



Learner Support



Personal Assistants or Carers to Adult Learners

Guidelines & Responsibilities

For Personal Assistants or Carers that Accompany an Adult Learner



Guidelines & Responsibilities

We welcome external personal assistants or carers in the college, and value their input and support. However, in order to ensure the smooth running of the classes and to enable all learners to fulfil their maximum potential, we would ask that you adhere to the following basic guidelines.

- ◆ It is essential that the college is informed in advance, if a learner is to be accompanied by a personal assistant or carer, as it aids class planning.
- ◆ In order to comply with Health and Safety regulations, the personal assistant or carer must be marked on the register so that they can be accounted for in the event of evacuation of the building.
- ◆ The personal assistant or carer is expected to participate fully in the lesson, and be guided by the tutor.
- ◆ The personal assistant or carer is required to encourage the learner to do as much of the work as possible, only physically assisting where a learner may not be able to complete the task unaided.
- ◆ The personal assistant or carer should not routinely be carrying out the work for the learner.

The personal assistant or carer is expected to support the learner in timekeeping and adhere to the start and finish times of the class.

If there is a change of personal assistant or carer the College would expect the parent or organisation to ensure that the new personal assistant or carer is fully briefed on the guidelines and responsibilities.

Above all, the personal assistant or carer is expected to enhance the learning experience of the person they are supporting.

Thank you for your support and co-operation.

The Learner Support Manager can be contacted on

 **020 8269 8990**

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