

Learner Agreement

Welcome to Ligtas Consultancy and Training Ltd and one of our accredited health, safety and environmental training programmes. We aim to provide you and all delegates with an effective, quality, learning experience to support your studies.

This includes tutorials, course handouts, additional case studies, scenarios, and where appropriate, online support material. We aim to ensure you are fully prepared for your course assessments but we also need you to play a part in your own learning and ensure that the learning needs of our other delegates are also maintained.

Ligtas and its course tutors are committed to:

- Treat learners fairly, respectfully, and without bias related to their age, race, gender, sexual orientation, disability, religion or national origin.
- Ensure all learners are aware of the principles of fairness and equality and to supervise tutorials to ensure this occurs.
- Give learners timely, constructive and accurate feedback and opportunities for improvement.
- Be prepared and start tutorials on time.
- Provide learners with current material and information.
- Ensure the course learning outcomes are explained and training sessions run to cover all the relevant aspects of the syllabus.
- Run training sessions using a range of different training methods to encourage active learning.
- To provide support for training and examinations if delegates have a specific need or disability.
- Investigate any complaints or problems reported by learners and ensure any reported incidents of disruption are raised with the individual concerned. Our aim is to deal with issues directly with those concerned but we do retain the right to ask for a delegate to be removed from a training session if they are disrupting the study of others or behaving in an unacceptable manner which causes problems to the study of other course delegates.

Statement of learner responsibilities

Whilst you are a delegate with Ligtas Consultancy and Training Ltd it is your responsibility to comply with the following:

- Act responsibly with due regard for the learning environment.
- Attend punctually.
- Participate appropriately in all sessions.
- Complete and submit all homework and written or practical coursework on time.
- Inform Ligtas Consultancy and Training Ltd if you are unable to attend a training session or examination in advance if possible.
- Behave in a mature and appropriate manner throughout tutorials and treat all other learners respectfully and without prejudice.
- Respect fellow learners and Ligtas Consultancy and Training Ltd staff at all times and behave in a manner that is appropriate and conducive to learning.
- Not carry alcohol, drink alcohol or be under the influence of alcohol whilst in training sessions or on Ligtas Consultancy and Training Ltd premises.
- Not carry or use any illegal substances or be under the influence of illegal substances whilst on Ligtas Consultancy and Training Ltd premises.
- Not carry any offensive weapon.
- Not cheat or deliberately copy another person's work.
- Abide by all health and safety procedures as explained at the beginning of the course.
- Undertake the course examinations and obey the rules governing conduct during examinations.
- Undertake and complete any coursework and study to be done outside of training hours.
- Identify and tell the course tutor or instructor about any support that you need arising from a disability or related issue.
- Inform your tutor or Ligtas Consultancy and Training Ltd member of any change to your contact details.
- Report any accidents or hazards to your tutor or a Ligtas Consultancy and Training Ltd staff member.
- Complete any eLearning course diligently, setting aside an appropriate amount of time to work through the materials (including mock examinations, formative assessment and practice questions), making use of forums and online tutor support where necessary.

For those studying the International General Certificate via eLearning:

	Yes	No
I have reviewed the course syllabus.	<input type="checkbox"/>	<input type="checkbox"/>
I confirm that my ENGLISH speaking, reading, writing and listening skills are sufficient to complete the course to the required standard.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that all verbal transactions between myself, my course colleagues and your tutor will be in ENGLISH.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that I will be required to provide evidence of my work when requested.	<input type="checkbox"/>	<input type="checkbox"/>
All work submitted will be my own. I agree not to plagiarise others' work and where I am quoting others I will ensure this is referenced accordingly. I understand what plagiarism means.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that the Tutor will provide feedback, advice and guidance to help me achieve the qualification standards.	<input type="checkbox"/>	<input type="checkbox"/>

As a learner you should not:

- Discriminate against other learners or staff members.
- Access, send or store unlawful or inappropriate material on any Ligtas Consultancy and Training Ltd electronic device or using our systems or network.

Whilst you are a delegate of Ligtas Consultancy and Training Ltd it is your responsibility to do the following:

- Ensure that electronic devices (mobile phones, tablets, PDAs, MP3 players etc) are switched off and are put away during all training sessions unless agreed beforehand with the member of staff leading the session.
- Ensure that electronic devices are switched off after breaks before the tutorials restart.
- Give due and proper attention to the trainer leading the session (and any ground rules that have been set) and to show respect to your fellow delegates - it is unacceptable to disrupt a class.

- Where appropriate, ensure you do not bring any mobile telephones into the examination room during any course assessment or examination.
- If you feel that your learning experience is being disrupted by the unacceptable behaviour of other delegates, you are encouraged to report this to your Tutor or to a member of training staff.
- Delegates who wish to discuss any aspect of the above should talk to their tutor in the first instance.

Learner Agreement

I, (print name)

agree to abide by the terms and conditions as detailed in the learner agreement. I understand that breaches of the learner agreement could result in me losing my place on the course.



Signature: _____ Date: _____

Head of Training Services, Ligtas Consultancy and Training Ltd

Name: