



BV Associates Limited - Learner Agreement

Welcome to BV Associates Limited and one of our accredited training courses. 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 online support.

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.

Responsibilities of our Course Tutors:

Treat learners fairly, respectfully, and without bias related to their age, race, gender, sexual orientation, disability, religion or national origin.

To 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 BV Associates Limited it is your responsibility to comply to the following:

Act responsibly with due regard for the learning environment.

Attend punctually.

Agree to make payment (as discussed) and forward all paperwork requested prior to the start of any training course.

Participate appropriately in all sessions.

Complete and submit all written or practical coursework on time.

Inform us if you are unable to attend a training session with 24 hours notice or an examination 15 working days in advance.

Behave in a mature and appropriate manner throughout tutorials and treat all other learners respectfully and without prejudice.

Respect fellow learners and tutors at all times - behaving in a manner that is appropriate and conducive to learning.

Not to 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 BV Associates Limited of any change to your contact details.

As a learner you should:

Not discriminate against other learners or tutors.

Ensure that electronic devices (mobile phones, Blackberries, PDAs, MP3 players etc) are switched off and are put away during all training sessions unless agreed beforehand with the tutor 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.

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 behavior of other delegates, you are encouraged to report this to your Tutor. Delegates who wish to discuss any aspect of the above should talk to their tutor in the first instance.

Should you wish to see a copy of our full Equal Opportunities Policy then you should contact us by email on info@bvassociates.co.uk.

Learner Agreement:

I, (print name)

agree to abide by the terms and conditions as detailed in the learner contract.

I understand that serious breaches of the learner contract could result in me losing my place on the course.

Signature:

BV Associates Limited Representative

Name:

Signature:

Date: