

Apprenticeship Learning Contract

Welcome to the College. We want you to value your time here as an apprentice. The aim of this agreement is to enable the College, apprentices and employers to work in partnership towards your achievement and progression. All College staff and apprentices are expected to behave with mutual respect, act with integrity and honesty, and demonstrate hard work and commitment. They are also expected to share a passion for learning, have high aspirations and demand high standards of performance and achievement.

The College – our commitment

During your time here, you are entitled, wherever possible, to:

- Honest information about the College and its courses.
- Suitably qualified and experienced teachers, assessors and specialist support staff.
- Access to appropriate specialist resources, including workshop tools and machinery, computers and software.
- Access to impartial careers guidance.
- Access to confidential counselling.
- An inclusive learning environment that is safe, free from discrimination, celebrates diversity and actively promotes equality and belonging for all apprentices.
- Contact, by the College, with you and your employer on significant issues affecting your progress.
- Caring, respectful and supportive staff that will do their best to help and challenge you to realise your potential.

Tutors, who will:

- Provide high quality teaching & learning targeted at your individual learning needs.
- Be well organised and offer stretch and challenge opportunities in classes and workshops.
- Ensure that the skills, knowledge and behaviour delivered are directly applicable to the workplace.
- Provide a stimulating, safe and well managed learning environment.
- Set work appropriate to the course, mark it promptly and give feedback that supports you to improve.
- Actively participate in target setting, reviewing and recording progress.

A Reviewer/Assessor, who will:

- Track your progress, on and off the job, via regular reviews and share this with you and your employer.
- Monitor attendance, behaviour and progress and help identify strategies to help you achieve.
- Visit your workplace where necessary to assess your knowledge, skills and behaviours as part of your apprenticeship.
- Support you to engage and attend English, Maths and ICT classes where necessary and complete these assessments in a timely way.
- Support you with effective preparation for your End Point Assessment (EPA) and keep in regular contact with you in the weeks leading up to this.
- Reinforce the College's commitment to safeguarding, equality and diversity and social inclusion.

If additional assistance is required

If you are unhappy with any aspect of College life, or our educational provision, we hope that you will raise the issue with us and give us the opportunity to put it right.

The Apprentice – your commitment

During your time here we would expect you to:

- Work hard to the best of your ability and accept responsibility for your own learning.
- Inform us as soon as possible if you have any additional learning needs.
- Be organised and come prepared for all lessons and workshop sessions.
- Wear PPE (Personal Protective Equipment) as required.
- Demonstrate outstanding attendance and be punctual for all classes including Maths and English.
- Manage your time effectively to meet all deadlines.
- Comply with College rules and regulations in relation to your studies and the College environment.
- Make sure that work you submit for assessment is your own.
- Ensure that mobile phones are switched off during teaching related activities and follow the awarding body guidance when using exam rooms.
- Avoid taking holidays in term time.
- Keep your employer informed about important College matters and accept that we will contact your employer directly if the need arises.
- Smoke in designated areas only.

The College is a busy, multi-cultural and a safe community. It is therefore, also important that you:

- Treat everyone with respect and politeness.
- Actively support the College commitment to ensuring that we are a safe community for all learners to achieve and thrive in.
- Behave in a responsible and thoughtful manner at all times.
- Inform staff if outsiders are on the premises.
- Wear and ensure your identity badge is visible at all times.
- Follow all health and safety guidance in place in communal areas.
- Look after your valuables (try not to bring anything that is not essential to College).
- Follow instructions from staff in regard to Health & Safety procedures and on issues of appropriate conduct.
- Treat College property with care and respect.

The College also tries hard to be a good neighbour, so please:

- Respect the local residents' right to privacy.
- Dispose of litter in an environmentally friendly manner.
- Be aware that you are an ambassador for the College and treat local residents with respect and politeness.

This contract is valid for the duration of the apprentice's study at the College and by signing you are agreeing to abide by this contract.