**Skills and Employment – Our Learning Agreement**

Most recent update 16 October 2025

**✅ What you can expect from us**

We will:

* treat you with respect and listen to your ideas
* help you learn in a safe, supportive environment
* give you feedback to help you improve

📘 **What we expect from you**

We ask you to:

* come to all your sessions and be on time
* let us know as soon as possible if you can’t make a session. Please let us know the reason so we can support you
* take part in activities and engage with the sessions in a way that works for you
* be respectful to staff and other learners
* let us know if you’re struggling or need help
* follow safety and safeguarding rules explained during induction

🛡️ **Safeguarding – Keeping you safe**

* At induction, we will talk about:
* what safeguarding means and how it protects you
* who you can talk to if you feel unsafe or worried
* what happens when we are re concerned about your safety
* when we might need to share information — and why

We’re here to keep you safe. If we are worried about your safety, we may need to speak to your parent, carer or other professionals. We will always try to involve you in that conversation and won’t involve parents if that would put you at greater risk. We follow local safeguarding procedures and may share information with professionals if there’s a concern about your safety or wellbeing.

More details are in our [Safeguarding Policy](https://www.cheshirewestandchester.gov.uk/asset-library/sapol01-safeguarding-policy-overarching-approach.pdf)

🗣️ Anything you would like us to know?

During your registration with the Hub, we will have talked about any support needs you may have. But if there’s anything else you would like your tutor to know, you can share it here.

This could include things like:

“I sometimes need a bit of time to settle into group activities.”

“I find it hard to concentrate in busy or noisy rooms.”

Please use the space below to tell us anything that might help us support you better:

🧑‍🤝‍🧑 Learning in a mixed-age group

At the Skills and Employment Hub, our courses are open to learners of different ages. This means your group may include people from a range of backgrounds and life experiences.

We make sure that all safeguarding policies and procedures are followed to keep everyone safe, regardless of age. Staff are trained to support learners appropriately and to respond to any concerns.

We treat all learners with respect and encourage independence, responsibility, and mutual support. You’ll be supported to take ownership of your learning, make decisions, and work alongside others in a positive and inclusive environment.

If you have any questions or concerns about your course or this point, please speak to a member of the Hub team — we’re here to help.

📞 Communication agreement

While parental consent isn’t required for learners aged 16+, we believe that keeping parents/carers informed helps support your learning and wellbeing. We want to make sure communication between learners, parents/carers, and staff is clear and respectful.

Learners – please tick the level of communication you’re happy with:

☐ Full updates – I’m happy for my parent/carer to be kept informed about attendance, progress, wellbeing, and safeguarding

☐ Attendance only – I’m happy for my parent/carer to be informed if I miss sessions

☐ No contact – I don’t want my parent/carer contacted unless legally required (e.g. safeguarding)

✅ OK:

Hub staff contacting parents/carers through official channels (email, phone)

Parents/carers contacting the Hub through approved methods

Learners talking to parents/carers about their learning

🚫 Not OK:

Messaging between learners and staff on personal social media

Parents contacting staff via unofficial channels (e.g. Facebook)

Sharing private course information without permission

👨‍👩‍👧 Parent/Carer contact details

|  |  |
| --- | --- |
| Parent/Carer name(s): |  |
| Preferred communication method: |  |
| Email address: |  |
| Phone number: |  |

✍️ Sign to show we’re all on board

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name  [BLOCK CAPITALS] | Signature | Date |
| Learner |  |  |  |
| Parent/Carer |  |  |  |
| S&E Hub staff member |  |  |  |
| Date agreement shared with tutor |  |  |  |

This agreement can be completed digitally and returned via email, or printed and handed in.

This learning agreement should be revisited by Skills and Employment Hub staff before you start any new course with us. Once reviewed, it will be shared with the tutor delivering your course so they are aware of your preferences and support needs.