

Learner Charter

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Originator	Tom Snelgrove Learner Experience and Wellbeing Manager
Location of Policy	BIZ-Sharepoint/Intranet/Policies & Procedures/Learner Services & Support
Policy Approved By	College Management Team – 9 December 2021

Introduction and Scope

The Gower College Swansea Learner Charter sets out the expectations to which all learners of the College are expected to follow and adhere too. In return, the College will aspire to provide the highest quality of education, experiences, training, wellbeing, support and opportunities.

Gower College Swansea Strategy 2020 – 2024

‘The core of this plan is our continued commitment to not only putting our learners first and at the heart of all our decisions, but to provide the highest quality of education and training’

The Charter also reflects the College’s values of: Integrity, One team, Self-Improving, Can do and Sustainable. Gower College Swansea recognises three learner core values: To Be Ready, to Be Respectful and to Be Safe, which underpin the charter for learners to follow.

Key Definitions

Gower College Swansea – The College

Learners – All full time, part time, apprenticeships, higher education, or employability clients.

All learners will Be Respectful by:

1. Behaving in a **respectful manner**, to others and the college environment.
2. Not taking part in any form of bullying or harassment, appreciating and valuing the College’s diverse community and cultural heritage (British Values).
3. Valuing the college environment by keeping areas clear and by supporting the college sustainability initiatives for example – using recycling bins correctly, turning lights and computers off when not in use.
4. Not breaking or defacing college property, facilities, and resources.
5. Following all college policies and procedures (These can be found on the website and learner portals).

All learners will Be Ready by:

6. Aiming to achieve 100% attendance - including work placement. Attending and being on time for all learning experiences and activities within your programme / timetable. If you are absent, report your absence accordingly. (Your attendance will be monitored and attendance below 90% may result in further action).

7. Being prepared for all learning experiences and activities by having the relevant resources and / or equipment.
8. Completing all the work set by college staff to the agreed deadlines, and to the best of your ability.
9. Attending all internal and external examinations you have been entered for
N.B. - If withdrawn without due reason you may be subject to the costs of the exam / assessment.
10. If in WBL or Work Placement you need to inform the college of any accidents or near misses within the work placement, as soon as possible.
11. Not Smoking or Vaping on college premises (except for designated areas) or on college transport.

All learners will Be Safe by:

12. Not making any threats of violence, harassment, bullying, intimidation, or abuse. To promptly report any forms of violence, harassment, bullying, intimidation, or abuse.
13. **Only** using your Mobile phones or electronic devices for learning activities under **the direction of staff** or staying safe and connected in college.
14. Always displaying your college lanyard, whilst on college premises.
15. Not gambling on college property.
16. Not putting yourself or others at risk of harm, abiding by all college health and safety policies and following safe working procedures as directed by college or work-related staff, for example only enter your learning environment when given permission by the college staff.
17. Informing the college at the start of your course/placement of any Additional Learning Need (ALN) or physical, medical or emotional need that may require additional support (or at the earliest time if your support needs change).
18. Using the college IT systems appropriately and in line with our IT Acceptable Use Policy.
19. Informing the college of any changes to your personal details.
20. Never bringing, using, or selling illegal drugs/substances or dangerous weapons or alcohol on college premises or work placement or being under the influence of drugs and alcohol whilst in college or on work placement.

21. We expect you to Be Ready, Be Respectful and to Be Safe when representing the College on any externally organised trip, placement or visit.
22. Breaches of the Charter may lead to disciplinary action being taken against the learner.
23. Repeated breaches or a single Gross Breach may result in the learner being suspended for a period of time or excluded from the College. The Charter applies to all learners of the College (full time, part time, apprenticeships or higher education) wherever they are as part of their course (college, associated facilities, work placement, residential, study visit).

Related Documents

24. The college policies listed below are examples of related documents:

- a. Student Attendance Policy
- b. Student Disciplinary Procedure
- c. Drug and Alcohol Policy
- d. Fitness to Study Policy
- e. Administering and Storing Medication Procedure
- f. Health and Safety Policy
- g. Assessment and Malpractice Policy
- h. Welsh Delivery and Assessment Strategy
- i. IT Acceptable Use Policy
- j. Learner Charter Covid and Remote Learning Appendices

The Welsh Language

25. Mae Coleg Gŵyr Abertawe yn ymrwymedig i hyrwyddo'r iaith Gymraeg, yn unol â Safonau'r Iaith Gymraeg a Mesur y Gymraeg (Cymru) 2011.
26. Gower College Swansea is committed to the promotion of the Welsh language, in accordance with the Welsh Language Standards and the Welsh Language (Wales) Measure 2011.