

Lloyd’s Maritime Academy
Ambassador - Application Form

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| --- | --- |
| First Name |  |
| Surname |  |
| Student ID |  |
| Degree/course |  |
| Level of Study |  |
| Year of Study |  |
| Nationality |  |
| Previous School/University |  |
| Previous qualifications |  |



Why are you applying to be a
Lloyd’s Maritime Academy Ambassador?

Answers should be no more than 100 words



Lloyd’s Maritime Academy Ambassador - Code of Conduct

As an Ambassador for Lloyd’s Maritime Academy, you play a vital role in engaging with prospective learners and providing them with valuable insights into our courses and learning experience. To maintain professionalism and uphold the Academy’s values, you agree to adhere to the following guidelines:

* **Providing Honest and Professional Guidance**
* I understand that my role as an Ambassador is to share my personal experiences of studying with Lloyd’s Maritime Academy, acknowledging that every student’s journey is unique.
* I will provide accurate and objective information about the Academy’s courses, resources, and student experience.
* If I am unsure of how to answer a question, I will direct the prospective student to the appropriate official resources or Academy staff.
* **Commitment to Responsiveness**
* I will respond to inquiries from prospective students promptly and always within 24 hours.
* If I am unable to respond due to workload, high demand, or personal circumstances, I will notify my Academy contact as soon as possible.
* **Training and Professional Development**
* I will attend all required training sessions to ensure I represent Lloyd’s Maritime Academy effectively.
* I will continually strive to improve my knowledge of the Academy’s programmes and services to provide the best possible guidance to prospective learners.
* **Upholding Professional and Ethical Standards**
* I will communicate professionally and respectfully at all times, refraining from the use of inappropriate language or discussing sensitive topics unrelated to the Academy.
* I will not provide misleading or exaggerated information about Lloyd’s Maritime Academy, its courses, or career prospects.
* I will not engage in discussions that promote or endorse alcohol, drug use, or any other inappropriate behaviour.
* **Appropriate Online and Personal Conduct**
* I will not use the engagement platform or represent Lloyd’s Maritime Academy while under the influence of alcohol or drugs.
* I will not share my personal phone number, email address, or social media details with prospective learners unless explicitly approved by my Academy supervisor.
* If a prospective learner shares their personal details with me, I will inform my Academy supervisor immediately.
* **Meeting Prospective Students**
* I will not arrange private one-on-one meetings with prospective learners.
* Any meetings will be conducted in a professional and public setting (e.g., virtual events, Academy-hosted webinars) and will be pre-approved by my Academy supervisor.
* **Safeguarding and Reporting Concerns**
* If I experience or witness any inappropriate behaviour from a prospective learner, or if a learner discloses a safeguarding concern, I will report it to my Academy supervisor immediately.
* If I believe any of my interactions may have been misinterpreted or could be seen as inappropriate, I will seek guidance from my Academy supervisor.
* By following this Code of Conduct, I commit to upholding the values and reputation of Lloyd’s Maritime Academy while ensuring a supportive and informative experience for prospective learners.

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| --- | --- |
| Signature |  |
| Name |  |
| Date |  |