LEARNER CONTRACT 2023/24

(PLEASE TICK THE BOXES AS APPROPRIATE)

1   I understand that it is my responsibility to acquaint myself with all details of Courses: Assessment Procedures, BIFE Rules and Regulations, etc., as outlined in the Learner Diary / Handbook and notices. ☐

2   I realise that my performance at BIFE will be reflected in any reference given by the Institute at the end of my course. ☐

3   I accept that it is my responsibility to acquaint myself with any assessment technique details, timetables etc announced/displayed in my absence. ☐

4   I am fully aware of the Institute's and each course's specific requirements concerning punctuality and attendance and I guarantee to meet these requirements. ☐

5   I am fully committed to the course I am undertaking and will work to the best of my ability. I will meet all assessment deadlines set. ☐

6   I will pay all fees on the dates announced/displayed. ☐

7   **I understand that it is the practice of BIFE not to return assessment evidence post the assessment process and that it is my responsibility to retain a hard/soft copy of all coursework prior to submission for assessment for my own personal use.** ☐

8   **I am aware that failure to meet the above criteria will result in my being called in front of the Academic & Disciplinary Council.** ☐

9   **I understand that all work described in projects/assignments, except where referenced, will be entirely my own. All sources of information will be acknowledged by means of reference as required.** ☐

10   I have been made aware of the KWETB Data Protection Policy on the BIFE Website and I have read and signed the BIFE Data Protection Statement. ☐

11   I have read and accept the procedures in the BIFE guide to FETCH courses for students ☐

12   (If under 18) I give permission for my son/daughter to visit the Guidance Counsellor where and when necessary ☐

Course Name: _____ Course Code _____

Learner Name (Block Letters): _____

(Signature) _____Date: _____

Course Teacher/Coordinator: _____Date: _____

Guardian Signature: _____
(If Learner is under 18 on commencement of Course)