

# The Academy of Potential Education



**STUDENT  
HANDBOOK**

## Introduction

Welcome to the Academy of Potential Education.

This Student Handbook contains essential information about the Academy for all learners.

If you want more information about any aspect of The Academy of Potential Education please contact us on:

**The Academy of Potential Education UK**

**Email: [contact@potentialeducation.org](mailto:contact@potentialeducation.org)**

**Tel: +44 208 133 1684**

**Fax: +44 207 650 0719**

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## Learning life technology

At The Academy of Potential Education all our courses are based on life technology. This is knowledge about how life works which you can apply to improve your own life or help others. When you learn life technology you naturally improve your health and become happier and more peaceful.

Learning life technology is different from normal school study in a number of ways:

- We teach life, rather than the usual academic or vocational studies. Our subjects include health, happiness, helping other people, parenting, money, relationships and many other topics that we need from day to day throughout life.
- We believe you should put what you learn into practice in your own life. We assess your real life results rather than your knowledge of theory.
- You can't learn life from a book (just like you can't learn to ski from a book). We believe the best teachers are people with experience and the best way to learn is by doing rather than thinking.
- Each person has their own unique potential so we develop programmes that can be tailored to each individual, rather than teaching everyone the same thing.
- We encourage you to relax as much as possible while you learn, rather than concentrate and be serious. You will learn much more easily this way.
- We believe it is essential to identify and overcome your weaknesses if you want to develop your full potential – it's not enough to focus on developing your strengths.

If you want to find out more about life technology the best way is to ask people with more experience – students and teachers.

The following information is available on our website - [www.potentialeducation.org](http://www.potentialeducation.org):

- Currently offered courses, qualifications, services and products
- News of pending courses
- All prices, fees and associated costs for courses, services and products
- How to enrol on current courses
- How to pay for current courses, services and products
- Selection criteria for current courses

## Course induction

When you start your course with The Academy of Potential Education you will be introduced to all aspects of student life in your first few days. Please make sure you ask for help at any time you need it.

### **Contact and pastoral care**

If you need help or have any questions about any aspect of life at the Academy please contact your course tutor. The Academy phone number is 020 7650 0718.

### **Facilities**

Your first day you will be shown all teaching rooms, toilets and any facilities needed for the course. You will also be introduced to the key people who will be important during your course. You will also meet some of the other students.

### **Education**

On your first day you will be introduced to your timetable and course schedule, so you know where you are supposed to be and when.

Your first classes will introduce you to life technology and energy training and show you how to make the most of your classes.

### **Health and Safety**

During your first two weeks you will be introduced to our health and safety policy.

## Student support

You may find you need support during your learning. Whether you are a full-time residential student or learning part-time from home, support is available to help you complete your course successfully.

### Language

All courses are taught in English. If you are having problems with English please speak to your tutor or teacher.

### Course information

Detailed course information (for long courses) is contained in the course handbook which you receive at the beginning of the course or on the Academy website. If you want more information please talk to a member of staff.

### Tutorial support

All learners on long courses (more than three months) have a tutor who is available to guide you through your course and support you in your learning. Your tutor can help you decide what modules to take in your course, how to plan your work and what to do after you complete your course. Your tutor will advise you how to contact them. Please feel free to ask them for help whenever you need it.

### Personal and emotional support

Life technology classes offer the best initial support for anyone with personal or emotional problems. If you do not want to ask for help in class please contact a fellow student or a member of staff or your tutor and ask them to help. All teaching staff and tutors have been trained to help people with problems. The last page gives information about accessing counselling and other support services.

### Safety

Safety is very important at all times. We recommend you avoid listening to recorded relaxation materials while driving or operating machinery or when it is essential for you to concentrate carefully.

If ever you feel you may be in some danger please speak to a member of staff immediately. Do not take risks. If an accident occurs inform a member of staff immediately.

### Financial advice

Any student with financial problems may consult your tutor, the Director or any other member of staff for help. Life technology classes can also be used to help you solve financial problems.

**Career advice**

We will help you with career advice throughout your course. Please feel free to discuss your career needs in class, with your tutor or with any member of staff.

**Immigration**

International residential learners are required to have a valid visa at all times, and a valid visa whenever you want to enter UK. If you need a new visa, or have any questions about immigration please contact the office.

**Advice**

Our best advice to all new students is to talk to people as much as you can, ask questions and don't be afraid of making mistakes. You are at The Academy of Potential Education to become a 'professional of life.' This means you need lots of experience.

# Assessment

Assessment is the way we determine whether you have met the learning outcomes of your course.

In short, informal courses assessment is usually informal, designed to help you learn how to measure your own ongoing performance.

Formal assessments take place throughout accredited courses. You will be given information about assessment at the beginning of your course and details of assessment procedures and requirements at the beginning of each module.

You will receive assessment results within 10 days of handing in your assignment wherever possible. If it is not possible we will let you know when you can expect your results.

## Reassessment

If you fail to meet the requirements to complete an assessment you are eligible to be reassessed.

- 1 Your tutor or course teacher will discuss with you why the requirements were not met and what needs to be improved in order to be successful the next time.
- 2 Sufficient time is allowed before reassessment for you to make up any lacking knowledge and to avoid unnecessary repetition of reassessment.

## Assessment appeals

If you believe you have been unfairly assessed you have the right to appeal for reassessment.

1. This should be requested in writing to the Principal within 7 days of the results being published.
2. A reassessment will be organized within two weeks, as far as possible using different people to carry out assessments from the previous time.
3. You will be given a full explanation of the criteria for assessment before reassessment takes place.
4. If you are still not satisfied after being reassessed following an appeal you may use the official complaints procedure to resolve the matter.
5. Details of the complaints procedure are in the student handbook and on the website.

## Impaired performance

If you are unable to take part in any assessment activities because of accident, sickness or similar reasons the Academy will arrange for you to be assessed as soon as possible thereafter.

If this is not possible an aegrotat pass may be awarded if you have already completed 80% of the course satisfactorily.

## Accreditation of prior learning

APL recognises what you have learned from:

- other courses
- life experience
- work experience

Where you can prove that your prior learning reaches the required standard APL can be awarded. APL can only be awarded for a complete module – not for parts of a module. This means that you get credit for that module and do not need to repeat it.

APL may be assessed by three methods:

- a. Attestation  
An authoritative person confirms prior learning, usually at an interview.
- b. Portfolio  
You present a collection of materials and information containing all the evidence and details of prior learning.
- c. Assessment  
The prior learning is tested by assessments similar to or the same as those on the course.

If you want to be considered for APL you should apply to the Academy in writing.

This is what will happen:

- a. You will be provided with written details of the course, learning outcomes and assessment criteria on which to base your application.
- b. The application will be given to a tutor to compare with the programme requirements.
- c. You will be notified of the decision within 20 days.
- d. You will need to pay APL assessment costs @ £50 basic fee + £50 per hour beyond the first hour.

# Complaints, Disputes and Discipline

The Academy of Potential Education encourages open discussion of all problems and takes a proactive approach to solving them wherever possible. We have formal procedures for dealing with problems that cannot be solved easily to provide protection to students and the Academy.

## Complaints procedure

1. We prefer complaints to be openly expressed, not hidden away until they become serious. If you have a complaint we recommend you discuss it in a life technology class, with your tutor or with another member of staff in the first place. If you are not satisfied at first please do not be afraid to ask more questions until you resolve your complaint.
2. If this doesn't work please contact the Principal. You may ask another student or member of staff to speak on your behalf.
3. If you are still not satisfied you may complain formally and there will be a meeting to find a solution. You may ask another student or member of staff to represent or support you during this process. At this point your complaint will be put in writing on an official complaint form, and notes will be kept of all discussions. You will be asked to agree and sign everything that is written down. You will be given a copy of the form and the Academy will keep a copy in its files.

## Non-attendance, disruptive students and appeals procedure

If you feel you are having difficulty controlling your behaviour in any way please talk to fellow students, staff or your tutor as soon as possible. It is best to use life technology classes to solve the problem. Everything can change if you are willing to accept help. We will do our best to help you at any time.

If you stop attending your course or behave in a way that is persistently disruptive or dangerous to other people in the Academy, there is a series of steps that may be taken to resolve the situation:

1. We will try to resolve the situation informally, through discussion and/or session. Your tutor will contact you to find out the reason and make sure you are clear about the Academy's requirements. We will try to find people who can best help you, whether that is students, staff or someone else.
2. We will assign a student or member of staff to give you extra help to find a suitable resolution.
3. If you persistently fail to attend for one month or you display extreme antisocial behaviour or cause excessive disturbance to the Academy you will have a meeting with the Director. You will draw up a plan with agreed behaviour targets. This will be signed by you and the Director. You will receive a copy and a copy will be kept on file in the office.
4. If you fail to achieve these behaviour targets the Director may give you written notice to leave the Academy. You may appeal in writing within one week of notice being given. The appeal must be considered within one week of receipt. You have the right to represent your case in person, or to request a member of staff or another student to represent or support you. The Director has the final right to decide that you should leave, and must give a minimum

of one week's notice, except in circumstances where you represent a danger to others, in which case dismissal may be immediate.

5. If you are asked to leave the Academy your parents or guardian will be informed if you are less than 18 years of age, or if your parents are responsible for fees payment. Immigration New Zealand will also be informed that you have left the Academy if you are on a student permit.

## Your rights

At The Academy of Potential Education we do not support any kinds of unlawful or sexual discrimination and we expect all staff and learners to behave responsibly and with respect for all people.

### Human Rights

The Academy of Potential Education doesn't support any Unlawful Discrimination as described in the Human Rights Act, including discrimination against people on the grounds of age, colour, disability, employment status, ethical belief, ethnic or national origins, family status, marital status, political opinion, race, religious belief, sex, sexual orientation.

<http://www.equalityhumanrights.com/en/yourrights/rightsindifferentsettings/learningandtraining/Pages/default.aspx>

### Sexual harassment

The Academy of Potential Education does not accept sexual harassment in any form, including:

- Personally sexually offensive verbal comments.
- Sexual or smutty jokes.
- Repeated comments or teasing about someone's alleged sexual activities or private life.
- Persistent, unwelcome social invitation or telephone calls from workmates at work or at home.
- Following someone home from work.
- Offensive hand or body gestures.
- Physical contact - ie: patting, pinching, touching or putting an arm around another person's body - which is unwelcome.
- Provocative visual material - ie: posters - with a sexual connotation.
- Hints or promises of preferential treatment in exchange for sex, or threats of deferential treatment if sex is not offered.
- Sexual assault and / or rape.

### You can seek advice and assistance from:

- Any member of staff
- Equality and Human Rights Commission
- A lawyer
- The police (especially if you have been sexually assaulted).

## Distance learning

The Academy of Potential Education offers some courses by distance learning, so you do not have to attend the Academy in person and can combine your education in life technology with the demands of work, family or other commitments. We aim to make distance learning as lively and stimulating as face to face learning, with as much live teaching as possible.

### Resources

You will need the following minimum resources to complete any of our distance courses:

- Computer
- Broadband internet connection
- Headphones
- Email
- Wordprocessing software
- Adobe Acrobat (for reading PDFs)
- MP3 player (optional but very useful)

These additional resources are needed for any courses which include teleconferencing:

- Headset (microphone and headphones for computer)
- Teleconference software (no cost - we will send you installation instructions when you enrol)

### Distance support

The level of support available depends on the nature of the course.

- Email support is offered with all courses.
- Courses including teleconferencing provide support through the classes, and you can contact your teacher at other times by email or Skype, as needed.
- If you are taking a long course you will have a tutor who will arrange regular meetings with you where you can discuss any problems and get advice. You can contact your tutor at other times for support, as necessary. Your tutor will advise you when and how to contact them.

## Contact details

Academy of Potential Education  
Sovereign Court  
3 Queen Victoria Terrace  
The Highway  
London  
E1W 3HA

Tel: 020 6133 1684

Fax: 020 7650 0719

Email: [contact@potentialeducation.org](mailto:contact@potentialeducation.org)

**First point of contact for learners:**

Your course tutor