



DELTA STATE JOB AND WEALTH CREATION BUREAU

Governor's Office, Asaba.

CODE OF CONDUCT FOR TRAINEES

1. Must satisfactorily complete all the successive training phases as precondition for being provided with establishment support for enterprise start-up.
2. Apply and use the training module as guide mirror of the training delivered by the trainer.
3. Attend and take part in the training throughout the training duration without any disruption.
4. Use the equipment, tools, materials and facilities of the trainer with caution and discipline to avoid misuse or damage.
5. Treat trainers with respect and courtesy.
6. Fill-in the trainee activity log (daily work record) every day of training. The filled-in activity log should be signed by the trainer as endorsement.
7. Make report to the Office of the Chief Job Creation Officer, if the trainer:
 - a. Fails to allow access to training equipment and facilities;
 - b. Fails to make himself/herself available to the trainees; and
 - c. Fails to give adequate time or attention to the trainees.
8. Must satisfactorily pass through the training completion proficiency exercise, as prerequisite to proceed to next phase of the programme cycle.
9. Make report to the Office of the Chief Job Creation Officer if, for unforeseen reasons or howsoever, the trainee cannot continue or complete the training.



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CODE OF CONDUCT FOR TRAINERS

1. Apply and use the skills training module consistently. As cases may necessitate, flexibly apply experience-based techniques and practices that enhance skills learning and proficiency of trainees.
2. Allow every trainee unfettered access to and use of your equipment, tools, materials and facilities.
3. Make yourself and/or your instructors fully available to dutifully train, coach and guide the trainees throughout the training period.
4. Inspect/crosscheck the trainee daily record on the activity log and sign the trainee activity log (daily work record) as endorsement.
5. Treat every trainee in a fair, just and humane manner.
6. Do not apply, deploy, delegate or conscript the trainee to assignments or engagements which are not related to or associated with skills training, learning and practice activities.
7. Do not fill-in the trainee activity log (daily work record) yourself. Only endorse by signing after the trainee has written his/her activity each day.
8. Do not physically assault or harass the trainee for any reason whatsoever.
9. Report cases of prolonged trainee absence to the Office of the Chief Job Creation Officer. Prolonged absence refers to more than two consecutive days without permission or known cause(s).