

Employer Engagement, Stem & Schools

Schools Learner Agreement Form

Learner Responsibilities

- Read and sign the learning agreement to indicate your acceptance of your responsibilities.
- Be punctual and come prepared for learning activities with appropriate equipment, materials, notes and clothing.
- Build strong and supportive relationships with staff and other learners.
- Contribute to discussions and take responsibility for your own learning.
- Keep track of your own progress and if you have concerns or difficulties contact your class lecturer, your school contact and /or the Schools and Community Planning Officer within the College for help/support as soon as possible.
- Be aware of the effects your actions may have on others and ensure you focus on positive behaviours
- Do not use music players, mobile phones and internet technology for personal reasons in a classroom.
- Respect College facilities, property and its environment
- Take responsibility for your actions and treat everyone with respect and courtesy.
- Accept constructive feedback from staff and use feedback to improve performance and skills.
- Contribute to the evaluation of your course and college experience through Unit Evaluation and classroom discussion.
- Utilise learning materials provided for the course.
- Do not plagiarise other people's work.
- Engage with all online work, learning and classes as directed by your lecturer. Online engagement is an important part of your course and learning.
- Be aware of the need to do college work out with timetabled classes. This may be research, study or tasks set by your lecturer.

- On the days you are asked to work online instead of attending a class it is important that you engage with and complete tasks/activities set. Tasks should be completed prior to your next in college lesson.
- Use your college email address for all college related correspondence and college logins once you are fully enrolled.
- Keep the college and school informed of changes to personal details for example, change of address or telephone contact details.
- Prepare for and attend for assessments on the due date. Out-of-class assignments must also be submitted on the due date.
- Maintain maximum attendance and comply with the college procedures for reporting and evidencing reasons for absence.
- Should your attendance fall below 85% or 3 consecutive absences, the College will contact your school to arrange discussion in relation to your course and this could result in you being removed from the course.

Learner Signature: _____

Print Name: _____

Parent/Carer Signature: _____

Print Name: _____

Lecturer Signature: _____

Print Name: _____

Date: _____

Please note the College will retain the Learner Agreement throughout the academic year in which it relates to and for four calendar months afterwards. At which point it will be securely destroyed.