

Dual Enrolment Personal Statement and Student Contract



Student name

Date of birth

Personal statement

Please write a short personal statement that includes the following information (approximately 100 words):

- What interests you about this programme?
- How will participating in Dual Enrolment help you achieve your goals?
- How will participating in Dual Enrolment fit in with your other school and personal commitments (e.g. part-time job, sports, etc)?

Student Contract

Throughout your programme of study, our Learner Support Advisors (LSA) will work in partnership with you to ensure you're progressing towards a successful outcome.

This support includes:

- liaising with tutorial staff to monitor your attendance and overall progress
- liaising with tutorial staff to monitor course assessment progress and supporting you to identify strategies to ensure a successful outcome
- creating regular opportunities for informal catch-ups with you during lunchtime, prior to class or after class
- liaising with tutorial staff to facilitate support for you if you have additional learning needs
- ensuring you're successfully managing any appointments with Learning Services, Learner Support Advisors and tutors
- ensuring that your success is recognised and celebrated as you progress through the programme.
- meeting with you to assist with career planning
- reporting to your school at the end of each term.

Your rights

We value your right to be treated with fairness and respect in a safe environment that maintains high standards of academic quality. If you have concerns at any time that your rights are being compromised, your LSA will be able to advise and support you in this process.

Your responsibilities

To get the most out of this opportunity, you'll need to take on the challenges that come your way. Besides learning the skills in your chosen program, you'll also be figuring out how to navigate an adult learning environment and a workplace setting. This means it's important for you to take responsibility for developing and showing the qualities needed to succeed.

Our expectations

Attendance – Consistent attendance is essential for you to achieve success. If for any reason you're unable to attend class, you must contact your LSA or email youthattendance@ara.ac.nz and please mention your programme of study. They will try to help you with issues that may get in the way of you attending. Repeated unexplained absences may result in your withdrawal from the programme.

Timekeeping – Lateness impacts on your learning and the learning of others. Plan your day to ensure that you're on time for class and that you stay the full day.

Behaviour – Your interaction with staff and fellow students will have a significant impact on your experiences at Ara and your overall success. Your behaviour should be appropriate for an adult learning environment. Unacceptable behaviour won't be tolerated, and any issues will be addressed in accordance with Ara policies and procedures.

Progress – Your success within the programme depends on you achieving the assessment requirements within each area of work. If you're having difficulty with aspects of the programme, seek assistance and support through your LSA or tutor.

Unacceptable behaviour

Unacceptable behaviour will be handled in accordance with Ara policies and procedures and includes:

- breaking any New Zealand law (e.g. assault, theft)
- any form of cheating (including plagiarism and other dishonest practices)
- misuse of technology, software, hardware or communication systems provided by Ara (refer Code of Conduct for Computer Users in particular)
- any form of harassment or discrimination
- unacceptable sexual behaviour (e.g. sexual harassment, accessing pornography/other restricted material)
- possession or misuse on campus of alcohol, illegal (controlled) drugs or other substances affecting behaviour, health or safety
- smoking in any Ara building or vehicle, or on any land and perimeters including all car parks, green spaces and external eating areas
- violence or threats of violence
- vandalism or other abuse of facilities and buildings
- disruptive behaviour in class (e.g. arriving late, unauthorised use of cell phones, interfering with the learning of other individuals).

We expect you will endeavour to meet these expectations. We also aim to meet your expectations so that you have a great experience here at Ara.

By signing below, you acknowledge that you have read and understood the information above, you agree to uphold these responsibilities and will conduct yourself accordingly.

Student signature:

Date: