our programme ensures that students:

- Have high attendance and are punctual
- Show respect and consideration for their peers, Juniper staff and other organisations who support them
- Develop positive and respectful relationships with staff, feel safe and do not experience bullying, harassment or discrimination
- Have positive attitudes towards their education and training, are committed to their learning programme and take pride in their achievements
- Know how to study effectively and be resilient to setback
- Develop broader interests and talents, beyond academic, technical or vocational learning
- Develop their character, including their resilience, confidence and independence
- Know how to keep themselves safe from relevant risks such as neglect, abuse, grooming, radicalisation and exploitation
- Know how to look after their health & wellbeing including keeping themselves healthy, both mentally and physically
- Are well prepared to be responsible, respectful, active citizens who contribute positively to wider society and life in modern Britain
- Develop and deepen their understanding of the fundamental British values of democracy, individual liberty, the rule of law and mutual respect and tolerance
- Develop their understanding and appreciation of diversity, by celebrating what we have in common and promoting respect for the different protected characteristics
- Are well prepared and able to make informed choices about the next stages of their education, employment, self-employment or training

To ensure the personal development, behaviour and attitudes of our students we provide training programmes that offer passionate and committed teaching with opportunities for open-ended investigation, creativity, experimentation and teamwork. Our programmes offer all students the opportunity to take part in well-planned work experience placements with real employers, encountering challenging and unfamiliar situations. Throughout the student journey, students learn to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing.

3.0 Juniper Student Journey

Juniper offers all students a personalised learning programme that gives them access to inspirational competent staff and quality resources, that will assist and support them to make informed choices about their training needs, personal development, wellbeing, career development and progression opportunities.

The Juniper Student Journey ensures that students are on the right programme and that they have the right level of support in order to for them to succeed. The student journey for Study Programme consists of:

- **Interview and Assessment** – All students have a thorough interview, and their prior learning, qualifications and experience is assessed to see if joining a Juniper Training is right for them.
- **Induction** – induction students attend various sessions that allows them to meet the staff they will be working closely with throughout their programme. During this period, staff will assess students to determine the correct level of qualification for their studies.
- **Student Development Plan** – By the end of their first 6 weeks on programme, all students finalise and sign their SDP. This formalises their learning agreement and confirms their learning objectives.
- **Qualifications** – All qualifications are vocationally focused and aimed at developing the student's employability skills and knowledge, as well as personal development in a range of areas.
- **Maths & English** – from the start of their programme, students will work towards improving their maths and English knowledge and skills.
- **Personal Development, Employability, Health & Wellbeing** – students benefit from a comprehensive personal development curriculum which helps them to develop their knowledge and understanding of a range of topics including resilience, making successful job applications, healthy living sessions, substance misuse awareness etc. As part of the curriculum, students will benefit from external visits for example visits to gyms, participation in sporting activities/mindfulness sessions, involvement in community projects and 'Careers Weeks'.
- **Review and Development** – All students receive on-going reviews to monitor their progress ensuring they are on track and have the right level of support to achieve their programme goals.
- **Work Experience** – All students take part in work experience with real employers that enable them to develop skills to confidently progress onto further education, employment with training or an apprenticeship.
- **Progression** – Students progress onto appropriate further/higher education courses, employment with training or an apprenticeship.

4.0 Special Educational Needs and Disabilities (SEND)

Juniper employs a Student Support Manager and Student Support Specialist who is qualified and trained to work with students with special educational needs and disabilities. This ensures that all students get the right support and guidance to aid their personal development, employability skills and gain the necessary qualifications to positively progress onto further education, employment or an apprenticeship.

5.0 Code of Conduct – 3-Way Agreement for Study Programme

Juniper believes that delivering a high-quality training programme enables students of all ages to make informed choices about their programme and career options, thereby helping to maximise their commitment to learning, develop self-confidence, self-awareness and take pride in their own personal achievement.

In order to do this a level of commitment is required from all parties. Juniper has a Code of Conduct – 3-way agreement that is signed by all parties at the beginning of the programme and clearly identifies:

- Student responsibilities
- Juniper’s responsibilities
- Parent/Guardian responsibilities

This ensures that the students understand what they can expect from Juniper, what is expected from them and how their parents or carers can participate in supporting the student throughout their learning journey.

5.1 Apprenticeship Training Plan

All apprentices, their employers and Juniper sign the Training Plan before a student starts their Apprenticeship, which outlines the tripartite agreement between:

- The apprentice
- The employer
- The training provider

The Training Plan details the key elements of the apprenticeship and what is expected from each party to ensure a high-quality apprenticeship is delivered.

6.0 What students can expect from Juniper Training

Juniper Training agrees:

- To provide an innovative, safe, supportive learning environment that fully prepares students for the opportunities, responsibilities and experiences of life.
- To respond to the individual needs of each student by providing a learning experience based on high expectations, through a balanced and well-taught programme.
- To empower students to plan and manage their own futures by providing regular feedback, SMART targets and regular progress reviews that will enable effective skills development and readiness for work.
- To provide a range of professional, effective and comprehensive careers education, information, advice and guidance options that ensure students make informed choices about their future careers.
- To raise the students’ aspirations so that they can achieve their full potential, achieve their qualifications and make positive progress.
- To promote and embed safeguarding, the Prevent Duty, equality, diversity, social mobility and challenge stereotypes; to enable students to become responsible well-rounded citizens who respect and uphold British Values.
- To remove financial barriers by providing eligible students with access to financial support through travel costs and bursaries that will enable their development.
- To enable students to sustain employability skills that will allow them to achieve personal and economic wellbeing.
- To build strong links with employers and other providers to enable high quality work experience and sustainable progression opportunities for all students.

7.0 Supporting documents

- Juniper Student Journey
- Code of Conduct – 3-way agreement
- Apprenticeship Training Plan
- Safeguarding and Prevent Policy
- CEIAG Policy
- Maths & English Policy
- Equality, Diversity & Inclusion Policy
- Internal Quality Assurance Policy
- Behaviour Policy
- Attendance & Punctuality Policy