

# Learner Agreement

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January 2025

This document sits alongside our terms and conditions and forms an essential part of the agreement between Suffolk Wildlife Trust and you in completing an accredited training course with us. SWT reserves the right to terminate a learner's enrolment in the event the learner violates the agreement set out in this document.

## Learner attendance

We kindly ask learners to inform your tutors of any absences during any elements of the course. Multiple absences may result in extra tuition hours or allocation to a different cohort and may lead to additional charges or termination of the learner's enrolment.

## Learner deadlines

Learners are reminded that they are expected to set realistic goals and timelines for themselves to complete the portfolio that is due.

Learners are expected to submit coursework by the deadlines set by the tutor, which are shown clearly on the Moodle platform for each assignment. Deadlines for courses includes:

- Submitting completed assignments by their due dates
- Maintaining open lines of communication with your tutor

We appreciate that there may be extenuating circumstances beyond your control and we may offer deadline extensions if you contact us as soon as you can, by emailing your tutor directly to discuss this prior to the hand in date of that unit.

## Learner extensions

In extenuating circumstances, you can request an extension from your tutor. SWT may grant a maximum of 1 month extension to the deadline. Other extensions may be possible but this will result in you being charged an additional administration fee of £50 for Level 1 and 2 courses and £100 for Level 3 qualifications. If Level 3 course work has not been completed within 2 years of the start date of the course, then the training you have undertaken will no longer be current or valid. If you wish to continue with the course you will need to complete a minimum of a half day refresher course charged at £150.

## Effective communication with tutor

### Effective Communication with Tutor

Learners are expected to maintain effective communication with your tutor(s) on your progress and especially if you are having any difficulties. If your circumstances change and you are considering not completing your course, please notify your tutor as soon as possible, who can offer you support and advice. Mentoring days will be set for each course and these are a good time to discuss concerns and the requirements of the coursework.

## Plagiarism

Plagiarism is defined as "Presenting someone else's work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance". Under the regulations for examinations, intentional or reckless plagiarism is not acceptable and can prevent you from gaining a qualification. Learners should ensure they use appropriate referencing, including website addresses used during research. AI generated content is classed as plagiarism.

Working collaboratively: There are some assignments that we would expect to be the same if more than one learner from one setting attends a course e.g. FS handbook, Policies and Procedures and site management/action plans. Please ensure you state all names of those contributing to the work at the top of the document before submission.

### **Tutor's commitment**

SWT's and AIM's policies (as per our [terms and conditions](#)) detail how our tutors will endeavour to provide the best learning experience, for you to qualify. We will take a professional approach to our teaching, being well prepared, reliable and using a variety of methods. We will do our utmost to support you in completing the course, ensuring good communication and respecting learners and our environment.

### **Health & Safety**

You have a legal duty to take reasonable care to avoid injury to yourself or to others and not interfere with or misuse any clothing or equipment provided to protect your health & safety. Please report any accident, injury, near miss, unsafe working conditions or suspected faults in the buildings or equipment, immediately to your tutor. **You will also be responsible for providing your own sturdy and waterproof clothing and footwear for the duration of the training.** First Aid training is not included in this training course and you will need to arrange your own Outdoor or Forest School First Aid training if needed. We provide courses at an additional cost.

### **Data Protection**

SWT will hold and process your personal data including some sensitive personal data. You agree to this personal data being processed in accordance with our Data Protection policy. In particular SWT will process your data necessary for completion of your studies such as disclosing some of your data to third parties such as AIM. SWT will never sell your contact details to another organisation or share your data with other charities for marketing purposes.

Last review:  
January 2025  
September 24