

## **Membership**

All Apprenticeship Ambassador Network (AAN) members must:

- be over 18 years old
- Either work for an organisation that employs apprentices in their workforce, or be a current or former apprentice – apprentices must gain membership approval from their line manager and be aware of the commitment required when joining the network
- remain impartial and promote the entire apprenticeship programme - the AAN is a network for Employers and Apprentices that is seen as the 'trusted voice' by Government

The regional AAN reserves the right to refuse any application for membership.

A member can end their membership at any time within the portal. Their personal details will be deleted after 14 days, should they wish to change their mind immediately after leaving. Leaving the AAN portal won't delete a member's data from the AAN, only from the portal.

## **Participation**

As a member of the AAN, ambassadors must sign up to receive national and regional communications and notifications. Ambassadors should also:

- engage and participate in suitable training and development activity offered
- regularly volunteer to support key AAN activity throughout their membership
- engage with their local network and attend local meetings and other activity where appropriate
- remain active and regularly log into the AAN portal to sign up to support activity and events, update their profile and record their volunteering activity

Any Ambassador that remains inactive will be removed from the network.

## **GDPR and data retention**

By joining this network, you agree to:

- share your name, email address and the areas of the country in which you live and work
- adhere to the network's code of conduct and values

Your agreement will allow us to:

- display your information to ambassadors searching the network
- show members your name and the area you live in relation to the events you have signed up for
- provide members with a way to contact and network with you

- monitor ambassador activity to support and develop the network

You can review and change your sharing preferences at any time within your profile settings.

### **AAN code of conduct**

This sets out behavioural expectations and will ensure that all ambassadors maintain a level of professional conduct that is acceptable to other ambassadors, employers, and key stakeholders.

As an ambassador, you will be expected to:

- be friendly and welcoming to all
- be supportive of and committed to other ambassadors
- respect the rights, dignity and worth of all participants, regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity
- be aware when using social media that offensive content such as racial, ethnic, sexual, religious or physical disability slurs will not be tolerated
- report inappropriate behaviour to [helpdesk@manage-apprenticeships.service.gov.uk](mailto:helpdesk@manage-apprenticeships.service.gov.uk)
- keep yourself safe
- not consume alcohol or drugs of any kind on any premises whilst representing your regional or national network