

LEARNER CONTRACT

Our Pledge

Our mission is to transform lives through learning. We guarantee that on successful completion of your learning programme you will be able to progress to an apprenticeship, a job or higher level learning.

Activate Learning Standards of Behaviour

These standards are for all learners and staff. Across our organisation four key behaviours distinguish us as a community of successful learners. These behaviours characterise how we conduct ourselves and set out the attributes we want learners and staff to develop and demonstrate.

Learning to demonstrate these behaviours forms part of your learning programme, so during your time with us we will stretch, challenge and support you to reach a high standard of performance. In this contract you are committing to these standards.

You can also expect staff members to demonstrate these standards in how they perform their roles.

1. TAKE RESPONSIBILITY, doing what you say you are going to do by:

- » Planning ahead
- » Staying focused
- » Meeting deadlines

2. EARN RESPECT, being positive with others by:

- » Listening attentively
- » Being honest

3. AIM HIGH, going further by:

- » Setting challenging goals
- » Learning from mistakes
- » Improving continually

4. MAKE IT HAPPEN, by:

- » Taking initiative
- » Inspiring each other to meet all these standards

Declaration

By signing this contract I agree to demonstrate the Activate Learning Standards of Behaviour for the full duration of my learning programme. I understand that if I do not do this, I may be considered unsuitable for my learning programme and may be asked to leave.

At enrolment I agreed to keep to the Code of Conduct and understand that if I do not, I will face disciplinary action and may be excluded. (See over).

Learner name:

ID:

Learner signature:

Date: DD / MM / YR

Tutor signature:

Date: DD / MM / YR

Code of Conduct

As an enrolled learner, you have agreed to keep to the rules. These are in place to keep our campuses safe and supportive places in which to learn. We expect you to keep to these rules and if you do not, you will face disciplinary action and may be permanently excluded.

WHEN LEARNING, you have agreed to:

- » Attend all lessons and exams, unless the absence is authorised
- » Arrive on time and with the right equipment
- » Complete assignments on time, without cheating, copying or plagiarising
- » Remove hats in class or study areas
- » Not eat or drink in class or study areas, apart from water, and keep mobile devices on silent mode in those areas.
- » Not use headphones or audio devices during a taught learning session without permission.
- » Adhere to the health and safety regulations

ABOUT CAMPUS, you have agreed to:

- » Carry out all reasonable instructions from any member of staff
- » Wear your ID card visibly at all times
- » Not carry or use illegal drugs, equipment for drug use, weapons or alcohol, or ask anyone else to do this
- » Pay attention to your own and other's health and safety
- » If a smoker, use the designated smoking areas, including for e-cigarettes
- » Not litter or spit
- » Treat the campus with care and respect
- » Keep hoods down
- » Not film or make an image of another person without their explicit consent

IN YOUR GENERAL BEHAVIOUR, you have agreed to:

- » Behave in a thoughtful, considerate and responsible manner
- » Not use bad language
- » Not bully, harass or offend anyone in person or online
- » Not damage the good reputation of Activate Learning through any bad behaviour on or off campus, including online behaviour.
- » Follow the learner IT regulations
- » Not give false information or forge documents