



This is your **Learner Information Pack** **2021/2022**

Welcome to Pembrokeshire College where you will be encouraged to be excellent in everything you do and aspire to be the best you can be. Our College motto is...

Think More! Learn More! Be More!

During the first six weeks of your course, your tutor will be making sure that:

- You have all the support you need
- You are on the right course for you
- Coming to College was the right choice for you
- You are keeping to the Learner Agreements

What else do you need to know?

Safeguarding and Well-being

It is important that you tell the College about any safeguarding or wellbeing

College Trips and Activities

While you are at College, you might take part in trips or activities depending on what course you are on. Some trips and visits need fitness tests or might include working with animals or using machines. Some are College team sports events or outdoor activities like rock climbing, hill walking, surfing and kayaking. Some trips mean staying overnight somewhere but these have their own consent forms.

The safety of all College activities is tested and your tutors have all the qualifications they need to make sure everyone on the trip is as safe as they can be. Any safety equipment needed is provided by the College.

There are some very strict rules when on a trip and you must listen and respond to instructions from tutors at all times. The drinking of alcohol is strictly not allowed and you could be sent home if rules are broken (which could cost money for parents /guardians and or carers).

COVID 19

Depending on the pandemic, there might be strict COVID 19 rules in place at College in 2021/22, including for all trips. Learners might be sent home from College, trips and activities if these rules are broken.

Photographs at the College

The College takes photos of learners for public adverts, leaflets, to use online, newspapers, television or social media. Sometimes photos and videos are needed for coursework. However, to take photos of you or make a video with you in it, the College needs permission from you.



This is your **College** Learner Agreement 2021/2022

This Behaviour Framework is for when you are in College, on College transport, on trips or activities and work placement or volunteering. **Please read this carefully as it contains very important information. You will need to sign on page 5 to say you agree.**

Think More

- ✓ Help to make the College a safe place for everyone in any way you can, including keeping to COVID 19 rules
- ✓ Listen and respond to instructions from your tutors, like mobile phones, food and drinks
- ✓ Treat the College and everyone in College with consideration and respect, such as depositing of litter properly in the recycling bins provided for you in all areas
- ✓ Have your College ID badge with you at all times and be polite when asked to show it
- ✓ We don't want you to smoke but if you must, only smoke in the smoking area (including e-cigarettes)
- ✓ Never come to College after drinking alcohol or taking drugs or bring them into College
- ✓ You must not swear, bully, verbally abuse anyone or be aggressive, including on social media
- ✓ You must not use mobile phones to record, photograph or video another person without their knowledge and permission

Learn More

- ✓ Attend all your timetabled sessions and activities included in your course, whether in College or through online learning
- ✓ Be on time for all sessions, fully prepared and ready to learn
- ✓ Work with our support teams to help you with your coursework, learning and with related activities
- ✓ Set your own personal targets for your learning
- ✓ Hand in all coursework on time and to the expected standard
- ✓ Tell the College if for some reason, you cannot attend any of your sessions or course activity
- ✓ Tell the College if your personal circumstances change at all e.g. your mobile number or email address
- ✓ Follow all the guidance and instructions in the LIVE Online Session Learner Agreement

Be More

- ✓ Have an aspirational outlook towards your studies and future career
- ✓ Remember that as a student here, you are representing Pembrokeshire College at all times
- ✓ Strive to be the best you can be, in all you do!



This is your **Online Learning** Learner Agreement 2021/2022

This Behaviour Framework is for when your tutor is teaching you in a live online session.
Please read this carefully as it contains very important information. You will need to sign
on page 5 to say you agree.

Think More

- ✓ Help to make online sessions a safe place for everyone and work safely online at all times
- ✓ Listen and respond to instructions from your tutors at the start of the online session until the end
- ✓ Treat everyone in the online session with consideration and respect and do not swear
- ✓ You must not record, photograph or video anyone else, including your tutor, in the online session
- ✓ You must not upload or share anything unless asked to by your tutor, or upload work that is not yours

Learn More

- ✓ Attend all live online sessions included in your course
- ✓ If possible, find a quiet and calm space for your online session (without music, TV or pets etc.)
- ✓ Be on time for online sessions, fully prepared and ready to learn
- ✓ Make sure you are properly dressed (no pyjamas!)
- ✓ Stay online for the whole session and keep concentrating!
- ✓ Do what your tutor tells you about microphones on/off and when to chat and answer questions
- ✓ Work with our support teams in online sessions when you need help with your work and study
- ✓ Leave the online session as soon as your tutor tells you to
- ✓ Tell the College if for some reason, you cannot attend any of your online sessions
- ✓ Let your tutor know if for some reason, you do not feel safe in an online session

Be More

- ✓ Contact your tutor after the session, if you didn't understand something
- ✓ It would be good if you turn your camera on, it makes the session more enjoyable for everyone
- ✓ Headphones will also help you in online sessions
- ✓ Be really positive about online sessions, even if you'd rather be in College



This is your **Learner Finance Agreement**

2021/2022

If you apply for the **Education Maintenance Allowance (EMA)** while at College you must read the following agreement carefully:

- ✓ I confirm that any information I have previously submitted is still correct and that I have notified any changes, in accordance with my original application terms
- ✓ I understand that any attempt to dishonestly obtain EMA shall be treated as fraud and may result in criminal and/or civil proceedings against me
- ✓ I understand that as part of the EMA, the information which I have provided maybe subject to review as part of a sample check
- ✓ 100% attendance is required for EMA, if you are absent you must complete a paid absence form and provide evidence of appointments and only 10 days paid absence is allowed.
- ✓ Holidays in term time, persistent lateness, poor behaviour, poor work records will result in non-payment of EMA
- ✓ If any payment is stopped, it is your responsibility to discuss this with the EMA Team within 2 weeks of the stopped payment date

If you apply for a **Welsh Government Learning Grant Further Education (WGLG FE)** while at College you must read the following agreement carefully:

- ✓ I confirm that the information I have previously submitted is still correct and that I have notified any changes thereto in accordance with my original application terms
- ✓ I confirm that I have not been in receipt of any other funding from the Welsh Government for this level of study or course. Please note, this does not apply if you have previously received Education Maintenance Allowance
- ✓ I understand that any attempt to dishonestly obtain WGLG FE shall be treated as fraud and may result in criminal and/or civil proceedings against me
- ✓ I understand that as part of the WGLG FE, the information which I have provided maybe subject to review as part of a sample check
- ✓ I confirm that if I withdraw from my course, I will repay all or part of my WGLG FE allowance for all or part of the year

You also have to agree to the following (please tick):

What language would you like us to use when we communicate with you?	Welsh		English	
Do you consent to your school or college sharing your information with your parent(s)/guardian(s) or partner?	Yes		No	
Are you currently aware of any extenuating circumstances that may affect your attendance (for example, you help to provide care for a family member who is ill or disabled)? You should inform your college if you become aware at any time of extenuating circumstances that may affect your attendance	Yes		No	

When applying for either of these funds, the College has to confirm that you have agreed to and signed your learner agreement (whether by ticking the electronic boxes when enrolling online or if you completed an enrolment process printed on paper).



This is your **Learner Agreement** Signature Page 2021/2022

Your name		Your 6-digit College ID number	
Your course			

I agree that...(please tick)

	I understand and agree to both the College Learner Agreement and the LIVE Online Session Learner Agreement
	I understand and agree to the Learner Finance Agreement and have ticked the boxes in the agreement
	I understand that if I act differently to what I have agreed to, in the College and online session learner agreement, I will have a disciplinary to agree actions to improve (as per the College Disciplinary Policy)
	If I go on trips and events, I agree to the instructions and rules for each one
	I give permission for the College to take photographs of me and video footage
	I give permission for the College to give me emergency medical treatment, if I need it
	I have read and agree to the Code of Conduct for the use of College transport and I agree to it
	I agree to being contacted by the College Employment Bureau
	I know that all College policies are on the College website if I or my parent / guardian / and or carer needs them
Signed:	Date:

The data we hold on you will be used to facilitate your course and ensure your safety whilst you are on the College campus as well as whilst you are on trips and visits organised by the College. Your data will be retained for a period of three years following your course finish date and may be shared internally.

Parent / Guardian and or Carer (where the learner is under 18 years of age)

	I acknowledge that the terms of the College and online session learner agreements have been agreed to
	I give my consent for the use of video and photographs to be taken
	I permit the College to authorise emergency medical treatment, should it be necessary
	I give my consent for my child to attend College trips and events
Signed:	Date:
Tel / Mobile:	Email:

Your email address may be used to keep you informed of progress whilst they are under the age of 18 and studying at the College, as well as to keep you informed of events taking place at the College.