



Learning Agreement

This Learning Agreement applies to practitioners going on any of the workshops, network meetings or conferences that Surrey Early Years and Childcare Service run.

If you go on any of our training you are agreeing to the following:

I have met with my manager, and understand the course is relevant to my role.

We will all take responsibility for starting and ending sessions on time. So everyone will arrive on time and finish breaks promptly.

I agree to complete the workshop in full, going to the whole workshop session and following days (if applicable). I understand that if I do not do this I will not get a certificate of attendance.

Only one person should speak at a time.

I may disagree with others views but if I do I will make sure I am respectful to the person I am disagreeing with.

I can express different points of view, but everyone has the responsibility to draw attention to remarks that are racist, sexist, homophobic or offensive in anyway, even if unintentionally.

I agree that the contributions and feelings of participants expressed as part of the course may be used as part of the assessment process but should otherwise be confidential to the group.

I agree to switch off my mobile phone, except in certain circumstances, which we will talk about as a group at the start of the session.

I will value and listen to contributions.

I will value and respect difference.

I am responsible for my own learning process.

We will incorporate any special needs anyone may have and create an accessible environment.

If at any time there are breaches to the above principles, or a disruption to the training environment, then the trainer may use their discretion to immediately stop the workshop. If the situation is not immediately resolved then this may result in the workshop being halted and attendees asked to leave. If this occurs then certificates will not be issued.

To find out more about the workshops and professional development opportunities available from Surrey Early Years and Childcare Service, visit www.surreycc.gov.uk/childcareworkshops