

LEARNER AGREEMENT

This document will:

- Explain what you can expect when you enrol on a distance learning course through Marine Society
- Provide you with a guide so that you will know what Marine Society and Oxford Open Learning (OOL), our learning partner, expect from you.

Throughout your studies you can expect Marine Society to:

- provide you with details of services available to you
- provide you with on-going support and guidance
- contact you routinely and provide support if necessary
- manage any administrative issues and contact OOL on your behalf, if necessary
- request routine updates from you on how your studies are progressing
- provide you with updates on changes to qualifications
- provide you information about examination/assessment arrangements
- register you for examinations and make all necessary arrangements
- If you are in the RN/RM or RFA provide course progress information to your education officer.

You can expect the OOL to:

- send you course materials and information about coursework requirements
- ensure all course materials and documentation you receive are relevant, up-to-date and compliant with current specifications
- provide you with course materials and other support resources
- provide a 'mock' exam and associated tutorial support
- provide you with the email address and telephone number of your personal tutor.

Your personal tutor will:

- contact you by telephone/email within two weeks of your enrolment
- provide advice, information and support throughout your studies
- mark your course assignments and provide detailed feedback
- return your assignments within the specified time
- contact you by telephone or email as required throughout the course.

Marine Society and OOL expect you to:

- maintain regular contact with Marine Society with information on how your studies are progressing by completing an electronic monthly learner self-assessment
- advise Marine Society as soon as possible about any changes to your circumstances that may affect your studies
- maintain routine contact with your OOL personal tutor throughout your studies
- complete course assignments regularly and at least once every two months
- ensure your tutor knows of any change to your circumstances impacting on your ability to study e.g. being deployed or out of contact for a long period.
- inform Marine Society if you need help or if you feel you are not receiving the agreed service
- inform Marine Society if you are thinking about withdrawing from the course
- familiarise yourself with Marine Society Safeguarding Policy.
- Complete the post induction survey, and following completion of your course the 12 month and 24 month update surveys.

I have received initial guidance on my chosen course. I have read this agreement and I am aware of my rights and responsibilities as a distance learning student enrolled with Marine Society.

I have read Marine Society Safeguarding Policy and including Prevent and British Values, and confirm my understanding of it.

Name of student

Signature of student

Date / /

Signature of advisor

Date / /

(To be completed by Marine Society)