

**Learning Agreement**

**UNIVERSITY OF HUDDERSFIELD**

**SCHOOL OF EDUCATION AND PROFESSIONAL DEVELOPMENT**

**Learning Agreement between Student, Mentor and Tutor**

This Agreement is made between:

Student:

Mentor:

Tutor:

The Agreement has been agreed by the University of Huddersfield and:

SETTING:

[address(es) and telephone number (s) of setting]

Working sessions are usually:

**Part Two: Roles and Responsibilities**

**General Expectations of Students, Mentors and Tutors**

**Please refer to the University of** [**Huddersfield Placement Agreement**](#_15.8_Placement_Agreement) **for general expectations and responsibilities for the provision of placements. In specific relation to the student’s learning on placement:**

Students will be expected to:

* Participate in all relevant elements of the module including teaching and practice learning.
* Ensure completion of a Learning Agreement in consultation with their Mentor and Tutor and to ensure that the agreement is updated as necessary.
* Undertake work in negotiation with the Mentor and co-operate with the requirements of the Mentor in providing evidence of their practice, for example with observations.
* Keep the Mentor and Tutor informed of issues that may impact upon the student’s ability to participate in or complete the module.
* Participate in meetings with the Mentor and tutorials throughout the module.
* Prepare assessments in line with requirements including those for confidentiality and informed consent.

The Mentor will be asked:

* To ensure completion of a Learning Agreement in consultation with the student and Tutor and to ensure that the agreement is updated as necessary.
* To support and advise the student in the preparation of their assessments and undertake an induction to the setting.
* To participate in meetings with the student (and Tutor as necessary).
* To observe the student and prepare a report of the student’s practice whilst on placement.
* To assess the student’s learning and development over the period in placement.

Tutor

Each student is assigned a Tutor who is responsible for supporting the student’s progress through the programme. The Tutor will be expected:

* To ensure completion of a Learning Agreement in consultation with the student and Mentor and to ensure that the agreement is updated as necessary.
* To support and advise the student in the preparation of their assessments.
* To hold tutorials with the student to discuss their written work and generally to promote the student's progression through the module.
* To participate in meetings with the student and Mentor as necessary.
* To assess the student’s written work.

**Specific Expectations of Students, Mentors and Tutors**

The learning needs identified by the student:

In order to meet the identified learning needs, the student will undertake the following: [specify tasks and objectives]

You should consider the particular context and expectations of the student and Mentor that are not listed above. Issues to discuss could include:

* How often the student and Mentor will meet and for how long.
* Probable agenda items for their meetings.
* How the Mentor’s observation of the student will be undertaken.
* How the requirements for the module will be met.
* How the Mentor will provide the student with feedback, within what time-scales.

**Student’s Expectations of the Mentor:**

**Student’s Expectations of the Tutor:**

**Mentor’s Expectations of the Student:**

**Part Three: Additional Parties**

Details and Role of Additional Parties to the Agreement (for example the Mentor’s line manager/head teacher)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Address: Email:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review and Revision

This learning agreement is a working document. Record any amendments in this part.

Additional Relevant Information

**Part Four: Signatures**

Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor’s Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Student *(please print)*:

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