

Appendix 6

Example Foundation Degree Learning Agreement

Typical areas of content in a learning agreement could include:

The employer's responsibilities:

- To take the overall responsibility for students undertaking employment or work-based learning (WBL) on their premises, under their own 'Terms and Conditions of Service' for the duration of the training contract
- To provide/arrange for, in accordance with the Health and Safety at Work Act, a safe and healthy working environment
- To ensure that equal opportunities legislation and requirements are adhered to
- To provide the experience, facilities and training necessary to achieve the WBL outcomes specified by the learning agreement
- To provide the necessary orientation, training and precautionary safety instruction in the performance of position duties and responsibilities
- To provide the student with regular feedback and appraisal of performance
- To notify the WBL coordinator of any problems relating to the student's performance and the employer's intent to terminate a student's employment/placement.

Foundation Degree provider's responsibilities:

- To ensure that the employer provides a safe working environment for the student as part of its operating agreement
- To ensure equal opportunities regulations are adhered to
- To maintain regular contact with the employer and student undertaking work-based learning
- To provide support and training as appropriate for employers in areas of induction, mentoring and assessment of students
- Assess the student to ensure standards are met.

The student's responsibilities:

- To comply with the rules, regulations, and normal requirements of the employer's organisation, including timekeeping, codes of behaviour, confidentiality and dress
- To perform those tasks assigned by the WBL supervisor/mentor which are related to the learning objectives identified in the learning agreement
- To seek regular feedback on performance within the workplace and reflect on their placement learning experience
- To notify the college or university WBL coordinator of any changes needed to the learning agreement or of any problems that may develop during the placement
- Reflect on their learning through the production of a professional development plan.

This agreement should be signed and dated by all parties and regularly reviewed.