

Diploma in Applied Permaculture Design

Apprentice-Tutor Learning Agreement

This is a working agreement between Joe Atkinson and the apprentice named below.

Tutor Name	Joe Atkinson
Address	
Phone number	+44 (0) 78899 54547
Email	joeatkinsondesign@gmail.com
Skype	permaculture.learn

Apprentice Name	
Address	
Phone number	
Email	
Skype	

TUTORIALS

The above named apprentice and tutor will work together for the following tutorials:

	Delete as appropriate:		
	Supported	Supported +	Independent
Induction Event	1 x 2 hours	1 x 2 hours	0
Personal Tutorials	4 x 1 hour (plus additional as requested by apprentice)	4 x 1 hour (plus additional as requested by apprentice)	0 (plus additional as requested by apprentice)
Design Support Tutorials	0 (plus additional as requested by apprentice)	2 x 2 hour (plus additional as requested by apprentice)	0 (plus additional as requested by apprentice)
Interim Portfolio Assessment (IPA1)	1 x 3.5 hours	1 x 3.5 hours	1 x 3.5 hour
Final Portfolio Assessment (FPA1)	1 x 4.5 hours	1 x 4.5 hours	1 x 4.5 hours

Additional tutorials incur extra fees @ £30 per hour, payable directly to the tutor. Tutorials may be longer in duration than stated above, if agreed in advance by the apprentice and tutor. However, they will always be multiples of an hour.

Preferred location of tutorials (tick which applies):	
Common House, Lilac Grove, Victoria Park Ave, Leeds, LS5 3AG (Default)	
Other (Please specify; tutor travel expenses may apply):	
Telephone/Online (e.g. Skype)	

Preferred Days/times of Tutorials							
Days (delete as appropriate):	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time (delete as appropriate):	Morning		Afternoon			Evening	
Notes:							

Tutorials will be arranged by (tick which applies):	
Taking place every 6 months	
Setting the date at the previous tutorial	
Apprentice will request a tutorial when they are ready	
Other (please specify):	

COMUNICATION

Responsibilities of Tutor:

- To arrive promptly for tutorials.
- To respond within 7 days to apprentice communication unless the tutor has informed the apprentice that they will be out of communication for an extended period due to other commitments.
- To give 7 days notice for cancellation of a tutorial (apart from illness or unforeseen circumstances).
- Preferred communication method: **Email**.

Responsibilities of Apprentice:

- To arrive promptly for tutorials.
- To prepare in advance of tutorials to make the best use of time.
- To be mindful that the tutor is not obliged to offer support outside of planned tutorial time.
- To respond within 7 days to tutor communication.
- To give 3 days notice of cancellation of a tutorial (apart from illness or unforeseen circumstances):
 - If less than 48 hours notice is given, 50% of the tutorial fee will be charged
 - if less than 24 hours notice is given, 100% of the tutorial fee will be charged
- Preferred communication method: _____

PORTFOLIO ASSESSMENT

The apprentice will provide 30 calendar days notice ahead of an Interim or Final Portfolio Assessment tutorial. The apprentice will submit the relevant, completed design work 14 calendar days prior to the assessment.

To be completed by the Apprentice:

Why I want to do the diploma:

I would like to finish the diploma by:

The support I need from my tutor(s) is:

My individual learning needs are:

SIGNATURES

I understand that the diploma is a framework for self-managed learning, and that I am responsible for my own learning.

Apprentice: _____ Date: ____ / ____ / ____

I undertake to assist the above apprentice in this process and offer guidance focused on fulfilling and evidencing the Accreditation Criteria for this award:

Tutor: _____ Date: ____ / ____ / ____