



Adult Learning Within Reach

WEA Learning Agreement 2023-24

We want you to get the most from your course with the WEA. The WEA Learning Agreement sets out the agreement between learners and the WEA. It ensures that our classes are of a high standard.

The WEA will:

- offer you clear information and advice before and after your course
- check what you want to get from the course and whether it is suitable for you
- provide you with an introduction to the WEA and the course
- create a safe and positive learning environment where you are respected and valued
- inform you of financial and learning support you may be eligible for to support your learning
- arrange additional support as far as is reasonably possible
- provide suitably qualified, experienced and supportive tutors
- expect tutors to use a range of teaching and learning activities to keep you actively involved in your learning
- expect tutors to use tasks to see how you are learning, which may include quizzes, question and answer, small projects, discussion, written or practical work
- keep you informed about your progress and achievement
- let you know about WEA activities outside of your course
- ask for your feedback about this course and the WEA
- take positive action to promote equality and diversity
- let you know if WEA staff are joining the session for quality checking purposes
- deal quickly and politely with any complaints about the WEA.

As a learner, you should:

- arrive on time, attend every session and let your tutor know if you can't attend a session
- be able to complete the whole course
- complete work given to you by your tutor on time and only submit work that is your own
- let your tutor know if you are thinking about leaving the course and tell them why
- tell the WEA if you move, change your contact details or if your income changes
- return any borrowed equipment or teaching resources at the end of the course
- let your tutor know about any support you might need to complete your course (e.g. financial, learning, disability or technical support.)
- reflect on and record your learning and progress using the WEA Learning Record
- provide feedback after your course through the Tell Us About It quiz
- be actively involved in your learning and ensure everyone has a chance to take part
- wear clothing suitable for learning or the work place
- contribute to a positive and safe learning environment; behaving with respect for others and following all the class rules that have been agreed
- demonstrate the Common (British) Values of tolerance, mutual respect, individual liberty and the rule of law
- report any safeguarding concerns and follow the relevant procedures.

If you have a compliment or complaint about your course or the WEA, please contact 0300 303 3464 or email supportservices@wea.ac.uk

You can find out more here <https://www.wea.org.uk/resources/policy-docs>

The following policies are available on request from your Regional Office.

- WEA Health and Safety Policy
- WEA Equality, Diversity and Inclusion Policy
- WEA Computer and Digital Use Policy
- WEA Online Safety in Teaching and Learning Policy
- WEA Safeguarding Policy
- WEA Prevent Policy
- WEA Sexual Harassment Policy