

WEA Learning Agreement 2021-22

We want you to get the most from your course with the WEA. The WEA Learning Agreement sets out the agreement between students and the WEA. It ensures that our classes 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
- include a short time during sessions for general catch-ups and chat, to help keep the social side of our learning active
- inform you of financial and learning support you may be eligible for to support your learning
- check with you whether you need any extra help and provide this extra help as far as is reasonably possible
- provide suitably qualified, experienced and supportive tutors
- expect tutors to use a range of teaching and learning activities and encourage you and the group to be 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. Your tutor will give you feedback on your learning, 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 do after this course
- provide opportunities for you to let us know what you think about the course and the WEA
- record sessions only with your knowledge, and for specific purposes, such as for assessment or to support students with learning needs
- let tutors and students know if WEA staff or partners will join the session for quality checking purposes
- deal with any complaints about its education provision and organisation efficiently and courteously

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As a student, 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
- make time to do any required learning activities on your own
- keep up with class deadlines
- submit work as needed for accreditation
- let your tutor know if you are leaving the course
- let your tutor know if there are any changes in circumstances (change of address, benefit status or household situation)
- return borrowed equipment or teaching resources
- let your tutor know of anything, e.g. financial difficulties, learning difficulty, disability or a health condition, which could affect your ability to take part in your course
- let your tutor know about any extra help you need or have requested through the enrolment process, to complete your course
- reflect on and record your learning and progress using the Canvas online learning record or using the format given to you by your tutor
- provide feedback after your course through the Tell Us About It form
- be actively involved in your learning and ensure everyone has a chance to take part
- follow any class rules agreed during your first session
- wear clothing suitable for learning or the work place
- use respectful language and behaviour. This includes talking and typing politely and respectfully when in classrooms or on Zoom or Canvas.
- contribute to a positive, safe and secure learning environment by valuing and respecting yourself and others
- demonstrate the Common (British) Values of tolerance, mutual respect, individual liberty and the rule of law
- understand that if a safeguarding issue arises, WEA safeguarding procedures will be followed
- remember that classes are private. Do not share information and material outside of the class. Class members will not invite others to class Zoom sessions or make audio or video recordings of any parts of sessions. Class members will not share access to Canvas courses
- appreciate that there are reasons why a session may need to be recorded to support assessment or students with a learning need
- when using Zoom, the video option is turned on for the duration of the session, or as directed by the tutor. If you need to leave a meeting temporarily, send a message via Zoom chat and mute audio/video until you return
- when using Zoom, mute your audio to reduce background noise, except when you want to speak or during discussion times
- try to use or arrange a quiet space for your online learning wherever possible

- let the tutor know if you have technical problems, so that information can be sent by email if needed. Class materials will not generally be emailed out if they are available through Canvas
- pay any required fees when asked to do so
- provide evidence that you live at the address you have provided and of your right to live in the UK (you will only be asked to show/provide this evidence, it will not be stored or processed by the WEA)
- provide evidence of your benefits and income if you are in receipt of benefits or on a low income and are not paying a fee as a result
- provide evidence of name and date of birth to register for exams
- provide evidence of identification (photo ID) for Functional Skills and ESOL exams

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

You can find out more in the following policies <https://www.wea.org.uk/about-us/policies> or they 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 Safeguarding Policy
WEA Prevent Policy