



Adult Learning Within Reach

WEA Learning Agreement 2024-25

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 and know what to do if you are worried
- provide information on steps to keep yourself, your information and your devices safe when learning online
- 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
- only submit work that is your own. Misuse of artificial intelligence (AI) will be considered as cheating in line with the Malpractice in Teaching, Learning and Assessment policy
- 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
- be actively involved in your learning and ensure everyone has a chance to take part
- turn on your camera when learning online so you can actively take part in the session with your tutor and other learners and for safeguarding (any exceptional circumstances will be considered and must be agreed with your tutor)
- work in quiet space when learning online. Children or others should not be present while you are learning online
- wear clothing suitable for learning or the workplace
- contribute to a positive and safe learning environment, both face to face and online and behave with respect for others and follow all the class rules that have been agreed
- demonstrate the Common (British) Values of tolerance, mutual respect, individual liberty and the rule of law

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- report any safeguarding concerns, including online safety, 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 learnersupport@wea.ac.uk

The following policies are available here
<https://www.wea.org.uk/resources/policy-docs>

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
WEA Malpractice in Teaching, Learning and Assessment Policy

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