



City & Guilds Centre No.: 848522  
Accreditation No: 613/P000262/2015  
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[www.ndsacademy.co.za](http://www.ndsacademy.co.za), email: [info@ndsacademy.co.za](mailto:info@ndsacademy.co.za)

## **LEARNER CODE OF CONDUCT FOR A NDS CHEFS ACADEMY PROJECT**

**I dutifully and honourably pledge to respect “NDS CHEFS ACADEMY BRAND” at all times in that I will adhere to the following rules and regulations:**

**The following sets out the rules and regulations to which Learners pledge to adhere to at the School:**

1. Lectures commence at 09:00 exactly and end at 16:00 daily. Ensure that you arrive at least 15 minutes prior to lecturers commencing.
2. Lunch will be at 12:00 daily.
3. You must bring a pen, pencil, ruler, eraser, notepad, calculator and workbook to class every day.
4. Maintain a clean station and work area throughout the day. Clean as you go.
5. Every learner must exercise the highest health and hygiene practices. Always wash your hands with soap and water.
6. You must wear a clean full chef's uniform every day in class and workplace.
7. No excessive jewellery or make-up allowed.
8. No earrings (male), nose or eyebrow rings allowed (all).
9. You must sign the daily attendance register every morning.
10. No cell phones switched on in the classroom.
11. No eating or drinking in the classroom.
12. Smoking only permitted in designated areas.
13. No cigarette butts to be thrown anywhere except in designated ashtrays.
14. No foul language allowed.
15. No discussions pertaining to sex, religion, or politics allowed in the classroom.
16. Should any student have any personal problems, which need to be taken into consideration, this must be communicated to your lecturer.
17. Absence due to illness – you must inform your lecturer on the first day of illness before 08:30 and a sick note must be handed in on your return.
18. Absence due to any other circumstances – you must inform your lecturer of planned non-attendance or in circumstances beyond your control, telephonically before 08:30 of the given day.

**Initial:\_\_\_\_\_**

# **The following sets out the rules and regulations to which Learners must adhere to at the Workplace:**

1. You must wear a clean full uniform every day.
2. Arrive at least 15 minutes before your shift starts.
3. No excessive jewellery or make-up allowed.
4. No earrings (male), nose or eyebrow rings allowed (all).
5. Maintain a clean station and work area throughout the day. Clean as you go.
6. No consumption of food while in the Restaurant or Kitchen.
7. You must sign-off the Activity Logs weekly.
8. Your assigned mentor to complete the Learner Evaluation form upon completion of each module during work placement.
9. Smoking only permitted in designated areas.
10. No cigarette butts to be thrown anywhere except in designated ashtrays.
11. No litter on the ground – dustbins are provided.
12. No foul language allowed.
13. No discussions pertaining to sex, religion, or politics allowed in the workplace.
14. Should any student have any personal problems, which need to be taken into consideration, this must be communicated to your lecturer and / or Mentor.
15. Absence due to illness – you must inform your Lecturer and Mentor on the first day of illness before 08:30 and a sick note must be handed in on your return.
16. Absence due to any other circumstances – you must inform your lecturer or Mentor of planned non-attendance or in circumstances beyond your control, telephonically before 08:30 of the given day.
17. Non-attendance for two (2) or more days without a valid reason may lead to your disqualification and removal from the training program.

I, ..... do solemnly pledge to uphold the code of conduct and the best image of NDS CHEFS ACADEMY and CATHSSETA . I pledge to perform my duties to the best of my abilities with passion and dedication at all times.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ID Number: \_\_\_\_\_

(Please save this document in you POE file)