

Higher Education Learning Contract

Welcome to the College.

We want you and every student to enjoy their time while studying at the College. The aim of this agreement is to enable the College and students to have a common understanding of the nature of their partnership.

The College believes that students are the focus for the work of everyone in the institution. We want to help you realise your potential and develop 'industry-ready' skills and knowledge. All College members are expected to behave with mutual respect, act with integrity and honesty, and demonstrate hard work and commitment.

The College – our commitment

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

- A stimulating learning environment.
- Suitably qualified and experienced tutors and where appropriate additional support from specialist staff.
- The right to be represented in College Governance through the Student Governors.
- Access to tutors and appropriate study support.
- Appropriate and timely feedback on all course and assignment work.
- Fair assessment and marking of your work, consistent with clearly stated learning objectives.
- Clear regulations, procedures, policies and information.
- Enhancement of personal development and employability skills with access to impartial careers advice supporting your journey towards your chosen destination.
- Access to appropriate welfare, support and services.
- An inclusive learning environment that is safe, free from discrimination, celebrates diversity and actively promotes equality and belonging for all.
- Fair, accessible and timely processes for handling appeals, complaints and disciplinary matters.
- Provide feedback on the College experience.

Tutors, who will:

- Provide high quality teaching & learning targeted at your individual learning aspirations to develop relevant skills, knowledge and behaviours for your progression, development and next steps.
- Provide a stimulating, safe and well managed learning environment.
- Set work appropriate to the course, mark it promptly and give helpful formative and summative feedback.
- Actively participate in target setting, reviewing and recording progress.

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 Student – your commitment

During your time here we would expect you to:

- Share responsibility for the learning process, recognising the role of independence and self-motivation in all your studies.
- Engage fully with all learning activities, whether face to face or through e-learning.
- Attend and contribute to lectures, seminars or tutorials.
- Adhere to the standards of academic practice of your course and expectations around plagiarism.
- Reflect critically on feedback to improve your work.
- Comply with College/University regulations and procedures.
- Make arrangements for prompt payment of all fees and charges.
- Be pro-active in seeking appropriate advice and support in the event of difficulty whether academic or personal.
- Use opportunities to enhance personal development including extracurricular choices and volunteering.
- Treat College staff, other students and our neighbours with dignity and respect.
- Respect the College and local physical environment.
- Support student representatives and participate in the processes to select them.
- Provide information requested by the College and ensure that your records are current.
- Provide feedback on the College experience.

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 student's study at the College and by signing you are agreeing to abide by this contract.