

Five Arches for Consulting and Training **Learner Agreement**

Scope

This agreement sets out the expectations and responsibilities of the learner, as well as the support and commitments provided by Five Arches for Consulting and Training.

Working schedule:

1. In-class-training: 9:00 am to 4:00 pm with a 45 minutes for lunch starting at 12:30 pm
2. Virtual training: 6:30 pm to 10:30 pm with a 30 minutes break at 8:15 pm

The Academy's commitment to participants:

1. Hold a meeting one day prior to the start of training to answer any concerns participants may have regarding the course.
2. You will be treated with respect
3. We will be always honest with you.
4. Tutors will do their best for you ensuring they cover all the material and skills required for you to achieve your best in examinations.
5. We will offer consultation with you when needed.
6. Provide a caring and supportive environment.
7. Provide advice in pursuing further health and safety training opportunities.
8. Provide the appropriate facilities and resources to encourage and support your learning.
9. Create the opportunities necessary for encouraging participants to participate during training
10. Treat participants' information in according to our "Confidentiality and Data Protection policy"
11. Make reasonable adjustment to ensure all receive an equal opportunity in receiving training. For example, arranging seats to enable participants using wheelchairs.
12. If needed, help participants fill a complaint with Nebosh, in accordance with our "Student's Complaint Policy and Procedure"
13. We will respond to your questions within 12 hours of receiving. If you do not receive a response, you can directly contact the Training Manager at 0796958453
14. Provide learners with access to a digital learning platform where they can review recorded sessions and download additional resources.

The Participant Agree to:

A. Comply with;

1. The Academy's Terms and Conditions
2. Nebosh Student's Terms and Conditions
3. Nebosh Assessment and Malpractice Policies

B. The following Conducts

1. Clothing must be appropriate at all times (no tank top, short skirt, pants revealing underwear or open shoes).
2. Your verbal and non-verbal must be appropriate and professional at all times.
3. Not to undertake any other training courses, as this has been shown to seriously affect your outcomes..



4. To ensure you do not bring prohibited items on site, these include but are not limited to; illegal substances, smoking paraphernalia, alcohol, offensive weapons, and any item deemed a safeguarding risk.

C. Study

1. To do your best and commit to your studies.
2. To complete all elements undertaken in their entirety
3. To utilize private study time appropriately.
4. To study productively as either part of a group and/or independently.
5. To ensure you seek help and guidance if you are struggling
6. To attend additional sessions (pre-exam preparation).
7. To complete and submit all formative assessments before the end of the course. If you fail to submit the formative assessments, you will not be registered for the Nebosh exams.

D. Attendance

1. To aim for 100%, with a minimum requirement of 90% attendance. Any student who fails to attend at least 90% of the course will be disqualified and will not be eligible for a refund, except for the Nebosh fees.
2. To be present and punctual at all training sessions.
3. To attend all elements.
4. To contact the Academy at 06-5627327 to inform of any absence.
5. Provide notes to explain illnesses.

Follow the link below for guidance and resources to help you prepare for a NEBOSH digital assessment.

<https://www.nebosh.org.uk/digital-assessments/certificate/resources-to-help-you-prepare/>

Student Name:

Signature:

Tutor Name: Raed Halaseh

Signature: