



All learners who train with Insight Training Maidstone are required to sign the learning agreement. By doing so, you are committing to the following:

- Take responsibility for your own learning by:
  - Engaging fully in lessons
  - Attending at least 90% of the duration of the course. This allows you 3 sessions of absence.
  - Give top priorities to your studies in term time ensuring that you have a back up plan. Have another plan to back up the back up plan.
  - You must not take any action that will bring Insight Training Maidstone, it's owner the tutors, ABC awards and your fellow learners into disrepute.
  - Take holidays **out** of term time to avoid the risk of exceeding maximum absence.
  - Hand in journals each week.
  - Hand in assignments on or before the deadline in hard copy unless otherwise requested by your tutor.
  - Be responsible for catching up on any work missed in good time.
  - Keep your folders organised.
- Punctuality
  - Arrive at your Zoom room or real promptly to be let in.
  - There will be a 30 minute lunch break, please ensure you are ready to start your next session at the designated time.
- Behaviour
  - Conduct yourself in a manner that is becoming of someone working towards a professional qualification (Level 4).

- Conduct yourself in a manner that is in line with the health and safety policy of the (to be confirmed when we return to face to face working).
- Respect the needs of others in the (as above) and maintain a high standard of tidiness. All rubbish must be placed in a bin.
- Please make yourself aware of the relevant policies of (TBC).
- Damage to chairs, carpets or any property owned by (TBC) or Insight Training Maidstone will be charged for.
- Leave the room as clean as you found it.
- Professional responsibilities
  - Adhere to the group contract made in your induction session.
  - Agree to pay on or before the 30<sup>th</sup> of each month for the duration of your payment plan.
  - Understand that failure to do so will can result in further work not being assessed and attendace will be stopped (this could put your place at risk) until payments are back on track or a different plan has been agreed with Kay Rooke.

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Learner name \_\_\_\_\_ Date : \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Tutor name Kay Rooke Date : \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Owner name Kay Rooke Date : \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

