

INDIVIDUALISED STUDENT LEARNING AGREEMENT (ISLA)

This College challenges disadvantage and discrimination in all its forms. We wish to ensure that all those who are part of the College, and others, are treated fairly. If you are a disabled person, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed.

I confirm that during the process of enrolment I have been offered:

- advice and guidance on the choice of my programme of study
- information about course entry requirements

I understand that during induction I will have access to:

- a personal tutor or mentor, with a timetable for tutorials and information on opportunities for counselling and personal support
- a timetable indicating my weekly delivered learning hours
- a programme of induction
- details of the programmes of study, including syllabus, work experience elements, formal examination or assessment arrangements
- a programme or schedule for monitoring and recording progress
- a timetable and schedule for careers guidance
- a copy of the College Charter, entitlements, complaints procedure, equal opportunities policy, disciplinary code, college regulations and any expectations of me as a student
- a copy of the institution's statement under the Disability Discrimination Act 1995
- information about facilities, such as access to learning resource centres, IT, sports and other extra-curricular activities, and representation on student liaison committees

I understand that during my first term at college I will be offered:

- an assessment of my abilities
- an assessment of other support needs

I understand that the College acknowledges my right to:

- an equal opportunity to study regardless of ability, disability, race, religion or belief, colour, nationality, ethnic or national origin, culture, age, marital status, gender or sexual orientation
- work in a comfortable, non-threatening and safe environment
- feel valued
- an induction into the College which enables me to find out about its facilities, range of opportunities and how it works
- clear information about my course, including the types of learning activities I will be involved in, what I will need to succeed in each subject, how I will be assessed, and where the course might lead to
- receive non-biased impartial advice on courses and careers
- regular feedback from the staff who teach me
- work with teaching staff all of whom have been trained in Equal Opportunities
- the opportunity to discuss my course with the staff and make comments and suggestions about it
- work with materials which avoid stereotyping people
- access to a personal tutor and/or other staff for personal support and guidance
- access to the College counsellor and careers guidance

I acknowledge my obligations and agree to:

- make full use of the educational opportunities provided and show thorough application to the course
- meet the requirements of the course, i.e. attend sessions regularly and punctually and return assignments on time
- meet with my Personal Tutor at the arranged times to review progress
- behave in the College in a way which shows respect for other students and staff and recognise the right of all other learners to equality of opportunity
- observe all appropriate Health and Safety regulations which the College will make me aware of
- show respect for the College environment and property
- not bring any alcohol or illegal drugs into the College or consume any on the premises
- be responsible for my own property. The College does not accept any responsibility for loss of damage which occurs to it.
- familiarise myself with and abide by the College Disciplinary Procedure (Copies of which are available in the Learning Resource Centres on each campus)
- abide by the College Rules and Regulations

I understand that the College:

- cannot accept any responsibility for loss or damage to my property
- may pay my course and/or examination entry fees as long as I am a full-time student, **maintain the study hours agreed at enrolment, attend classes on a regular basis, and submit assignments on time**; and that it may withhold the payment if I do not fulfil these conditions.

Type your name and date here to confirm your acceptance of the agreement:

Name:

Date: