



Shetland
Islands
Council

Education Maintenance Allowance (EMA) **LEARNING AGREEMENT**

Please complete the following making sure all sections are fully completed as well as being signed by yourself and your parent/carer. Then take the completed Learning Agreement to your Learning Centre who will then sign the Learning Agreement. You should then submit the completed Learning Agreement to the Children's Services Department.

The Shetland Islands Council will implement arrangements for regularly reviewing this learning agreement. If the student changes course or centre, he/she should seek appropriate advice from the Children's Services Department.

Details of appeals procedures and criteria for assessing are those in the Terms and Conditions (issued with the Award Letter) of the Education Maintenance Allowance.

All sections of this Learning Agreement must be fully completed and held at the Children's Services Department.

To be completed by the student

Student Name

SCN

Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode

Learning Centre Name

(e.g. Anderson High School)

Class/Year

(e.g. S6)

CONTRACT - Part One

I (name in BLOCK CAPITALS) accept the offer of the EMA made by Shetland Islands Council, Children's Services Department and the terms and conditions of the scheme. I understand that:

1. I must notify my school/learning centre about absences on the first day of absence. I must submit a copy of my sick line to the Children's Services Department.
2. It is my responsibility to ensure that all requirements of my study programme are met.
3. I must support the aims of the school/learning centre and accept its standards of conduct.
4. I agree to repay any overpayments made, whatever the reason.
5. I understand that my payments may be withheld if I do not meet the above requirements.
6. I agree to meet the conditions of my award as set out in the EMA Terms & Conditions.

CONTRACT - Part Two**STUDY PROGRAMME**

Subject	Level	Method of Assessment
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ATTENDANCE TARGETS (If less than 21 hours per week)**Are there any personal circumstances which may affect your attendance or progress (please detail)****CAREER AIMS****STUDENT SIGNATURE**

Signed Date

If the student is unable to sign this form due to additional support needs, please leave blank and tick box ☐

PARENT/GUARDIAN SIGNATURE

Signed Date

Relationship to student

To be completed by the LEARNING CENTRE

I hereby confirm that the above named student has had the terms of the EMA explained and has agreed to comply with the terms and conditions of the Education Maintenance Allowance. I, or one of my colleagues, will notify the Children's Services Department at appropriate points during the academic year should the student fail to meet the EMA requirements.

Signed Date

Designation

To be signed by second Learning Centre (if applicable)

Signed Date

Designation

Data Protection Statement - The information provided by you is processed in accordance with the Data Protection Act 2018 to allow us to effectively manage your EMA award. The Data Protection Act 2018 gives you the right to know how we will use your data. Further information about how we use your personal data is available from Children's Services or the Council's website at <http://www.shetland.gov.uk/information-rights/DataProtection.asp>.