



## Learning Agreement Terms and Conditions

- I agree to abide by the terms of the College's values, standard and policies as explained to me during the College Preparation Day/Enrolment Days and mentioned on the College website.
- I am committed to completing the full qualification(s) for which I have enrolled, and understand that this requires me to be registered with the appropriate awarding body. I may be liable to pay the cost of any examination fees paid by the College on my behalf should I be absent for any reason other than ill health.
- I will advise the College if I enrol at another Post-16 provider (e.g. College, School, Sixth Form etc).
- I accept that if my total attendance is less than 95% up to and including 1st May, I will not automatically be allowed to return for the second year of the course or for further full-time courses in the next academic year. My automatic right to be entered for external examinations will also be withdrawn if my attendance falls below 95%. Each case will be reviewed on an individual basis and the decision of the college will be binding.
- I understand that if I receive financial help to assist with the purchase of course materials, I will be liable to pay this back to the College if I withdraw from my programme of study, or if I substantially reduce my programme hours.
- I understand that if I receive any financial support through the 16-19 Bursary Fund, I will be liable to pay this back to the College if I withdraw from my programme of study.
- I understand that it is College policy that staff may contact the parents/carers of students to discuss academic progress, attendance and conduct during my time of study at St Bede's Catholic College, 6th Form.
- I understand that I cannot work more than 12 hours a week in external employment.
- Unique Learner Number Registration: The Managing Information Across Partners (MIAP) allocates unique learner numbers (ULN's) which enable the individual to access a Learner Record Service (LRS). The MIAP service will allow those organisations listed on section 537A of the Education Act ([www.miap.gov.uk](http://www.miap.gov.uk)) to use the ULN as a key to sharing participation and achievement data. At no time will your personal information be passed to organisations for marketing or sales purposes. Details of opting out can be found at [www.miap.gov.uk](http://www.miap.gov.uk) or by telephoning the MIAP helpdesk on 0845 602 2589.
- St Bede's Catholic College processes the information on this form and information gathered within individual courses, as well as details of students' academic performance, learning support needs, college attendance, disciplinary matters, destinations and comments on quality within college. This information is mainly used to carry out the student learning agreement, College policies and business, and to provide data that the College is required to hold and/or which it

supplies to the Education Funding Agency (EFA), government departments and other bodies. Any of these organisations may share such information with other bodies including DfES, Connexions, education institutions and organisations performing research and statistical work on behalf of the EFA or its partners.

- The College also uses closed circuit TV and video recording on its premises and holds your photograph. Such personal data is treated in confidence and will not be disclosed to any third party except where the College is required or permitted to do so by law, in response to applications for references in connection with continuing education, training or prospective employment or where you have given consent in advance. Signature to this agreement includes consent to disclose information about the title of your course, and your destination after college, to your school of origin, and to disclose this information and your achievements for marketing purposes. If you do not wish for your information to be used for marketing purposes please write to the Miss Kirkbright/Mr Sutton, Head of Sixth Form, clearly stating your name, address and stating that you do not wish to have your information used for marketing publications. Our purposes for holding information and a general description of the categories of people and organisations to whom we may disclose it, are listed in the Information Commissioner's notification under the Data Protection Act 1998. You may inspect this or obtain a copy of the relevant entry from the Office of the Information Commissioner. Your signature on this learning agreement constitutes your consent to the processing of this data and your consent to be enrolled at St Bede's Catholic College, Sixth Form.