WEA Learning Agreement

We want you to get the most from your course with the WEA. Please read the statement below which sets out the agreement between learners and the WEA to ensure that learning opportunities are of a high standard.

The WEA will:

- take positive action to promote equality and diversity
- provide information about the course before you enrol
- 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
- provide you with a safe learning environment where you are respected and valued and can feel safe and secure
- check with you whether you need any extra help
- provide this extra help as far as is reasonably possible
- provide suitably qualified, experienced, and supportive tutors
- keep you informed about your progress and achievement
- let you know about opportunities for involvement in activities related to your course, and in the WEA
- provide you with information and advice on what you could go on to do from this course
- provide opportunities for you to let us know what you think about the course and the WEA
- deal with any complaints about its education provision and organisation efficiently and courteously.

If you have a complaint about your course or the WEA, please contact your Regional Office.

As a learner you should:

- attend punctually and regularly
- pay any required fees when asked to do so
- let your tutor know of any unavoidable absences from the course
- let your tutor know of anything, e.g. health condition, which could affect your ability to participate in your course
- let your tutor know about any extra help you need to complete your course

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- contribute to a positive, safe and secure learning environment that values and respects yourself and others
- keep a record of your learning and progress, with the support of your tutor
- let your tutor know if you are leaving the course, or if there are any changes in circumstances (change of address,benefit status)
- return any borrowed materials or resources
- abide by the WEA Equality and Diversity Policy
- keep to the WEA Code of Conduct (displayed in classrooms) and Computer Use Policy (if applicable).

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