4.7 Learner Responsibilities and Expectations Policy

Version Control

Version	Date	Description	Author
1.0	January 2024	Initial Policy Development	C-TAC
2.0	November 2024	Updated to include TAQA system integration	C-TAC

4.7.1 Purpose
This policy outlines the responsibilities and expected behaviours of learners enrolled in C-TAC courses, ensuring a respectful, productive, and compliant learning environment aligned with PHECC standards and TAQA quality assurance principles.

4.7.2 Scope
This policy applies to all learners enrolled in C-TAC's full-time, part-time, and blended learning programmes.

4.7.3 Principles

- **Respect and Professionalism:** Learners must treat peers, faculty, and staff with respect.

- **Engagement and Commitment:** Active participation in all course components is required.

- **Compliance:** Learners must adhere to all course policies, procedures, and assessment requirements.

- **Accountability:** Learners are responsible for their academic progress and conduct.

4.7.4 Process

1. **Attendance and Participation:**

   o Learners must attend all scheduled classes, practical sessions, and assessments.

   o Absences must be reported in advance, with valid reasons provided.

2. **Academic Integrity:**

   o Learners must submit original work and avoid plagiarism or cheating.

   o Collaboration is encouraged, but assessments must reflect individual performance.

3. **Conduct and Behaviour:**

   o Respectful communication and behaviour are expected in all interactions.

   o Disruptive behaviour may result in disciplinary action.

4. **Use of Resources:**

   o Learners must use course resources responsibly and follow guidelines for digital platforms.

   o Equipment and facilities must be treated with care and returned after use.

5. **Non-Compliance and Consequences:**

   o Failure to meet responsibilities may result in verbal or written warnings.

   o Persistent non-compliance may lead to suspension or dismissal from the course.

4.7.5 Responsibilities

- **Board of Directors:** Provides oversight of learner conduct and compliance.

- **Director of Training:** Ensures learners are informed of their responsibilities.

- **Quality Assurance Team:** Monitors learner compliance and addresses non-compliance issues.

- **Faculty:** Reinforce learner responsibilities and report behavioural issues.

- **Learners:** Understand and comply with all responsibilities outlined in this policy.

4.7.6 Monitoring and Review

- Learner compliance is monitored continuously through attendance records, assessments, and feedback.

- The policy is reviewed annually to ensure alignment with PHECC standards and institutional needs.

- Stakeholder feedback is collected to improve the learning environment.

4.7.7 Approval and Compliance Monitoring

- **Approved by:** Adrian Coffey, Director of Training

- **Date:** October 2024

- Compliance with this policy is monitored through regular audits, feedback, and external verification.