

THE APPRENTICESHIP LEARNING CONTRACT

Our mission is to provide inspirational, high-quality education and training which meets the needs of individuals, employers and our local and wider communities.

The Learning Contract sets out what you can expect from us and what the College expects from you in return.



The College is committed to providing:

- Teachers, assessors and specialist support staff that have the experience and skills to make your learning exciting and relevant.
- Access to appropriate resources, including workshop tools and machinery, computers and software.
- Access to impartial careers guidance to help you understand and plan your next steps.
- Support to help you find work experience and/or an industry placement that is relevant and meaningful.
- Support with additional learning needs, safeguarding and wellbeing.
- An inclusive learning environment with equality and belonging for all.
- Communication with your parents/carers on issues affecting your progress (if under 18).
- Caring, respectful and supportive staff that believe in you and will challenge you to meet your potential.

Teachers and Assessors are committed to providing:

- High quality teaching and learning targeted at your individual learning needs.
- Support and challenge to maximise your opportunities for success during the planned progress reviews.
- Knowledge, Skills and Behaviour development that are directly applicable to your Apprenticeship.
- A stimulating, safe, and well managed learning environment.
- Independent learning appropriate to your chosen Apprenticeship Standard, with assessment and feedback that supports you to improve.
- Mutually agreed targets with all stakeholders including apprentice, assessor and employer that mean you understand what you need to do next.
- Preparation and support for End Point Assessment.
- Assistance with logging Off the Job hours. It's an apprentice's responsibility to complete, but we will guide you.

Your commitment to your learning looks like:

- Bring the best version of yourself to your Apprenticeship and take responsibility for your own learning.
- Being fully engaged with all aspects of your Apprenticeship including the work and college elements as well as pastoral topics including careers guidance, reviews, safeguarding, equality, diversity and British values awareness training.
- WEARING YOUR LANYARD AND BADGE around your neck at all times to indicate you are a valued part of our College and you proudly represent the apprentice cohorts within the group.
- Being organised and prepared for all lessons and workshop sessions, wearing PPE as required ALWAYS.
- Maintaining excellent attendance. Minimum expectation is 95% in all areas of your Apprenticeship.
- Making sure that work you submit for assessment is your own.
- Avoiding taking holidays or making external appointments during your timetabled week.

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

- Treat everyone with respect and politeness and expect the same from everyone else.
- Always behave in a responsible and thoughtful manner.
- Inform staff if you have concerns about staff or student behaviour or if you feel unsafe.
- Follow all health and safety guidance in place in communal areas.
- Respond positively to staff when they make reasonable requests.
- Use technology appropriately and follow the ICT Code of 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 your employer and treat local residents with respect and politeness.