### Useful numbers and websites

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Centre</td>
<td>0800 028 0289</td>
</tr>
<tr>
<td>Learner Services: for course information and admissions enquiries</td>
<td>01332 387473</td>
</tr>
<tr>
<td>Absence Line: to report a learner absence</td>
<td>01332 387458</td>
</tr>
<tr>
<td>Learner Voice Champion</td>
<td>01332 387400 Ext 4109</td>
</tr>
<tr>
<td>Bullying Helpline</td>
<td>01332 387499</td>
</tr>
<tr>
<td>Senior Safeguarding Officer</td>
<td>01332 387494</td>
</tr>
<tr>
<td>Deaf Access SMS</td>
<td>07986936010</td>
</tr>
<tr>
<td>Counselling</td>
<td>BH, ILK 07999837934</td>
</tr>
<tr>
<td></td>
<td>RH, JB, HB JWC 07870160322</td>
</tr>
<tr>
<td>Additional Learning Support</td>
<td>0300 123 7890</td>
</tr>
<tr>
<td></td>
<td>RH, JB Ext 4882</td>
</tr>
<tr>
<td></td>
<td>BH Ext 6707</td>
</tr>
<tr>
<td></td>
<td>ILK Ext 7058</td>
</tr>
<tr>
<td></td>
<td>JWC Ext 4714</td>
</tr>
<tr>
<td>Students’ Union</td>
<td>01332 387488 Ext 3488</td>
</tr>
<tr>
<td>Emergency First Aid or Security</td>
<td>Ext 5000</td>
</tr>
<tr>
<td>Exams</td>
<td>01332 387400 Ext 4020</td>
</tr>
<tr>
<td>Careers Advice</td>
<td>01332 387400</td>
</tr>
<tr>
<td></td>
<td>RH, JB Ext 4805 / 4806</td>
</tr>
<tr>
<td></td>
<td>JWC, ILK, BH Ext 4259</td>
</tr>
<tr>
<td>Apprenticeship Team: for apprenticeship enquiries</td>
<td>01332 387420</td>
</tr>
<tr>
<td></td>
<td>Ext 3420 / 4088 / 4089</td>
</tr>
<tr>
<td>Business Development Team: for employer enquiries</td>
<td>01332 387424 Ext 3811 / 3421</td>
</tr>
<tr>
<td>International Projects</td>
<td>01332 387407 Ext 3407</td>
</tr>
<tr>
<td></td>
<td>Mobile +447815562401</td>
</tr>
<tr>
<td>Learning Resource Centre</td>
<td>RH: Ext 4838 / 4809</td>
</tr>
<tr>
<td></td>
<td>JWC Ext 4704</td>
</tr>
<tr>
<td></td>
<td>BH Ext 6606</td>
</tr>
<tr>
<td></td>
<td>ILK Ext 7063</td>
</tr>
<tr>
<td>Receptions</td>
<td>RH Ext 4858</td>
</tr>
<tr>
<td></td>
<td>JWC Ext 3810</td>
</tr>
<tr>
<td></td>
<td>BH Ext 6610</td>
</tr>
<tr>
<td></td>
<td>ILK Ext 7070</td>
</tr>
<tr>
<td></td>
<td>JB Ext 8751</td>
</tr>
<tr>
<td>St Peter’s House</td>
<td>Ext 3456</td>
</tr>
<tr>
<td>Prince’s Trust</td>
<td>01773 521448</td>
</tr>
<tr>
<td></td>
<td>01773 521265 (Mon only)</td>
</tr>
<tr>
<td>Little Explorers Nursery</td>
<td>01332 836620</td>
</tr>
<tr>
<td>SENS! Hair and Beauty Salon</td>
<td>RH 01332 387474 Ext 3474</td>
</tr>
<tr>
<td></td>
<td>ILK 0115 8492014</td>
</tr>
<tr>
<td>Engine Shed Restaurant</td>
<td>01332 387487</td>
</tr>
<tr>
<td>The Fitness Centre</td>
<td>01332 387452</td>
</tr>
<tr>
<td>The Garage</td>
<td>01332 387439 Ext 3439</td>
</tr>
</tbody>
</table>
### Advice and support

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police (Non-emergency)</td>
<td><a href="http://www.childline.org.uk">www.childline.org.uk</a></td>
<td>101</td>
</tr>
<tr>
<td>Childline</td>
<td><a href="http://www.childline.org.uk">www.childline.org.uk</a></td>
<td>0800 1111</td>
</tr>
<tr>
<td>Citizens Advice Bureau</td>
<td><a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a></td>
<td>08444 111444</td>
</tr>
<tr>
<td>Samaritans</td>
<td><a href="http://www.samaritans.org">www.samaritans.org</a></td>
<td>08457 909090</td>
</tr>
<tr>
<td>The Space @ Connexions</td>
<td><a href="http://www.talktofrank.com">www.talktofrank.com</a></td>
<td>01332 643900</td>
</tr>
<tr>
<td>Talk to Frank</td>
<td><a href="http://www.safespeak.org.uk">www.safespeak.org.uk</a></td>
<td>01332 643900</td>
</tr>
<tr>
<td>Safe Speak</td>
<td><a href="http://www.safespeak.org.uk">www.safespeak.org.uk</a></td>
<td>0800 0935264</td>
</tr>
<tr>
<td>Housing Options</td>
<td><a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a></td>
<td>08456 0556688</td>
</tr>
<tr>
<td>Derby Substance Misuse Services</td>
<td><a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a></td>
<td>08456 0556688</td>
</tr>
<tr>
<td>First Steps</td>
<td><a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a></td>
<td>08456 0556688</td>
</tr>
<tr>
<td>Derbyshire Friend</td>
<td><a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a></td>
<td>08456 0556688</td>
</tr>
</tbody>
</table>

### Financial support

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Centre Plus (New benefits claims)</td>
<td><a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a></td>
<td>0800 0556688</td>
</tr>
<tr>
<td>Student Finance England</td>
<td><a href="http://www.gov.uk/contact-student-finance-england">www.gov.uk/contact-student-finance-england</a></td>
<td>0800 0556688</td>
</tr>
<tr>
<td>National Debt Line</td>
<td><a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a></td>
<td>0800 0556688</td>
</tr>
</tbody>
</table>

### Transport

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Line</td>
<td><a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a></td>
<td>0808 8084000</td>
</tr>
</tbody>
</table>

### Careers and education

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn Direct</td>
<td><a href="http://www.learndirect.co.uk">www.learndirect.co.uk</a></td>
<td>0800 101901</td>
</tr>
<tr>
<td>UCAS</td>
<td><a href="http://www.ucas.com">www.ucas.com</a></td>
<td>0871 4680468</td>
</tr>
<tr>
<td>Apprenticeships</td>
<td><a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></td>
<td>08000 150600</td>
</tr>
<tr>
<td>Job Centre Plus (finding a job)</td>
<td><a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a></td>
<td>0845 606023</td>
</tr>
</tbody>
</table>

### Key to College campuses

<table>
<thead>
<tr>
<th>Code</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>RH</td>
<td>Roundhouse Campus</td>
</tr>
<tr>
<td>HB</td>
<td>Roundhouse Hudson Building</td>
</tr>
<tr>
<td>JB</td>
<td>Roundhouse Johnson Building</td>
</tr>
<tr>
<td>JW</td>
<td>Joseph Wright Campus</td>
</tr>
<tr>
<td>BH</td>
<td>Broomfield Hall Campus</td>
</tr>
<tr>
<td>ILK</td>
<td>Ilkeston Campus</td>
</tr>
</tbody>
</table>
The Derby College Group has high aspirations and our Vision, Mission and Strategic Ambitions outline these.

We consulted extensively to develop our strategy in response to our customers’ expectations, putting you, our learners’, at the heart of everything we do.

We regularly measure our progress and impact and keep our learners informed through our student representatives and learner voice forums.

Our Strategic Ambitions mean we will focus on ensuring you receive an exceptional learning experience, have access to relevant, innovative programmes of study that inspire and will equip you with the skills you need to be successful in life and work.
Welcome to Derby College

Hello. I’m Mandie Stravino and it’s my pleasure to welcome you to Derby College.

Firstly may I take this opportunity to thank you for choosing Derby College to continue your education and to prepare for the next stage of your life.

Derby College is one of the most successful colleges in the UK and you will be at the heart of everything we do: our emphasis is on you – your needs, goals and aspirations.

As a learner at Derby College, you will have opportunities to develop your technical and educational competencies together with the broad range of capabilities and qualities you need to be successful in life and work.

We will ensure you receive a learning experience that is engaging, challenging and interactive. The focus will be on providing you with excellent teaching and ensuring that your learning journey helps you to realise your full potential. We also pay particular attention to providing a culture of inclusion and support.

You will have one of the best teams in the country supporting you. In return, we ask that you enjoy yourself, contribute positively and take full advantage of the opportunities we will provide for you.

I hope you make the most of your time at College and leave us as a well-rounded individual with the skills, qualities and confidence that will help you to achieve your goals in life.

Enjoy your time with us and I’m sure you will be as proud as I am to be part of Derby College. Good luck, work hard and have fun – your exciting future starts here!

Mandie Stravino
Chief Executive
Your Study Programme at Derby College

Derby College will provide you with an excellent learning experience, enabling you to progress successfully to the next stage of your life, be that further or higher education, the world of work or establishing a business start-up.

Derby College is responsible for generating the future talent required by local businesses, ensuring that the local workforce is equipped with the skills, education, attitudes and behaviours that employers require to compete in this challenging economic environment.

During your time at Derby College we want to provide you with the best opportunity to make a successful progression into your chosen career path.

At Derby College we will provide you with a study programme which reflects your prior attainment, education and career goals.

Your Study Programme will include:

- the study of English and maths if you do not hold a GCSE graded A*-C by age 16.
- academic or vocational qualifications
- a strong focus of work experience to enhance your employability skills

We are confident that we can support you by equipping you with the right skills and attitudes to enable your future success and prosperity.
What’s inside...

Your Study Programme

Your Study Programme at Derby College 6 - 7

Advice and Support

A safe place to be 10 - 19
A healthy place to be 20 - 21
Advice and guidance 22 - 37
Financial support 38 - 43
Support for learners in care and care leavers 44 - 45
Getting involved 46 - 49
Derby College Students’ Union 50 - 51
A learner’s guide to Work Experience 52 - 54
Educated and employed 55 - 56

Learner Charter and Code of Conduct

The Learner Charter 58 - 61
Code of Conduct 62
The Derby College Statement on Bullying 63
British Values 64
Prevent 66

Your College

Academic Calendar 2014/15 68
Parents evening dates 69
Campus maps 70 - 73
Open to the public 74 - 78
Derby College’s Eco Code 80

Getting organised

Learner timetable 83
Manage your coursework 84 - 85
College year planner 86 - 89
Notes 90 - 96

Competition

Win an iPad mini 97 - 98
A safe place to be

Derby College is committed to providing a safe environment in which you can develop educationally, socially and emotionally, free from harm.

Membership cards and identification

You are required to wear your College Membership Card (ID card) on College premises at all times. It must be visible unless you are in a practical situation and have been told by a member of staff to take it off.

You may be required to show your card to any member of staff on request and it may be temporarily retained to allow further investigation into incidents in which you are involved directly, or as a witness.

It is important that you are able to listen to instructions from College staff at all times, so please remove headphones when you are entering the College.

People who are on College premises without a valid reason may be asked to leave.

If you lose your card, a fee of £2.50 will be payable for a replacement. There is a charge of £1.00 for a temporary card and 50p for a replacement lanyard. If you return your temporary card after you have finished using it, you will be reimbursed 50p. The remaining 50p will be donated to the Derby College Students’ Union (DCSU) Raise and Give (RAG) Appeal which raises money for Cancer Research UK, Children First Derby and DCSU.

ID cards that are defaced will be retained and you will need to purchase a new one. Defacing your card could also lead to disciplinary action.
**Fire alarms**

Your Personal Coach/tutor will tell you during induction about the fire procedure for your place of study. Make sure that staff know if you need help to get out of the building quickly so that a Personal Emergency Evacuation Plan (PEEP) can be put in place for you.

If the fire alarm sounds continuously, it is essential that you:

- Leave the building immediately by the nearest safe exit
- Don’t stop to collect your belongings and do not use the lifts
- Report to your assembly point
- Do not re-enter the building until told to do so by a member of staff.

If you discover a fire, tell the first member of staff you see and sound the alarm. Leave the building by the nearest safe exit and report to your assembly point.

The consequences of false alarms and setting off fire extinguishers can be very serious and anyone deliberately raising a false alarm or tampering with fire-fighting equipment will be immediately subject to disciplinary procedures. We may refer the matter to the Police and/or seek to recover repair costs for any damage.

**Wearing protective clothing and using safety equipment**

Your tutor will inform you of any health and safety protective clothing or equipment (e.g. boots or eye protection) which should be worn or used in designated areas.

Protective clothing and equipment rules are in place to protect you from harm and you should always follow health and safety instructions from your tutor.

Unless informed otherwise by your tutor, you should always wear and use the protective clothing or equipment provided. If you are having issues with the clothing or equipment, it is your responsibility to inform your tutor.

**First aid or feeling ill**

If you feel ill or have an accident in College, speak to the nearest member of staff. They will contact a first-aider or get you an ambulance if this is necessary. Staff can’t give you any medication but they will be able to provide advice and emergency first aid, including arranging other help if appropriate. If you see anyone appearing to cause harm to themselves or others, please report this to a Personal Coach/tutor immediately.

**Good Spot cards**

Across the College we have provided ‘Good Spot’ cards. You can use these to report any accidents or incidents. You should also inform a member of staff that you have completed the accident triangle, to ensure the area is made safe.
**Equality and Diversity**

We are committed to ensuring that all of you enjoy a learning environment in which your rights as an individual are respected. We will not tolerate any behaviour or activity from learners, staff or visitors that is discriminatory.

The Equality Act 2010 identifies nine ‘protected characteristics’. It is against the law to treat someone less favourably (discriminate) because of their: age, race/ethnicity, disability (physical/mental), sex (gender), gender reassignment, pregnancy/maternity, sexual orientation, religion or beliefs, family responsibilities, socio-economic background or because they are married or in a civil partnership.

The College is fully committed to the ongoing implementation of its Single Equality Scheme and to complying with all equality legislation, with the aim of promoting social interaction and inclusion, celebrating diversity and recognising commonality.

**Action you can take**

Bullying can make you feel terrible. You might think there is nothing we can do to help, but we will always act to protect our learners from bullying, harassment or abuse of any kind.

If you or anyone else is being picked on – or if you become aware of discriminatory behaviour or actions taking place – you are encouraged to report this by contacting either your course tutor or Learner Services.

The matter will be taken seriously and will be investigated. If you do not want to actually speak to anyone, ask at Reception for a complaints form or email: equalityanddiversity@derby-college.ac.uk. The Students’ Union also provides assistance and advice to help you.

**Further information**

Learners are provided with further information about Equality and Diversity within the College and what they can do to make a difference via the Equality and Diversity Guide for Learners.

Copies of relevant policies and procedures such as our Equality and Diversity Policy, Learner Bullying and Harassment Policy, Complaint Policy, Learner Counselling Service Policy, Learner Voice Policy and Gender Reassignment Policy are available on the College’s Intranet.

The latest Equality and Diversity Report, the Single Equality Scheme Action and Improvement Plan, can be viewed on the College’s website.
Further information can also be accessed from the following sources:

- equalityndiversity@derby-college.ac.uk
- www.gayderbyshire.org.uk
- www.gires.org.uk
- www.stonewall.org.uk
- www.equalityhumanrights.com/advice-and-guidance
- www.gendertrust.org.uk
- www.ucu.org.uk/equality
- www.equalities.gov.uk
- www.acas.org.uk

We also have a confidential Bullying Helpline on 01332 387499.

Don’t forget to enter our annual Equality and Diversity Competition
**Crime and vandalism**

The message is: just don’t do it! You will get into trouble!

The College spends a lot of money each year on making sure that you have a safe and clean place in which to learn. You can help us by reporting immediately any littering, vandalism or graffiti that you spot.

If you are caught doing anything illegal, you may be evicted from the College and reported to the Police. We will invoice you for any damage to equipment or property.

**Stop and search**

In order to ensure your safety while in College, we have zero tolerance for any prohibited items that are brought onto our campuses. If there are concerns or if we have reasons to suspect that you are carrying such an item, we have the right to stop and search you. If you are found to have a prohibited item in your possession, we will take appropriate disciplinary action – which might include Police involvement.

**Prohibited items**

The College has a legal right to stop and search any learner who is suspected of carrying a prohibited item. So don’t take the risk!

Prohibited items for which you can be searched are:

- Knives or weapons
- Illegal drugs
- Stolen items
- Alcohol*
- Legal highs*
- Fireworks*
- Pornographic images*
- Any article that a member of staff reasonably suspects has been, or is likely to be, used:
  - to commit an offence
  - to cause personal injury to, or damage to the property of, any person (including the learner).

* A ‘without consent’ search cannot be conducted on a learner who is 18 years of age or older for these items.
Confidentiality

The Data Protection Act 1998

Derby College will collect, store and process your personal data within the terms of the Data Protection Act 1998. This information is held on both paper and computer files and is used to ensure that the College operates efficiently and offers the best educational opportunities for all learners.

Your personal information will, where required, be shared with the Skills Funding Agency and its partners for administration, careers guidance, statistical and research purposes. Your personal information will not be passed to other organisations for marketing or sales purposes.

From time to time you may be approached by the College to take part in surveys which will help us to find out how we are doing and how we can improve in the future. At Derby College our Learner Voice surveys are not anonymous. This is important as it ensures that we can contact you to discuss any individual issues that you may have identified and to try to solve them.

If you have a disability, you will be asked for permission for us to share that information with other appropriate staff. This will allow us to ensure that you can access everything you need at College. You can ask that this information is not shared or that it is restricted to certain people but sometimes we may need to share information for reasons of health and safety, public policy or when there is an emergency.

The College is required to share information with the appropriate authorities if there are Child Protection issues or if potential harm to a vulnerable adult is suspected or reported. If this involves you, you will be kept fully informed about why and how your information is being shared and with whom.

We do talk to parents if a learner is under the age of 18. This may happen if we are worried about you. We will also regularly share information with parents regarding your progress. However, if this causes you any concern, you may discuss this with your Personal Coach or Learner Services.

You should also be aware of your own responsibilities regarding your personal data. You must ensure that you notify the College of any changes to your address or other personal details, and you should take care to keep secure any personal data that you may be carrying in notebooks, diaries or on any mobile devices such as laptops, mobile phones or memory sticks.
**Internet safety**

The Internet is a great tool for talking to your friends, looking up information, buying things and lots of other stuff but it’s a public space and – just like in the physical world – you need to be careful and keep yourself safe.

The College has lots of help and support to teach you what is and isn’t safe online. We have an online support site on Moodle and will be highlighting eSafety as a College theme during the year.

A few top tips to get you started:

- **SET YOUR PRIVACY SETTINGS TO ‘PRIVATE’** so only people you accept as friends can view your profile.

- Only upload photos you’d be happy to show a stranger, your mum or a future employer. **YOU NEVER KNOW WHERE THEY MAY END UP.**

- **THINK ABOUT WHETHER YOU’RE GIVING SOMEONE ‘CLUES’** to finding you before you write stuff on your profile.

- **SAVE any abusive texts, emails or other evidence.**

- **DO NOT RESPOND TO OR CONFRONT AN ONLINE BULLY.** If they get a reaction from you, it may encourage them.

- **TELL AN ADULT YOU TRUST** and they will be able to help make online bullying stop.

If you are worried about anything, please talk to your Personal Coach or one of the College Safeguarding Officers. You can also click on the CEOP REPORT button to get in contact with specialists who can help you. This button is available on many sites, including Moodle.
**Learner conduct and discipline**

We expect and anticipate that you will behave appropriately at all times while at Derby College. This means that both you and the learners around you will get the best from your College experience.

Your time at the College will give you the opportunity to evidence the knowledge, skills and attitudes that are required to be successful in the world of work. Good attendance and behaviour, adherence to our Code of Conduct and respecting fellow staff and learners will demonstrate the key attributes that employers are looking for.

Your behaviour, attendance, attitude and standard of work will always be monitored by your Personal Coach. Anything they find is a cause for concern will be discussed with you and you will be given an opportunity to address it.

However, if these problems persist, you may become involved in the Learner Disciplinary Procedure.

**Learner Disciplinary Procedure**

Here at Derby College we have high expectations of learner behaviour and take misconduct very seriously so please THINK about the impact that your actions may have on yourself and others around you.

Should your behaviour be of concern, then you will be subject to the disciplinary process outlined below. The severity of the behaviour/incident will determine the stage of the disciplinary process that is applied. A serious breach of the Code of Conduct could result in an acceleration of the process outlined below. Copies of the Managing Learner Behaviour and Disciplinary Policy, Procedure and Guidelines are available on Moodle and MyDay.

During any stage of the disciplinary procedure you can talk to and receive advice from your Students’ Union. All the advice and guidance is FREE and independent of the College.

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Cause for concern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 2</td>
<td>Verbal warning</td>
</tr>
<tr>
<td>Stage 3</td>
<td>First written warning</td>
</tr>
<tr>
<td>Stage 4</td>
<td>Final written warning</td>
</tr>
<tr>
<td>Stage 5</td>
<td>Exclusion</td>
</tr>
</tbody>
</table>

Derby College celebrates and rewards good behaviour and attendance and, as part of this, promotes an award for learners who demonstrate positive behaviour.
Keeping you safe

If you think that you have suffered – or are suffering from – any form of abuse (e.g. physical, sexual, emotional, stealing, discrimination, neglect), there are Safeguarding Officers available on all main College campuses to help and support you.

Posters are displayed around the College which will show you who the Safeguarding Officers are on your campus. You can report any concerns that you have to a trusted member of staff and/or Learner Services, who will be able to ensure that you are given the correct support. Alternatively, you can contact the College helpline on: 01332 387 499.

### Safeguarding Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Location</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anita Straffon</td>
<td>Vice Principal</td>
<td>The Roundhouse</td>
<td>01332 387494 ext 3494</td>
</tr>
<tr>
<td>Helen Jefferson</td>
<td>Head of Learner Support Services</td>
<td>Ilkeston Campus</td>
<td>07779 655 435</td>
</tr>
<tr>
<td>Guy Hodgkinson</td>
<td>Team Manager Learner Engagement</td>
<td>The Roundhouse</td>
<td>07740 423 971</td>
</tr>
<tr>
<td>Pam Stanley</td>
<td>Environmental Compliance Manager</td>
<td>Broomfield Hall</td>
<td>07791 781 861 ext 4220</td>
</tr>
</tbody>
</table>
A healthy place to be

Keeping active

Keeping active will improve your health, mood and weight. It is really true that being active helps towards having a healthy mind because it reduces stress and helps you to think more clearly.

You don’t have to be sporty to be active. Use the College gym, go for a walk at lunchtime or try out a new activity. If you and a group of friends want us to organise something for you, ask at Learner Services.

For those who want to burn off excess energy or want to hone their sporting skills, we offer a variety of sporting activities including Sport Development Centres in football, hockey, cricket, basketball and boxing.

We have an all-weather floodlit Astroturf pitch, sports hall and a number of sporting teams and activities for those who play sport for fun as well as those who compete at elite level.

Coping with stress

Lots of things can make you feel stressed: exam pressure, family problems and peer pressure, to name but a few.

Remember that healthy eating and physical activity will all help to reduce stress so think about your diet, take advantage of the College’s healthy food options, and check out our gym and sporting facilities. Details can be found at Learner Services.

You can ask for help in many ways at the College, including contacting the Intervention Support Team or the College Counselling Service.

Drugs and substance misuse

While you are in College, we have one clear rule: if you are suspected of being in possession of – or being under the influence of – ‘substances’, you will be suspended while an investigation is carried out and further action decided upon. This might include Police involvement.
Smoking

The College actively discourages smoking. The Joseph Wright Centre and Ilkeston campus are totally smoke free, while other campuses have dedicated smoking shelters. E-cigarettes are also classed as smoking devices and therefore should only be used in designated smoking areas.

We really would like to encourage you to stop smoking. Derby College Students’ Union has dedicated advisers who can help you start on your journey to becoming smoke free. Please contact your nearest Students’ Union office for any help and advice. Alternatively, you can visit www.dcsu.co.uk for more information.

Food

The College is committed to providing learners, staff and visitors with healthy, fresh options in their choices of meals and snacks. Fresh coffee is available in all our food outlets, along with a choice of fruit juices and a variety of other hot and cold drinks. Hot and cold food is available at lunch times on every campus and, although opening times may vary across campuses, they are well advertised.

Did you know?

- **STILL WATER** is the best selling bottled drink on all campuses.
- **DIET COKE** outsells all other forms of fizzy drink.
- **ZERO RANGE** zero sugar bottled drinks are now available.
- **A HEALTHY EATING OPTION** is available daily.
- **OUR RANGE OF SANDWICHES** such as baguettes and ciabattas are freshly made on site.
- **GRAB ‘N’ GO** cold sweets, boxed salads or fresh fruit are available at every outlet.
- **A SALAD OPTION** is available at every outlet.
- **If you have SPECIAL DIETARY NEEDS**, let us know.

Drinking water is available at all refectories free of charge. If it is not visible on the counter, please ask as it may be stored in a refrigerator, especially during hot weather.

If you are looking to do something special, the Engine Shed Restaurant at the Roundhouse offers an à la carte menu at great prices. Please call in for details or check the College website.

Sexual Health Advice Service

The College offers a Sexual Health Advice Service and one-to-one support if you would like free, confidential advice on any sexual health related matter.

Also available are free condoms, pregnancy testing, contraceptive advice and Chlamydia testing.

Contact: **Amanda Dowell**
Email: amanda.dowell@derby-college.ac.uk
Phone/text: 07968 473548
Advice and guidance

Here to help you - the Learner Journey Teams at Derby College

The Learner Journey Teams will support you through every step of your journey at Derby College, even from before you apply.

They will assist you during enrolment, while you are on your programme of study, and when you are deciding on your next step after College – whether that’s employment, an apprenticeship or further study such as higher education.

The Learner Services Team

The Learner Services Team is here to provide you with the information, advice and guidance you need. The team offers:

• Course information and enrolment
• ID cards
• b_line cards/travel information
• Meal passes
• Learner support referrals
• Financial support
• Referrals to outside agencies: Space, the Youth Service, Derby City Council (health issues) and Derby Emergency Housing.

You will find a Learner Services desk at all of the main campuses or you can ring the main College number and ask for the Learner Services Team at your campus.
**The Intervention Support Team**

The Intervention Support Team is here to help you overcome any problems you might have while you are studying at Derby College. These might include money worries, not settling in at College, getting behind with your work, problems at home or issues with your peers in class or around College.

Sometimes failing to deal with your problems can lead to more serious issues such as unacceptable behaviour in class and poor attendance at College. The Intervention Support Team will work with you to help you overcome any of your problems so that you can get back on track to success.

There is a member of the Intervention Support Team based at each of the main campuses and you can make an appointment to see them. Your tutor/Personal Coach can also refer you if they feel you need some extra support.

To book an appointment with the Intervention Support Team:
Email: interventionsupportteam@derby-college.ac.uk
Phone/text: 07969 909943

---

**The Careers Team**

Our experienced Careers Team is available to help you make a well informed and realistic decision about your career. In addition to providing careers education and guidance while you are on your course, we offer a range of careers advice services to enable you to realise your full career potential including:

- Individual guidance interviews
- Help with finding jobs – CV writing, application letters, interview preparation

- Access to job vacancies
- Assistance with your higher education application
- Lots of information on all progression pathways – jobs, training, apprenticeships, voluntary work, and further and higher education including student finance
- Visits/taster days at local universities or with employers
- Career planning events including the Higher Education Fair, Volunteering Fair and Apprenticeship Information Events
- The chance to attend sessions given by visiting speakers.

---

**National Careers Service**

Here at Derby College we recognise that all learners should have access to impartial advice and guidance.

The National Careers Service @ Derby College is a free service available to our adult learners. It provides information, careers and skills advice that is tailored to meet individual needs.

Help is available online or with a careers adviser – over the phone or face-to-face. Appointments can be made with a National Careers Service Adviser through Learner Services at the College.
Learning with a disability or learning difficulty

In addition to Personal Coaches and Learner Services, Derby College has specialist learning support staff to help you. We encourage individuality so we understand that each individual has different needs to help them fulfil their potential.

Our dedicated team will provide support including:

- In-class and specialist one-to-one tutor support e.g. for dyslexia
- Mobility support
- Communicators for deaf learners
- Personal care
- Software for learners with visual impairment
- Loan of specialist equipment
- Modification of learning materials e.g. handouts in Braille
- Exam access arrangements e.g. readers, scribes, large text and communicators.

Deaf access

Let us know if you need communication support so that we can organise it for you. Tell your tutor/Personal Coach or Learner Services and we will make the necessary arrangements.

Voice: 01332 387490
SMS: 07986 936010
Email: deaf.access@derby-college.ac.uk

Counselling

The College Counselling Service is available for all full-time and part-time learners. We offer you the opportunity to meet with a counsellor in a confidential, non-judgemental setting to discuss any difficulties or personal problems you may face.

Counselling is not about giving and receiving advice. Your counsellor will help you to explore your feelings, enabling you to make your own choices and decisions so that you might begin to feel differently or improve matters for yourself.

There are many reasons why people choose to see a counsellor. It can be a small problem or a serious problem; it can have happened recently or a long time ago. Whatever it is, if it is causing you distress or difficulty, we will listen.

Appointments can be arranged with the College counsellors in several ways:

Email: counselling@derby-college.ac.uk

Phone: Broomfield Hall and Ilkeston: 07799 837 934
Joseph Wright Centre, Roundhouse, Johnson Building, Hudson Building: 07870 160 322
**Local support agencies**

- The SPACE@Connexions (Derby) 01332 643 900
- BASE 51 (Nottingham) www.base51.org.uk 01159 952 5040
- Derbyshire Rape Crisis www.drconline.org.uk 01332 372545
- First Steps Derbyshire (Disordered Eating) www.firststepsderby.co.uk 01332 367571
- LGBT www.gayderbyshire.org.uk 01332 207704
- Safespeak (young person’s counselling service in Derby and Derbyshire) www.safespeak.org.uk call free on 0800 093 5264 or 01332 349301

**National support agencies**

- Childline www.childline.org.uk 0800 1111
- Karma Nirvana (Honour Based Network) www.karmanirvana.org.uk 0800 599 9247
- Bereavement www.crusebereavementcare.org.uk www.rd4u.org.uk (Cruse for young people)
- Samaritans www.samaritans.org/derby 08457 90 90 90
- Bullying www.beatbullying.org
- Depression www.studentdepression.org.uk
- Drugs/alcohol www.addaction.org.uk www.talktofrank.com
- Disordered eating www.b-eat.co.uk
- Mental health www.mind.org.uk
- Self harm www.harmless.org.uk
- Sexual health www.ruthinking.co.uk
- Young people www.youth2youth.co.uk
- Female genital mutilation email: fgmhelp@nspcc.org.uk 0800 0283550
**Your Personal Coach**

Your Personal Coach will play a vital role in helping you to make the most of your time in College. They will help you to develop your personal and employability skills and make sure you are getting any support you need. They will:

- Introduce you to the College and the other learners on your course, show you where things are and explain how everything works.
- Help you to identify and access any support you may need.
- Help you to develop an Individual Learning Plan and set personal development and employability targets.
- Liaise with your parents/carers/sponsors if you are under 18 where necessary.
- Maintain contact with you and make sure that you receive all essential information.
- Carry out a one-to-one Progress Review meeting. This will help you to reflect on the progress you have made towards your targets; highlight any issues that might be preventing you from fully engaging with your course; help you to take action to address these; and challenge and support you to achieve your full potential.
- Help you to plan your next steps when your current course comes to an end and help to prepare you for the world of work.
- Deliver the Coaching for Success programme.

**Coaching for Success programme**

Your Personal Coach will deliver the monthly, Coaching for Success session which is designed to complement your course by:

- Helping you to develop your personal effectiveness and employability skills.
- Providing you with information, advice and guidance that supports your achievement at College and in the workplace.
- Giving you time to reflect on your progress and update your Individual Learning Plan.
- Involving you in College life, keeping you up to date with what’s on offer and making sure your views are taken into consideration.
- Helping you to plan your progression beyond your current course.

**Progress monitoring**

Your progress on your course will be monitored by your teachers and your Personal Coach as part of your Individual Learning Plan. They will set you targets to help you to achieve your highest potential and will provide you with feedback and support to achieve these.

However, they will also address issues to do with lack of progress. If you are late handing in your work, this will be taken up by your teachers and Personal Coach and could be dealt with through the disciplinary procedure. If you hand in work which is clearly incomplete and handed in just to meet a deadline, this will be regarded as a non-submission and the normal disciplinary procedures will be applied.
Attendance

As part of your Learner Agreement at Derby College, you are expected to:

- Achieve 100% attendance for all lessons, including your Coaching for Success sessions and English/Maths/Functional Skills lessons.

- Arrive punctually at all classes for which you have enrolled.

- Take part in any additional activities as necessary, such as work experience, enrichment events and sitting appropriate examinations.

Good attendance is vital to your progress and success on your course – there is a direct relationship between attendance and success. Put simply, learners who have high attendance achieve higher grades. Good attendance and punctuality are also important employability skills – future employers may request information about both when they ask for references. Finally, it is also an important factor in securing bursaries and financial support, as a minimum attendance is required.

For all of these reasons it is vital to achieve full attendance. However, sometimes learners experience difficulties that may affect their attendance or punctuality. It is important that – if you are struggling in any way – you raise this with your Personal Coach as soon as possible. They will be able to discuss the issues with you, arrange any appropriate support and help you to produce an action plan to get you back on track. Your Personal Coach will also monitor your attendance on a weekly basis and will contact you if they are concerned that your attendance levels are falling to minimum levels.

Sometimes things may happen which are unavoidable and which might affect your attendance. If you are unable to attend classes due to sickness or because you have a doctor’s/hospital appointment, you should notify the College as soon as possible by telephoning our dedicated Absence Line on 01332 387458.

Regular absence from classes or absence for unacceptable reasons will be subject to College disciplinary measures. We will assume that learners who are absent from all classes continually for more than four weeks – without giving a satisfactory reason – have withdrawn from College.
Libraries

Library services are available at:

- Broomfield Hall
- Ilkeston
- The Joseph Wright Centre
- The Roundhouse

Opening times

All opening times are displayed locally and on the Library Moodle page.

We also run a limited library service out of term time. The details will be displayed locally and on the Library Moodle page.

Contact details:

- Broomfield Hall: 0300 123 7890 ext 6606
- Ilkeston: 0300 123 7890 ext 7063
- Joseph Wright Centre: 0300 123 7890 ext 4704
- The Roundhouse: 0300 123 7890 ext 4838
- Email: learningresources@derby-college.ac.uk

How do I join the Library?

All Derby College learners are automatically enrolled in the Library. Your College ID card is also your Library card. Make sure you have it with you whenever you are on campus.

How do I borrow books?

To borrow a book, just take it along with your College ID card to the main desk and ask to borrow the book.

You can borrow up to eight standard loan books and as many text books as you need. You will find the label inside the front page of each book.

Standard loan books are issued for up to four weeks.

Text books are issued until the first Friday of the following term.

You can also renew books, but make sure you do so before the due date or you will be fined.

All information on borrowing books is displayed on the Library Moodle page.

Can’t find the book you need?

Don’t worry, we have many sites so there is a good chance the book you need is there. We can check for you and then have it sent to any site you like. We can also request books from other local libraries (including the University of Derby) and from the British Library.

Resources available

- Books: fiction and non-fiction
- E-books
- Text books
- Newspapers: local and national
- Magazines
- Reference materials
- Information leaflets
- Careers information

Facilities available

- Computers with Internet access
- Study facilities
- Printing and photocopying
**Printing and photocopying**

To print your work or photocopy documents on our Multi-Functional Devices (MFDs), you will need to use your College ID card. As a learner you have a printing/photocopying allowance which is currently £2.00 per term. If you run out of credit, you can top up your card at the library counter. Printing costs are 1p per sheet for black and white printing or 10p per sheet for colour.

There are videos on the Library Moodle pages that show you how to use the MFDs.

**Any other services?**

We include Library inductions on the Library Moodle page so be sure to have a look. If there is anything you need, please feel free to ask and we will always do our best to help.

**Online learning**

Moodle is a system that allows lecturers to give you online access to the course information that they have made available for you. This information could include course materials such as hand-outs and presentations, but could also feature quizzes, assignments, forums and much more.

Other College departments, such as Learner Services, the Intervention Support Team, the Careers Team and the Library also use Moodle to make information available to learners.

Moodle is accessible 24/7 via the MyDay learner portal and the College website.
Travelling to College

By bus
Some learners travel long distances to the College and we know that it can be quite expensive. We will help you get the best deals from the local bus companies. Bus timetables are also available from Reception at all campuses.

If you spend a lot of money on travel and you can’t really afford it, you might be able to get help from the Discretionary Bursary Fund. Please contact Learner Services for information.

Learners travelling to the Roundhouse, Johnson Building and Hudson Building can access Pride Park via the train station only if they obtain a ‘bridge pass’ from Learner Services at the Roundhouse. A £5 deposit is required which is refunded at the end of the academic year.

Driving and parking of cars
Due to the reduced size of the city based campuses, there is no car parking for learners during the day unless you are a disabled badge holder.

If you are a disabled badge holder, you will need to apply for a College permit from Learner Services at your campus. Evening class learners can park after 17.00 free of charge at The Roundhouse, Johnson Building and Hudson Building but parking may be limited when evening events are taking place.

If you wish to park your car at Broomfield Hall campus, please contact Reception in the main hall for a learner parking permit.

All of our other campuses have affordable public car parks a few minutes’ walk away. Sharing your journey to College with your friends will help you to split the costs associated with driving a car to help you save money.
**Bicycles and motorcycles**
All main College campuses have designated motorcycle and cycle parking. There is limited motorcycle and moped parking – and a permit is required.

We have provided loops to which you can secure your vehicle but you must bring your own lock. Please do not leave any cycle or motorcycle at College without a sturdy lock.

**Please note**
Any vehicles on College premises are parked entirely at the owner’s risk. The College cannot accept any responsibility for damage or theft.

**Take care**
You are expected to abide by the Highway Code when driving in the locality of the College campuses in order to ensure the safety of pedestrians and other road users.

Any car, motorcycle or bicycle brought onto College premises must be driven/ ridden with great care and consideration for the safety of others. On the main driveways the speed limit is 10mph and in certain designated areas the limit is reduced to 5mph. These limits refer to maximum speeds and drivers are advised to drive more slowly over speed bumps to avoid damage to their vehicles.

Any vehicle on our premises which contravenes the above requirements may be banned from the College grounds. The driver or owner may also be subject to College disciplinary procedures.

Please be respectful to businesses around the College when travelling to, from and between campuses and keep to any designated routes. The Roundhouse, Johnson and Hudson Buildings share Pride Park with various other business premises. Please refrain from parking on the many roads and car parks which are private property as you risk receiving a costly penalty notice and could be subject to College disciplinary procedures.

Also note that there are a lot of pedestrians in the vicinity of these buildings, particularly around the railway station, so please drive carefully.
Your personal responsibilities

Breakages and damages
All breakages or damage to College buildings, equipment or furniture must be reported to the lecturer in charge of the class, or at other times to any member of staff.

Learners will be held responsible for – and will be required to make good – any damage they may cause due to negligence or a wilful act. Deliberate damage to College property may result in learners being subject to College disciplinary procedures.

Lost property
The College cannot accept responsibility for personal property which is stolen, lost or damaged on College premises. However, every assistance will be given in tracing lost articles.

For items lost or found, please report to:
- Reception - The Joseph Wright Centre
- Reception - The Roundhouse and Johnson Building
- Reception - Ilkeston
- Security in the Main Hall (next to the Dining Hall) at Broomfield Hall

Please note: due to a lack of storage space, we are only able to store lost property for a limited time. Items will be disposed of after this time.
Anti-social behaviour

Anti-social behaviour within the College community will not be tolerated and will result in appropriate disciplinary action.

Examples of anti-social behaviour which will be subject to serious disciplinary action include:

- foul language
- violence
- bullying
- theft
- vandalism
- racial and sexual harassment
- spitting in a public place.

This list is not exhaustive.

Gambling

Any form of gambling on College premises is prohibited.

Mobile phones/MP3 players/iPods

Mobile phones, MP3 players and iPods must be switched off in all teaching and learning environments unless you are instructed by your teacher to use your device to support your learning experience.

Where mobile phones with image capture facilities are being used, learners must make themselves aware of – and abide by – the laws pertaining to privacy, data protection and the transmission of inappropriate data or materials. Illegal or inappropriate use may result in Police involvement and/or College disciplinary action.

Learners are encouraged to report anti-social behaviour which occurs within the College community to security staff or Learner Services. Such behaviour is always taken seriously by the College.

The College has an additional policy and procedure for dealing specifically with bullying and harassment. For details, see the link on Moodle and MyDay.
Using the College computers

In order to use our computers you need to have fully enrolled with the College.

• Your username will be your student number.

• Your password will be your date of birth e.g. 31121994 but you will change this when you first log on.

Logging on for the first time

Before you can start using the College PCs, you have to set up your account. You do this by going to any College PC or laptop and typing in:

• studentxxxxxx in the username box where xxxxxx is your student number (e.g. something like 567765)

• your date of birth in the password box. This needs to be in the format ddmmyyyy (e.g. 01021998)

Once you have done this, you will immediately be prompted to change your password. When you have changed your password, this will be the one you use on all College PCs, laptops and systems.

You may see different types of log-in screens depending on what type of computer or laptop you are using, but you will use the same username and password for all.

You can also borrow iPads from some libraries. You do not need to log in to these.

What if I can’t get into my account or forget my password?

If you have any problems, you should inform the Library staff. They can reset passwords for you and – if there is a technical problem with your account – they will talk to the network administrators.

What am I allowed to do on College computers?

Whenever you are logged into a College PC, you have to agree to the Acceptable User Policy. The main points of this policy are summarised here:

• Your use of the Internet and email should mostly be for College work and excessive leisure or private use can lead to disciplinary action.

• You are not permitted to download software, games or music.

• Using the Internet to annoy, harass or intimidate others can lead to disciplinary action.

• Your use of email and the Internet should not be assumed to be private as it can be monitored electronically by College staff.
Email and file storage
You will be provided with an email address and access to Microsoft Office products like Word and Excel as well as a cloud-based storage area for your work which is called SkyDrive. You can access all of this from College or home whenever you need to.

Where can I use computers?
There are Open Learning Zones based in the Library areas on all campuses. From here you can access PCs, laptops and tablet devices during Library opening hours. There will always be someone available to help you if you get stuck.

MyDay
Access to all your electronic resources is through the learner portal which is called MyDay. MyDay will be the first thing that you see when you click on Internet Explorer on College PCs and laptops. You can also access it from your mobile phone or tablet device. Details of how to do this are available in the Libraries and will be posted on Moodle.

Wi-Fi and mobile usage
You will be able to register your own devices on the College’s wireless network and gain access to some internal services and the Internet. This service is filtered and monitored for security reasons and currently doesn’t allow access to Facebook. However, it could represent a significant saving on your data usage on mobile data networks.

ProPortal
ProPortal is a website that you will use to view your attendance and progress reviews and to develop your Individual Learning Plan. It is also where your tutor will store your assignment grades.

You can access ProPortal from inside and outside College, either from the home page of Moodle, or through the MyDay learner portal.
Complaints procedure

If things go wrong while you are at Derby College, we will endeavour to:

- Provide the necessary information concerning complaints and appeals procedures, and learner disciplinary procedures.
- Respond promptly and appropriately to a complaint.
- Deal promptly and fairly with any appeals made against assessment grades.

If you feel dissatisfied with any aspects of the service you receive at Derby College, please do not hesitate to raise the issue straight away.

Most issues and concerns can usually be resolved immediately by talking directly to the person or people involved, your Personal Coach, your tutor, Learner Services or the Intervention Support Team.

However, if you feel you have done this and still feel dissatisfied, you may wish to make a formal complaint using the Complaint Procedure, which is available from Learner Services and the Students’ Union. The procedure can be found on Moodle, MyDay and the Derby College website.
**Academic misconduct**

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any learner.

Learners who commit any of these offences will be subject to the College disciplinary procedure and face a range of sanctions from reduction of marks and/or grades to permanent exclusion.

Plagiarism is the presentation of someone else’s work, words, images, ideas, opinions or discoveries, whether published or not, as one’s own. Alternatively it involves appropriating the artwork, images or computer-generated work of others, without properly acknowledging the source, with or without their permission.

Examples of plagiarism would include:

- Directly copying from written physical, pictorial or written materials, without crediting the source.
- Paraphrasing someone else’s work, without crediting the source.

Examples of other forms of academic misconduct are:

- Getting someone else to produce part or all of the work submitted.
- Colluding with one or more learners to produce a piece of work and submitting it individually as one’s own.
- Copying the work of another learner, with or without their permission.
- Knowingly allowing another learner to copy one’s own work.
- Resubmitting one’s own previously graded work.
- Using forbidden notes or books in producing assigned work or tests.
- Fabrication of results (including experiments, research, interviews, observations).

These examples are not exhaustive.

Further information and guidance on academic misconduct is available to staff and learners in the document ‘Guidelines for Academic Misconduct’. The College Academic Misconduct Policy can be found on Moodle and MyDay.
Financial support

Fees

There are no tuition fees for full-time learners aged 16 to 18 who are resident or normally resident in the EEC. Adult full-time learners will be charged a fee unless they fit one of the following remission categories:

- Undertaking an accredited Basic Skills programme in literacy, numeracy or ESOL
- In receipt of a means tested benefit e.g. Job Seeker’s Allowance
- Undertaking a first full Level 2 or 3 qualification.

For further information consult the College prospectus, check our website or contact Learner Services.

Financial support for learners aged 16-18

Derby College is committed to supporting learners to overcome any financial barriers to participating in education.

We have used our allocation of support funds for learners aged 16-18 to provide two bursaries that will help with the costs associated with studying: the Guarantee Bursary and the Discretionary Bursary.

These bursaries are available to learners aged 16-18 who are enrolled on further education courses, either full-time or part-time, and who meet the required eligibility criteria.

If you are eligible, you can receive financial support to help pay towards course related costs such as equipment, trips, travel and meals. The College will, wherever possible, make these payments on your behalf.

Gettting a part-time job

The Derby College Careers Team can provide advice on local part-time employment and training opportunities. For further details please contact the Careers Team at The Roundhouse on 0800 028 0289 ext 4806 or contact your local Learner Services who will book you an appointment with one of our advisers.

Find out if you’re eligible

To find out if you’re entitled to receive one of our bursaries, please read the criteria featured on these pages. You will need to be at least 16 but under 19 years old on 31 August 2015 and intending to enrol on either a full-time or part-time further education course at Derby College. The bursaries are not available for apprenticeship courses, higher education courses or full-cost courses.
Guarantee Bursary: £1,200 a year

This funding is available for the following groups of learners:

- Young people in care
- Care leavers
- Learners in receipt of Income Support or Universal Credit
- Disabled learners in receipt of Employment Support Allowance who are also in receipt of a Disability Living Allowance.

You should also have been resident in England, Scotland, Wales or Northern Ireland for the last three years (other rules may apply).

The full Guarantee Bursary payment is based on your course lasting 39 weeks in the academic year 2015/16. For example:

- If your course lasts less than 39 weeks, the maximum you may be entitled to will be 1/39th of £1,200 (£30.76) for each week your course lasts.
- If your course lasts 25 weeks, your bursary will be a maximum of £30.76 x 25, which amounts to £769.

Wherever possible, funding will be paid directly to a provider for College related costs, such as for meals, travel and equipment, and you will receive the remaining funding.
**Discretionary Bursary**

This funding is available to the following groups of learners. It is, however, limited and is not an entitlement.

- Dependant of someone on Income Support or Universal Credit
- Dependant of someone on Income based Jobseeker’s Allowance or Employment and Support Allowance
- Dependant of someone claiming the Guarantee element of State Pension Credit
- Dependant of someone with a household income of less than £20,000
- Those who can demonstrate that they are facing financial hardship.

You should have been resident in England, Scotland, Wales or Northern Ireland for the last three years (other rules may apply).

If you’re unsure whether you are eligible for financial support, please contact the Learner Support Fund Team on 0300 123 7890 exts: 4057/4857/4827/6658/4861 or by email at learnersupportfund@derby-college.ac.uk

**Key information**

- The Guarantee Bursary is not given out on a first-come first-served basis. If you are eligible, you will receive it.
- As long as you still meet the eligibility criteria, you will receive support for the duration of your course.
- Bursaries must be used to help pay for course related costs, such as equipment, trips and travel. With the Guarantee Bursary, any remaining monies after deduction of course related costs will be paid to you monthly in equal instalments.
- Each application is considered individually and assessed against the eligibility criteria. Should you wish to appeal against a decision made not to support your application, you can appeal in writing to the Vice Principal Learner Journey, Derby College, Roundhouse Road, Pride Park, Derby, DE24 8JE.
- There are robust measures in place to actively manage the risk of fraud. Original documentation will be required as proof when you are applying for a bursary.
- The College reserves the right to withhold bursary payments if you withdraw early from your course, whatever the reason.
- You are required to meet specific levels of attendance (100%) and behaviour. Support will be withdrawn if you do not meet the criteria.
- Where a bursary award is to be paid into a bank account, this must be your bank account. This is to ensure that there is no conflict with the benefit agencies. This is a national Learner Support Fund rule.

**What’s next?**

If you’re looking to start a full-time or part-time further education course with us from September and think that you may be eligible for one of the bursaries, please download our application form from our website: www.derby-college.ac.uk
Bring the completed form with you to enrolment, along with current proof of income. Alternatively, you can visit the Financial Support Desk at enrolment, call in to Learner Services, or attend the Learner Support Fund drop-in session for your campus.

If you are aged 16-19 when you commence your course and require childcare funding, please contact Learner Services as you will be able to apply to Care to Learn for your childcare support.

Financial support for learners aged 19+

Derby College has a Learner Support Fund which will help with the costs associated with studying.

The Learner Support Fund is available to learners aged 19+ who are enrolled on full-time or part-time further education courses and who meet the required eligibility criteria. Funding is not available for learners on apprenticeship, higher education or full-cost courses. Other funding rules may also apply.

If you are eligible, you can receive financial support to help pay towards course related costs such as equipment, trips, travel, childcare and essential books. The College will, wherever possible, make these payments on your behalf.
The Learner Support Fund for 19+ learners is finite and is not an entitlement. Learners who are eligible for support are not automatically entitled to it. Priority will be given to learners who are on low income or means-tested benefits. Eligibility may also apply to learners who:

- Receive Income Support or Universal Credit
- Receive Income-based Jobseeker’s Allowance or Employment and Support Allowance
- Receive the Guarantee element of State Pension Credit
- Have a household income of less than £20,000
- Can demonstrate that they are facing financial hardship.

To be eligible, learners should also have been resident in England, Scotland, Wales or Northern Ireland for the last three years (other rules may apply).

If you’re unsure whether you are eligible for financial support, please contact the Learner Support Fund Team on: 0300 123 7890 exts 4057/4857/4827/6658/4861 or by email at learnersupportfund@derby-college.ac.uk

Key information
- The Learner Support Fund is awarded on a first-come first-served basis.
- Funding must be used to help pay for course related costs, such as equipment, trips, childcare, books and travel.
- Each application is considered individually and assessed against the eligibility criteria. Should you wish to appeal against a decision made not to support your application, you can appeal in writing to the Vice Principal Learner Journey, Derby College, Roundhouse Road, Pride Park, Derby, DE24 8JE.
- There are robust measures in place to actively manage the risk of fraud. Original documentation will be required as proof when applying for funding support.
- The College reserves the right to withhold payments if you withdraw early from your course, whatever the reason.
- Learners are required to meet specific levels of attendance (100%) and behaviour. Support will be withdrawn if you do not meet the criteria.
- Where an award is to be paid into a bank account, this must be your bank account. This is to ensure that there is no conflict with the benefit agencies. This is a national Learner Support Fund rule.

24+ Advanced Learning Loan Bursary

If you are aged 24+ and will be on a Level 3 or 4 course that qualifies for a 24+ Advanced Learning Loan, you can apply for bursary funding for help with some College related expenses. You will need to meet the required eligibility criteria and to have applied for a loan.

The Derby College income criteria is that you should:

- Be in receipt of Income Support or Universal Credit
- Be in receipt of Income-based Jobseeker’s Allowance or Employment and Support Allowance
• Be in receipt of the Guarantee element of State Pension Credit
• Have a household income of less than £20,000
• Can demonstrate that you are facing financial hardship.

If you are eligible, you can receive financial support to help pay towards course related costs such as travel and childcare. This funding is limited and is not an entitlement.

What’s next?
If you require childcare funding support, you will need to contact Learner Services as soon as possible, as childcare funding application forms are released during early July, prior to the start of the academic year.

If you are under 20 when you commence your course and require childcare funding, please contact Learner Services, as you will be able to apply to Care to Learn for your childcare support.

If you’re looking to start a full-time or part-time further education course with us from September 2015 and think that you may be eligible for Learner Support Fund assistance, please download our application form from our website: www.derby-college.ac.uk

Bring the completed form with you to enrolment along with current proof of income. Alternatively, you can see the Financial Support Desk at enrolment, call in to Learner Services, or attend the Learner Support Fund drop-in session for your campus.

Free College Meals
Who is eligible for Free College Meals?
From September 2015, the College will be able to offer free meals to learners who fulfil the following criteria:

• Aged 16 -18 years on 31 August

OR

• Aged 19-25 years, subject to a Learning Difficulty Assessment (LDA) or Education Health Care Plan (EHC Plan) and meeting the Education Funding Agency course and residency requirements.

The learner or their parent/carer must be in receipt of one of the following benefits:

• Income support
• JSA (Job Seeker’s Allowance – income based)
• ESA (Employment Support Allowance - income based)
• Support under part VI of the Immigration and Asylum Act 1999
• The Guarantee element of State Pension Credit
• Child Tax Credit (but not WTC) and have an annual income of no more than £16,190
• Universal Credit
• Working Tax Credit run-on
Support for learners in care and care leavers

If you are a care leaver or living in care, Derby College offers lots of support to help you complete your studies.

What’s on offer?

It’s easy to get overwhelmed when you are starting a new course and we have a team of dedicated staff across the College to help you settle in and succeed. We can offer advice and guidance on:

- Financial support
- Pastoral care
- Mental health and counselling
- Additional learning support
- Careers and progression

While you’re studying with us

Once you start your course at Derby College, you can access a range of support services:

The Learner Support Fund team
They can help you apply for financial support at enrolment or when you start your course. If you’re aged 16-18 years on 31st August 2015, you can apply for financial support from the Learner Bursary Fund. The Guarantee Bursary supports learners in care and care leavers and can help towards College travel, food and equipment costs. If you’re aged 19 years or over, you can apply to the Learner Support Fund for help with tuition fees, travel and equipment. You can pick up an application form from Learner Services or download one online.

To make your travel costs as cheap as possible, our top tip would be to make sure you get a discount card, such as b_line or Mango. To find out more about local bus services and College shuttle buses, please visit the Derby College website or speak to your local bus company.

To get in touch with the Learner Support Fund team, contact Heather Shaw on 01332 387400 ext 4827 or email: heather.shaw@derby-college.ac.uk

The Intervention Support Team
They are on hand to help you overcome any problems you might experience while you are at Derby College. The team can give you specialist support on a range of personal, academic and mental health issues. Don’t forget to let your Key Worker know about your plans to start a course. They will help you get organised.
If you feel you need someone to talk to, contact a member of the team on:
0115 8492016,
email: interventionsupportteam@derby-college.ac.uk or call
Emma Elliot, Mental Health Mentor, on
0777 2817726

You can also access the College Counselling Service. Gain support and information by calling
07870 160 322/07799 837 934 or visit
www.derby-college.ac.uk

Your future

You will be offered an appointment with a trained Careers Adviser to plan your next step. You might want to discuss progression to the next course level, to explore university options or to consider employment opportunities. You can access careers information at the College Libraries or through the Career Planning site – ‘My Career’ – on Moodle.

Contact the team at
careers@derby-college.ac.uk

Thinking about university?

The Careers Team can give you advice and practical support to help you apply for university. You can access one-to-one support throughout the UCAS process – from guidance on finance to writing your personal statement.

You may be entitled to a Care Leaver Bursary from your local authority. Speak to our After Care Worker for guidance.

You can also apply for a student loan for your tuition and living costs. For information on loans and maintenance grants visit:
www.direct.gov.uk/studentfinance

Many universities offer non-repayable financial support packages which can be awarded to help with the costs of higher education. When you’re looking at courses, contact the university directly to find out what is available.
Getting involved

Learner Voice: your College, your voice

Derby College is your College. We actively encourage learners to participate in the running of the College by attending various forums and providing us with ideas and constructive feedback.

There are various ways you can get involved and tell us what you think, what you want and what we do well. Learners shape the College through their ideas and there are many ways to contribute to College life. You can represent your subject area or become a Student Ambassador.

Our Learner Voice Champion will co-ordinate events and activities throughout the year to ensure your voice is heard, listened to and acted upon.

Student Ambassadors

Would you be interested in becoming a Student Ambassador?

This role is very exciting – offering you the opportunity to volunteer during Information and Parents Evenings, providing tours of the campus and meeting new learners and their parents/carers to help them through the admissions and enrolment process.

It’s a role which will look fantastic on your CV or UCAS application when you have completed your course with us.

If you are interested, please email your Learner Voice Champion.

Anna Davey
Learner Voice Champion
Call: 0800 028 0289 ext 4109
Email: learnervoice@derby-college.ac.uk
Text: 07989 958485
Student Representatives

What is a Student Rep?
This is one of the most important and fulfilling positions that you can undertake.

Student Reps are selected from each tutor group to help provide the group with a voice at various levels within the College – an opportunity to affect decisions made about your education.

During the year as a Student Rep you will be invited to help make decisions about your course(s) – and the College as a whole – which could make a positive difference to your own learning experiences and those of your friends.

As you progress in the role, you will develop an effective working relationship not only with your teaching staff but also with various members of the estates teams, course directors and even College management.

Student Reps are offered training sessions throughout the year on how to be effective in the role and also to develop interpersonal skills. The added bonus is that you will enhance your abilities in areas that impress prospective employers – such as problem solving, communication, negotiation skills and working with others.

What does the role involve?
As a Student Rep you would be expected to:

- Gather comments and suggestions within your group and refer these to Derby College Students’ Union (DCSU) and College staff.
- Liaise with other Student Reps on your course and in your course area.
- Work with the Students’ Union and College Staff.

How much time does it involve?
Communication is the key to success so you would be expected to attend:

- A full-day Student Rep training session in October
- Monthly campus Student Rep meetings
- Targeted Focus Groups
- Stay in regular contact with DCSU.

I want to be a Student Rep – what now?
At the start of the academic year (September/October), each tutor group will be expected to elect two Student Representatives.

You can ‘nominate’ yourself or volunteer to be your group’s Student Rep. If you are successfully elected/selected, you MUST complete a contact form to enable the Students’ Union to contact you throughout the year.

The Students’ Union will let you know about upcoming meetings, campaigns, improvements to the College influenced by Student Reps, and events that may interest you and your fellow classmates.

The Students’ Union will also provide support, guidance, advice and additional training to ensure you can fulfil your potential as a great Student Rep. There’s even the chance to become one of the winners of the ‘Student Rep of the Year’ awards!

Find out more
If you would like to know more about being a Student Rep, don’t hesitate to contact the Students’ Union on 01332 387488 or via email: president@dcsu.co.uk

Alternatively, simply visit www.dcsu.co.uk or the Students’ Union Moodle group.
**Enrichment**

**Mentoring, volunteering and charity work**

Enrichment is a core part of your time at College, enabling you to enhance your learning and, of course, have fun.

You’ll have the opportunity to get fit, learn a skill or gain additional qualifications. There is plenty to choose from – just look out for updates on your Moodle homepage and MyDay announcements.

Learners at Derby College are great at helping one another and other people. There are lots of opportunities to get involved in volunteering and charity work so that you really make a difference in the wider community. You will receive training to develop your skills and confidence. You’ll also have many exciting and useful experiences to include on your CV and in job and university applications.

**An international outlook**

In just one example of supporting good causes, a group of 60 Sport, Public Services and Art and Design learners visited the Rift Valley area of Kenya for 12 days. They worked in four local schools as teaching assistants and sports coaches. They also helped to complete much-needed building projects ranging from painting classrooms to building a chicken farm which will provide food and income for one of the schools. In addition, the group collected sports equipment and clothing which they distributed to school children there.

In order to fund their trip, the learners organised a series of fundraising events, including a sponsored row at Asda supermarket. Money raised was also used to buy materials for the building projects.

**DCSU making a difference**

Derby College Students’ Union (DCSU) also provides a wide range of enrichment activities ranging from CV writing to First Aid courses. For the more fun side of College life, it runs trips and excursions such as visits to Alton Towers and paintballing experiences.

Sign up as a ‘Union Volunteer’ and you will also enjoy plenty of volunteering opportunities covering everything from organising charity work and entertainment to helping update the DCSU website and running welfare events.

The major volunteering effort on the DCSU calendar is the RAG (Raise and Give) Appeal for charity. Throughout the year, the Students’ Union raises all-important funds for Cancer Research, Children First Derby and DCSU: last year its efforts brought in over £4,000.

If you would like to help by offering some of your free time to events on and off campus, sign up to be a ‘CouRAGeous Volunteer’. You will get involved in activities such as sponsored events, fun days, challenges and bag packing at supermarkets.

For further information, please do not hesitate to contact the Students’ Union.
**Physical activity, team sports and fitness**

Derby College is committed to supporting learners who want to combine sport with their chosen curriculum course – and especially those who want to advance their personal sporting achievement.

You can get involved in:

- Football (men, women and disabled)
- Basketball
- Boccia
- Boxing
- Dance
- Indoor rowing
- Golf
- Cricket
- Hockey
- Netball
- Badminton

To find out more, just contact the Sports lecturers on **0800 028 0289 ext 4101**.

We’re proud that our Fitness Centre has Inclusive Fitness Initiative (IFI) status, which means that it meets the needs of people with a range of disabilities including visual impairments, physical and learning disabilities and those in rehabilitation programmes. This makes exercise more accessible and allows disabled and non-disabled people to work out together.

Derby College is an active member of British Colleges Sport (BCS) and is involved in numerous regional and national competitions in sports ranging from badminton to volleyball.

The chance to take part in various competitions is open to you, whether it be in recreational teams or in teams competing at performance level, for which you will need to make a stronger commitment, including travelling.

The College also has an Elite Athletes policy and is keen to support athletes who need to balance training and competition with their studies.
Our main purpose is to represent ALL students. DCSU is independent from the College and is democratically controlled by students, ensuring an effective and open representation structure.

The Student Rep system is also run by the Students’ Union to ensure that students are given the best information and guidance possible on how to represent their peers. Student Reps are elected from each group of students in September/October and are then offered training by the Students’ Union on how to be an effective representative.

YOUR input to this is crucial!

Student discounts

Save hundreds of £££s and become a proper student! Your NUS extra Card is only £12 and it puts exciting student discounts and offers within your grasp.

The NUS extra Card is supplied by the National Union of Students (NUS) and is exclusive to students. There are thousands of exclusive discounts available to NUS extra Card holders throughout the UK. Here’s just a small selection:*  

Spotify - 50% off  
Amazon - up to 10% off  
Superdrug - 10% off  
Pizza Hut - 20% off  
Pizza Express - up to 40% off  
ASOS.com - 10% off  
CrossCountry Trains - 10% off  
New Look - 10% off  
Oasis - 15% off  
Odeon Cinemas - 25% off the student price  
Ticketmaster - various offers  
La Senza - 10% off  
Co-operative Food - 10%  
Legoland Windsor - 40% off

*These offers were correct at the time of printing and only available at participating stores.

Find out more about the NUS extra Card: www.nus.org.uk

The Student Advice Centre (SAC)

The centre can help and support you with many issues – academic, housing and sexual health, including free condoms and Chlamydia testing.

We can also support you with any disciplinary matter.

Please contact us on 07519 831560 or at welfare@dcsu.co.uk
Entertainment, clubs, societies and enrichment

We are here to make your time at College as enjoyable and interesting as possible – whether it’s live music, trips abroad, visits to Alton Towers or much more!

We can also help you set up clubs and societies so that you can take your interests further. Our enrichment programme runs all year and covers activities such as First Aid and safe driving tips.

Just tell us what you want – we’ll try to organise it!

Volunteering

Get involved in all aspects of the Union – as an event helper, student ambassador, magazine writer, website co-ordinator or charity fundraiser. The experience could change your life. Sign up for Union Volunteer (UV) opportunities now.

Contact DCSU

- Telephone: 01332 387488
- Internal ext: 3488
- Email: enquiries@dcsu.co.uk
- Website: www.dcsu.co.uk
- Facebook: www.facebook.com/derbycollegeSU
A learner’s guide to Work Experience

Preparing for Work Experience
To ensure your Work Experience is suitable and relevant to meet your career aspirations, you are encouraged to find and secure your own Work Experience setting. However, certain areas may require the Employment Liaison Officers (ELOs) to contact them on your behalf.

Make sure you have visited the Moodle ‘Work Experience’ page to:

• Complete and hand in your Learner Consent Form
• Complete and submit a Placement Request Form.

You will need to know:

• The correct Work Experience provider contact details, including their address and telephone number
• Transport information such as bus timetables
• The appropriate clothing you need, including any Personal Protective Equipment (PPE) if required
• If you need money or packed lunch for your breaks where applicable.

Health and Safety assessments have to be completed for all Work Experience settings. Work Experience cannot begin until the relevant Health and Safety assessments have been completed.

While on Work Experience

• Ensure that you SWITCH OFF YOUR MOBILE PHONE AND ANY MUSIC DEVICES
• If, for whatever reason, you cannot attend your Work Experience – such as if you are ill – you MUST telephone your employer and the Derby College absence line to inform them
• Always ask if you are unsure of your work requirements and always use your initiative
• Monitoring will take place and feedback on your performance will be obtained. Employers will be asked to complete timesheets to record the hours you have worked.

Completing your Work Experience

On completion of your Work Experience, please remember to:

• Say ‘thank you’ for the support you have been given
• Leave on good terms
• Ask if they are happy to provide you with a reference
• Ensure all necessary paperwork has been completed and signed off.
Recording your Work Experience

On Moodle, you will find a page dedicated to Work Experience. Here, you MUST remember to supply the following information by completing:

• Work Placement timesheets – these can be filled in during your Work Experience or once you have completed the required hours. Make sure you complete a new timesheet for each different employer you have been to.

• Learner Placement Survey – please complete a short survey for each different work experience that you attend.

• Success Stories – if you have had a successful Work Experience which has resulted in you securing supply work, part or full-time work, an apprenticeship, a place at university or a positive reference, please email your story to: ELO@derby-college.ac.uk.

Frequently asked questions

Q. Can I go to a Work Experience setting that is out of the local area?

A. Sometimes it is possible if there is nowhere suitable in the local area – please speak to your ELO. Make sure you have checked how you will get there and the cost of travelling.

Q. Will I need specialist clothing/equipment to do Work Experience?

A. ALWAYS dress smartly and appropriately for your placement. We recommend you contact your employer in advance to check the dress code and PPE requirements.

Q. Do I get financial support for Work Experience?

A. Please speak to Learner Services regarding any financial issues.

Q. Can I use my mobile phone while on Work Experience?

A. Mobile phones must be turned off during Work Experience unless permission has been given by your employer. Please check if your employer is happy for you to use your mobile phone during break times.
Health and Safety

While on Work Experience, you should:

• Take reasonable care of yourself
• Take reasonable care not to harm others
• Report any accidents, incidents or general Health and Safety concerns to your employer
• Co-operate fully with regards to Health and Safety
• Complete and return any necessary documentation
• Record that a learner Health and Safety induction has been completed.

You can tell your employer confidentially about any health issues.

REMEMBER - STAY SAFE AT ALL TIMES

Equality and Diversity

If you have any concerns regarding Equality and Diversity, please refer to page 8 in this booklet or contact: equalityndiversity@derby-college.ac.uk

Safeguarding

If you have any concerns regarding safeguarding, please refer to page 15 in this booklet or contact the confidential helpline on 01332 387499

Contact us
Employment Liaison Officers
Email: ELO@derby-college.ac.uk
Educated and employed...

Learners at Derby College have a head start when it comes to finding a job!

The REED NCFE jobs brokerage team is a service available in College to help you get ahead of the competition in the hunt for work – whether you’re looking for a part-time job while you’re studying or a full-time job in your dream industry when your studies are complete.

The dedicated, expert team are based at the College all year round and offer learners exclusive access to local vacancies and jobs that are rarely advertised.

Registered learners also receive tailored training in the specific skills they need, such as CV writing, interview skills, and what to expect in their first job, so that they’re 100% prepared for the world of work.

Since it was established in 2012, REED NCFE has placed nearly 5,500 learners into work across the UK – over 350 of those went into apprenticeships. You could be next!

So what are you waiting for? Come along and meet the team!

“This is a dream come true. The support I have had from both my course lecturer and the REED NCFE team through Derby College has been amazing and has put me on course to achieve my goals.”

Carla Davies

“REED NCFE has been fantastic! I am now working in my dream job with animals in a boarding kennels. Thank you to REED NCFE and Derby College for helping me get this job!”

Nikki Fountain
Entrepreneurs at Derby College

We deliver a range of activities at the College to help you develop entrepreneurial skills – both for your own commercial business development or to support your community.

During the academic year, you can access:

- Entrepreneur cafés – where you can speak to current business and community leaders about their experiences
- Inspirational lectures from entrepreneurs
- Young Enterprise workshops
- The £10 challenge, competitions and much more.

Alongside all these exciting opportunities, you can also take part in our entrepreneurs workshop programme. This will be delivered as an enhancement to your main programme, as a tutor-led session or through online materials.

Interested in developing your entrepreneurial skills? Contact Emma Batchford for more information: emma.batchford@derby-college.ac.uk
Learner Charter and Code of Conduct
Introduction

Our Learner Charter aims to explain in simple terms what all our learners can expect of the College, as well as outlining what is reasonably expected of learners by the College.

This Learner Charter reflects the College’s key values, which are briefly outlined below:

• We are responsive to the needs of all stakeholders and strive to enhance all aspects of our services to learners, communities and the organisations that we work with.

• We promote a climate of trust and accountability underpinned by a commitment to open, honest and transparent communications.

• We value each member of the College and are committed to relationships characterised by respect for the individual.

• We are committed to nurturing the holistic development of our staff and learners – their academic, social, emotional, physical, cultural and spiritual wellbeing.

• We are committed to promoting the British Values of democracy, mutual respect and tolerance, individual liberty and the rule of law.

• We pursue excellence in the generation of new knowledge and encourage creativity, fun and exploration.

• We are dedicated to creating sustainable futures within a flourishing College.

The charter underlines our commitment to providing a quality learner experience, to supporting Equality and Diversity to promoting British Values, and to building a strong sense of community within the College.
The Learner Charter

1. In general
You can expect:
• To be able to fully participate in the academic and social life of College
• To be treated with courtesy and fairness and in a timely manner
• To be actively supported when you need help.

We expect you:
• To take an active part in our supportive educational community
• To be considerate and respectful to our diverse community of learners, staff members and visitors
• To be aware of and considerate to the local communities of which we are a part
• To uphold the British Values of democracy, mutual respect and tolerance, individual liberty and the rule of law
• To abide by the College Code of Conduct relating to your behaviour both on and off campus.

2. Your application to study
You can expect:
• That your application will be considered in line with our published recruitment and selection procedures
• Any application will be considered in a fair, equitable and consistent manner.

We expect you:
• To research your educational choices before enrolling with the College
• To be honest throughout the application and recruitment process.
3. **Your studies**

You can expect:

- An educational experience that is of a consistently high standard in line with good academic practice
- To receive all necessary information about your course in a timely manner
- An induction programme at the beginning of your course
- Access to appropriate and necessary resources for your studies
- To receive effective and timely feedback on your work
- A Personal Coach/tutor to engage with you and act as an advisor throughout the duration of your course.

We expect you:

- To achieve 100% attendance
- To participate fully in the learning activities of your course and to meet all attendance, study and assessment requirements
- To act responsibly in your use of College resources, respecting the needs of other users and observing any health and safety requirements
- To be aware of and comply with our regulations governing the use of computing and network facilities
- To be aware of and comply with all regulations governing your course/studies
- To engage with your Personal Coach/tutor throughout the duration of your course.

4. **Your learner life**

You can expect:

- To be able to access high quality, confidential and appropriate support, advice and guidance on issues that affect you while you are a learner
- A range of high quality facilities and services that enhance your learner experience (including sports, social and catering facilities and services)
- Full access to our Students’ Union and extra-curricular activities.

We expect you:

- To be proactive in seeking out any personal support that you may feel you need
- To advise the College of any circumstances, needs or restrictions that may affect your participation in College
- To behave responsibly when representing the College at any events
- To respect and abide by the published policies and constitution of both the College and the Students’ Union.
5. **Your views**

You can expect:

- To have at least one fully trained Learner Representative for your course
- To have the opportunity to become involved as a Learner Representative should you wish
- To have the opportunities to provide feedback to the College on the quality of its academic programmes and support services
- The College to provide clear and transparent information on action taken in response to learner feedback.

We expect you:

- To support Learner and Students’ Union Representatives and to make them aware of your views in order that they can represent you effectively
- To take part in election processes for Learner and Students’ Union Representatives
- To engage with the feedback mechanisms that the College uses to gauge learner opinion e.g. National SFA Survey, College Induction Survey and the College Quality Survey.

6. **Your concerns or difficulties**

You can expect:

- To be able to make a complaint or lodge an appeal using the official procedures without fear of any recrimination
- Information about all of the College learner related procedures to be accessible on the College Moodle/MyDay site
- To be provided with objective advice from Learner Services or the Students’ Union (SU) with regard to any College procedure and to be represented by an SU officer at any hearing if you so wish
- To be treated fairly, reasonably and with courtesy if you participate in College investigative or disciplinary procedures.

We expect you:

- Not to make any malicious or vexatious complaints or allegations
- To act with respect and courtesy if you are involved in any College procedures
- To follow the procedures closely and, wherever possible, to provide relevant key facts and supporting evidence within the specified timescales.


**Code of Conduct**

- You are expected to be respectful and tolerant of others at all times. Anti-social behaviour will not be tolerated.
- You should be mindful of causing offence to others and behave as you would at a place of work. This includes following the reasonable instructions of any member of College staff.
- Any disruptive behaviour or damage to College property will not be tolerated.
- Please do not consume food or drink during lesson time – and ensure food is only consumed in dedicated eating areas.
- Chewing gum must not be consumed on the campus.
- Please do not drop litter anywhere on campus. Use the bins that are provided and, wherever possible, please recycle.
- The Joseph Wright Centre and Ilkeston are no-smoking campuses. Therefore smoking is not permitted anywhere within the boundaries of the College campus. The other campuses have dedicated smoking shelters and you should not smoke in any other area of the campus.
- Mobile phones must be turned off during lesson time, unless you have been given permission to use your device to support your learning experience. If you are expecting an urgent phone call, please notify the Reception staff who will notify you as soon as it is received.
- You are expected to attend all timetabled classes without exception and your attendance will be closely monitored.
- Holidays are not permitted during term time under any circumstances, unless in the case of an emergency. If an emergency does arise, a letter requesting permission must be sent to the Head of Faculty. You are required to report any absences as soon as you know that you are unable to attend classes.
- All learners are expected to be punctual for all classes; this will also be closely monitored.
- Your place on your course will be jeopardised if you fail to attend regularly.
- Only learners with authorised passes issued for health reasons may access the lift.
- Behaviour on all College buses must comply with the general code of conduct.
- In order to ensure the safety of others, please do not sit in corridors or block fire routes when waiting to enter classrooms or during break times.
- Learners are required to wear their Derby College ID badges and their Derby College lanyards at all times so they are visible, unless instructed to remove them by a member of staff for Health and Safety reasons in a practical setting.
- You must adhere to Health and Safety guidelines for your area and wear appropriate protective clothing and equipment as instructed by your tutor.
- You are expected to dress in a way that does not cause offence to others. No hats, head coverings, baseball caps, bandanas, woolly hats or hoods are to be worn on the campuses. Hats or head coverings are only permitted for religious or medical reasons or in the case of required PPE equipment.
- Some faculty departments require you to wear a uniform. If this is the case, you will be expected to wear your uniform to the required standards at all times.
The Derby College Statement on Bullying

Every person at Derby College should be treated with RESPECT. 

NOBODY SHOULD BE BULLIED.

What is bullying?

It includes:

• Name calling, spreading rumours, persistent teasing
• Making fun of someone, making somebody feel stupid or unwanted
• Racist or sexual abuse/comments
• Physical violence – pushing, kicking, hitting or threats of violence
• Abuse through the Internet, so-called ‘cyber bulling’.

If you feel you are being bullied, tell someone:

• A lecturer
• Your Personal Coach/tutor
• Your Faculty Head/Assistant Head
• Your Learner Services Adviser
• Your parents/guardians
• A friend

If you need to talk:

Call our confidential BULLYING HELPLINE on 01332 387499

This line has a confidential answer phone. If your call is not answered immediately, please leave a message so that we can arrange to discuss the details of the incident.

NOBODY HAS THE RIGHT TO BULLY. BULLYING WILL NOT BE TOLERATED AT DERBY COLLEGE.
Derby College promotes British values

Our Mission
The Derby College Group has high aspirations and our Vision, Mission and Strategic Ambitions outline these. We consulted extensively to develop our strategy in response to our customers’ expectations, putting you, our learners’, at the heart of everything we do.

We regularly measure our progress and impact and keep our learners informed through our student representatives and learner voice forums.

Democracy
- Your opinion counts

Individual liberty
- Freedom of speech

The rule of law
- No one is above the law
- Laws protect everyone
- Innocent until proven guilty

Mutual respect and tolerance
- All backgrounds and cultures
- All ages
- All genders and sexualities
- All religions and beliefs
Working in partnership with PREVENT

Tackling Extremism

Combating Terrorism

Reducing Radicalisation

Keeping our community safe

You have the right to be and feel safe

If you have any concerns you should report them to a trusted member of staff and/or learner services as soon as possible. Alternatively you can contact the College helpline on 01332 387499.
Your College
The place to study
Please note: term dates will vary between programmes of study.
# Parents evening dates

## Year 1/one-year programme parents evenings

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 11th Nov 2015</td>
<td>Broomfield Hall Campus, Roundhouse Campus</td>
</tr>
<tr>
<td>Wednesday 18th Nov 2015</td>
<td>Ilkeston Campus</td>
</tr>
<tr>
<td></td>
<td>Joseph Wright Campus (surnames A - M)</td>
</tr>
<tr>
<td></td>
<td>Performing Arts and Music</td>
</tr>
<tr>
<td>Wednesday 25th Nov 2015</td>
<td>Joseph Wright Campus (surnames N - Z)</td>
</tr>
<tr>
<td></td>
<td>ICT, Games and Media</td>
</tr>
<tr>
<td>Wednesday 16th Mar 2016</td>
<td>Ilkeston Campus, Joseph Wright Campus</td>
</tr>
<tr>
<td>Wednesday 23rd Mar 2016</td>
<td>Broomfield Hall Campus, Roundhouse Campus</td>
</tr>
</tbody>
</table>

## Year 2 parents evenings

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 7th Dec 2015</td>
<td>Roundhouse Campus</td>
</tr>
<tr>
<td>Tuesday 8th Dec 2015</td>
<td>Ilkeston Campus</td>
</tr>
<tr>
<td></td>
<td>Joseph Wright Campus</td>
</tr>
<tr>
<td></td>
<td>Broomfield Hall Campus</td>
</tr>
</tbody>
</table>

## Exam results

<table>
<thead>
<tr>
<th>Date</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 18th Aug 2016</td>
<td>A-level/BTEC Level 3</td>
</tr>
<tr>
<td>Thursday 25th Aug 2016</td>
<td>GCSE/BTEC Level 2</td>
</tr>
</tbody>
</table>
Broomfield Hall Campus location
Morley, Ilkeston, Derbyshire DE7 6DN
Ilkeston Campus location

2 Pimlico, Ilkeston, Derbyshire DE7 5JS
Joseph Wright Campus location
Cathedral Road, Derby DE1 3PA
The Roundhouse Campus location
Roundhouse Road, Pride Park, Derby DE24 8JE
Open to the public

We enjoy our role at the very heart of the local community. There’s always a warm welcome for visitors to the College and it all adds up to a great atmosphere on campus.

Many of our services and centres are open to the public. As a learner, you might even have the chance to get involved – whether it be repairing cars, grooming dogs, preparing meals or offering hair and beauty treatments.

SENSI Hair and Beauty

From luscious locks to radiant skin, our SENSI team offers a range of hair, beauty and holistic treatments at competitive prices. Our training and commercial hair and beauty salons are based at both the Roundhouse and Ilkeston campuses.

For further details, special offers or to make an appointment, contact SENSI on:
01332 387474 (Roundhouse)
0115 849 2014 (Ilkeston)
07718 235631

Visit: www.derby-college.ac.uk/sensi
Facebook.com/sensiderby
Twitter.com/SENSIsalon
The Engine Shed Restaurant

Experience fine dining in The Engine Shed Restaurant, located at the Roundhouse campus. Treat yourself, your friends and your family to our distinctive cuisine and impeccable service.

For further information, special offers and bookings, contact us on: 01332 387487

Email: engineshed@derby-college.ac.uk
Visit: www.derby-college.ac.uk/engine-shed

Facebook/EngineShedRestaurant
@EngineShedDerby

The Garage

The Garage at Derby College is run by staff and learners during term time. Motor Vehicle learners are the mechanics and are supervised by staff at all times. Located at the Roundhouse Johnson Building, The Garage offers a wide range of vehicle maintenance work including services and inspections, pre-MOT checks, diagnostics and repairs.

For further information and bookings, contact Steve Smith or Steve Barradell on: 01332 387439

Email: thegarage@derby-college.ac.uk
Visit www.derby-college.ac.uk/garage
**Dog Grooming**

We provide a very popular dog grooming service at our Broomfield Hall campus. The salon is run by learners working on the dogs under expert staff supervision. Prices are very competitive, we take real pride in our work and have many satisfied clients. We offer dog grooming courses too. Pet owners can come along and learn how to groom their own dog or become a professional groomer.

For further information or bookings, contact us on: **01332 836615**

Email: sue.oliver@derby-college.ac.uk
Visit: [www.derby-college.ac.uk/dog-grooming](http://www.derby-college.ac.uk/dog-grooming)

---

**Derby College Equestrian Centre**

Our Equestrian Centre is an approved BHS riding establishment which is run as a commercial yard. The excellent facilities, which are available to hire, include a new 65m x 30m indoor arena, 28 indoor stables and a floodlit outdoor school. The Centre also hosts a range of training events and competitions in all equestrian disciplines which are open to the public.

For further information call: **07970 726830**

Email: stephanie.meadows@derby-college.ac.uk
Visit: [www.derby-college.ac.uk/equestrian-centre](http://www.derby-college.ac.uk/equestrian-centre)

Facebook.com/ DerbyCollegeEquestrianCentre
Twitter.com/DerbyEquine
**The Florist**

We offer bespoke floristry designs produced within the beautiful grounds of Broomfield Hall. Staff are always pleased to discuss customers’ personal requirements, whether it be for a gift, innovative wedding designs or advice for funeral tributes. We will always do our very best to provide an outstanding service.

For further information or bookings, please email: amanda.drury@derby-college.ac.uk

---

**Derby College Centre for Sport**

Our fantastic sports facilities are open throughout the year and can be accessed by all – from the absolute beginner to the most experienced trainer. They include a well-equipped health and fitness centre, dance studio and sports hall.

Book your FREE induction now. Contact Steve on: **01332 387452**

Email: steve.powell@derby-college.ac.uk
Visit: [www.derby-college.ac.uk/fitness-centre](http://www.derby-college.ac.uk/fitness-centre)
Little Explorers Forest School Nursery

Our unique 54-place nursery, set in the picturesque grounds of the historic Broomfield Hall, provides high-quality care for children aged from three months to five years. Clubs for older children also run during the school holidays. Our ethos is centred around the fantastic outdoor surroundings at Broomfield Hall. The curriculum will involve Forest School sessions in the woodland areas of the site, gardening and much more.

For more information please do not hesitate to contact us on: 01332 836620

Visit: www.littleforestexplorers.co.uk or www.derby-college.ac.uk/little-explorers

Derby College, Broomfield Hall, Morley, Ilkeston, Derbyshire DE7 6DN

The Plant Centre at Broomfield

Very competitively priced plants grown by the students, Broomfield’s Plant Centre offers a haven for plant lovers.

The range includes seasonal bedding, vegetable and herb plants, alpines and border perennials.

Open six days a week - 10am - 4pm (closed on Wednesdays and Christmas Day)

For further information call: 01332 836629

Email: david.harris@derby-college.ac.uk
Visit: www.derby-college.ac.uk/PlantCentre

facebook.com/BroomfieldPlantCentre
Derby College’s Eco Code

Dispose – of litter. Use the waste bins provided.

Energy – switch off computers and close doors behind you.

Reduce, reuse, recycle – follow these basic rules.

Biodiversity – help us protect the natural environment.

You – can make a difference.

Carbon reduction – help us to reduce our carbon footprint by saving energy.

Our – planet’s future depends on you.

Live – a healthy lifestyle: eat five a day.

Look – after your College environment and don’t damage property.


Getting to College – use eco-friendly transport: walk or cycle.

Exercise – is important to a healthy lifestyle. Use the College’s sports facilities.

Our positive actions today will lead to a better tomorrow
Getting organised
<table>
<thead>
<tr>
<th>Times</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Manage your coursework

You’ll need to develop good time management skills throughout your studies to achieve success. Here are some tips to help you achieve more:

**From the outset**
- Make sure you understand any coursework task before you start. Don’t be afraid to ask questions if you’re unsure.
- Find out about the marking scheme – it will help you focus your efforts when you’re completing coursework.

**Know the deadlines**
- It pays to ask for final coursework dates as soon as you start your studies.
- Set your goals and prepare a timetable to help you work towards them. Write the timetable in your planner and try to stick to it.
- Don’t forget that other learners might need the same resource materials as you to complete coursework tasks. Take this into account when you’re planning your work.

**Structure your time**
- Arrange your tasks in order of priority and deadlines.
- Divide lengthy or difficult assignments into short, manageable units of work.
- If several coursework deadlines come together, pace yourself so that you complete some ahead of schedule.
- Try not to leave anything until the last minute.
- Build in time in case you have any setbacks or if your schedule is disrupted for any reason.
- Log when you have completed each assignment or task – it gives you a great feeling of satisfaction.
- Take the time to review any feedback you receive from your tutor – it will stand you in good stead for the next assignment.

Your Derby College course might involve continuous assessment in addition to – or even instead of – exams.
Know when to stop

- Don’t overdo it – yet another redraft probably won’t achieve perfection!
- Take plenty of time out from your studies – preferably doing something completely different.
- Check out all the exciting activities on offer at the College itself – from sport to volunteering, clubs and societies to charity work.

Marking Policy

Your work will be marked using the following criteria:

- Spelling
- Identifying when you have missed out a key word
- Paragraphs
- Using the correct tense
- Punctuation
- Using the wrong words
- Identifying when a proper sentence hasn’t been used.
<table>
<thead>
<tr>
<th>September 2015</th>
<th>October 2015</th>
<th>November 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 1</td>
<td>Thu 1</td>
<td>Sun 1</td>
</tr>
<tr>
<td>Wed 2</td>
<td>Fri 2</td>
<td>Mon 2</td>
</tr>
<tr>
<td>Thu 3</td>
<td>Sat 3</td>
<td>Tue 3</td>
</tr>
<tr>
<td>Fri 4</td>
<td>Sun 4</td>
<td>Wed 4</td>
</tr>
<tr>
<td>Sat 5</td>
<td>Mon 5</td>
<td>Thu 5</td>
</tr>
<tr>
<td>Sun 6</td>
<td>Tue 6</td>
<td>Fri 6</td>
</tr>
<tr>
<td>Mon 7</td>
<td>Wed 7</td>
<td>Sat 7</td>
</tr>
<tr>
<td>Tue 8</td>
<td>Thu 8</td>
<td>Sun 8</td>
</tr>
<tr>
<td>Wed 9</td>
<td>Fri 9</td>
<td>Mon 9</td>
</tr>
<tr>
<td>Thu 10</td>
<td>Sat 10</td>
<td>Tue 10</td>
</tr>
<tr>
<td>Fri 11</td>
<td>Sun 11</td>
<td>Wed 11</td>
</tr>
<tr>
<td>Sat 12</td>
<td>Mon 12</td>
<td>Thu 12</td>
</tr>
<tr>
<td>Sun 13</td>
<td>Tue 13</td>
<td>Fri 13</td>
</tr>
<tr>
<td>Mon 14</td>
<td>Wed 14</td>
<td>Sat 14</td>
</tr>
<tr>
<td>Tue 15</td>
<td>Thu 15</td>
<td>Sun 15</td>
</tr>
<tr>
<td>Wed 16</td>
<td>Fri 16</td>
<td>Mon 16</td>
</tr>
<tr>
<td>Thu 17</td>
<td>Sat 17</td>
<td>Tue 17</td>
</tr>
<tr>
<td>Fri 18</td>
<td>Sun 18</td>
<td>Wed 18</td>
</tr>
<tr>
<td>Sat 19</td>
<td>Mon 19</td>
<td>Thu 19</td>
</tr>
<tr>
<td>Sun 20</td>
<td>Tue 20</td>
<td>Fri 20</td>
</tr>
<tr>
<td>Mon 21</td>
<td>Wed 21</td>
<td>Sat 21</td>
</tr>
<tr>
<td>Tue 22</td>
<td>Thu 22</td>
<td>Sun 22</td>
</tr>
<tr>
<td>Wed 23</td>
<td>Fri 23</td>
<td>Mon 23</td>
</tr>
<tr>
<td>Thu 24</td>
<td>Sat 24</td>
<td>Tue 24</td>
</tr>
<tr>
<td>Fri 25</td>
<td>Sun 25</td>
<td>Wed 25</td>
</tr>
<tr>
<td>Sat 26</td>
<td>Mon 26</td>
<td>Thu 26</td>
</tr>
<tr>
<td>Sun 27</td>
<td>Tue 27</td>
<td>Fri 27</td>
</tr>
<tr>
<td>Mon 28</td>
<td>Wed 28</td>
<td>Sat 28</td>
</tr>
<tr>
<td>Tue 29</td>
<td>Thu 29</td>
<td>Sun 29</td>
</tr>
<tr>
<td>Wed 30</td>
<td>Fri 30</td>
<td>Mon 30</td>
</tr>
<tr>
<td></td>
<td>Sat 31</td>
<td></td>
</tr>
<tr>
<td>December 2015</td>
<td>January 2016</td>
<td>February 2016</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Tue 1</td>
<td>Fri 1</td>
<td>Mon 1</td>
</tr>
<tr>
<td>Wed 2</td>
<td>Sat 2</td>
<td>Tue 2</td>
</tr>
<tr>
<td>Thu 3</td>
<td>Sun 3</td>
<td>Wed 3</td>
</tr>
<tr>
<td>Fri 4</td>
<td>Mon 4</td>
<td>Thu 4</td>
</tr>
<tr>
<td>Sat 5</td>
<td>Tue 5</td>
<td>Fri 5</td>
</tr>
<tr>
<td>Sun 6</td>
<td>Wed 6</td>
<td>Sat 6</td>
</tr>
<tr>
<td>Mon 7</td>
<td>Thu 7</td>
<td>Sun 7</td>
</tr>
<tr>
<td>Tue 8</td>
<td>Fri 8</td>
<td>Mon 8</td>
</tr>
<tr>
<td>Wed 9</td>
<td>Sat 9</td>
<td>Tue 9</td>
</tr>
<tr>
<td>Thu 10</td>
<td>Sun 10</td>
<td>Wed 10</td>
</tr>
<tr>
<td>Fri 11</td>
<td>Mon 11</td>
<td>Thu 11</td>
</tr>
<tr>
<td>Sat 12</td>
<td>Tue 12</td>
<td>Fri 12</td>
</tr>
<tr>
<td>Sun 13</td>
<td>Wed 13</td>
<td>Sat 13</td>
</tr>
<tr>
<td>Mon 14</td>
<td>Thu 14</td>
<td>Sun 14</td>
</tr>
<tr>
<td>Tue 15</td>
<td>Fri 15</td>
<td>Mon 15</td>
</tr>
<tr>
<td>Wed 16</td>
<td>Sat 16</td>
<td>Tue 16</td>
</tr>
<tr>
<td>Thu 17</td>
<td>Sun 17</td>
<td>Wed 17</td>
</tr>
<tr>
<td>Fri 18</td>
<td>Mon 18</td>
<td>Thu 18</td>
</tr>
<tr>
<td>Sat 19</td>
<td>Tue 19</td>
<td>Fri 19</td>
</tr>
<tr>
<td>Sun 20</td>
<td>Wed 20</td>
<td>Sat 20</td>
</tr>
<tr>
<td>Mon 21</td>
<td>Thu 21</td>
<td>Sun 21</td>
</tr>
<tr>
<td>Tue 22</td>
<td>Fri 22</td>
<td>Mon 22</td>
</tr>
<tr>
<td>Wed 23</td>
<td>Sat 23</td>
<td>Tue 23</td>
</tr>
<tr>
<td>Thu 24</td>
<td>Sun 24</td>
<td>Wed 24</td>
</tr>
<tr>
<td>Fri 25</td>
<td>Mon 25</td>
<td>Thu 25</td>
</tr>
<tr>
<td>Sat 26</td>
<td>Tue 26</td>
<td>Fri 26</td>
</tr>
<tr>
<td>Sun 27</td>
<td>Wed 27</td>
<td>Sat 27</td>
</tr>
<tr>
<td>Mon 28</td>
<td>Thu 28</td>
<td>Sun 28</td>
</tr>
<tr>
<td>Tue 29</td>
<td>Fri 29</td>
<td>Mon 29</td>
</tr>
<tr>
<td>Wed 30</td>
<td>Sat 30</td>
<td></td>
</tr>
<tr>
<td>Thu 31</td>
<td>Sun 31</td>
<td></td>
</tr>
<tr>
<td>March 2016</td>
<td>April 2016</td>
<td>May 2016</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Tue 1</td>
<td>Fri 1</td>
<td>Sun 1</td>
</tr>
<tr>
<td>Wed 2</td>
<td>Sat 2</td>
<td>Mon 2</td>
</tr>
<tr>
<td>Thu 3</td>
<td>Sun 3</td>
<td>Tue 3</td>
</tr>
<tr>
<td>Fri 4</td>
<td>Mon 4</td>
<td>Wed 4</td>
</tr>
<tr>
<td>Sat 5</td>
<td>Tue 5</td>
<td>Thu 5</td>
</tr>
<tr>
<td>Sun 6</td>
<td>Wed 6</td>
<td>Fri 6</td>
</tr>
<tr>
<td>Mon 7</td>
<td>Thu 7</td>
<td>Sat 7</td>
</tr>
<tr>
<td>Tue 8</td>
<td>Fri 8</td>
<td>Sun 8</td>
</tr>
<tr>
<td>Wed 9</td>
<td>Sat 9</td>
<td>Mon 9</td>
</tr>
<tr>
<td>Thu 10</td>
<td>Sun 10</td>
<td>Tue 10</td>
</tr>
<tr>
<td>Fri 11</td>
<td>Mon 11</td>
<td>Wed 11</td>
</tr>
<tr>
<td>Sat 12</td>
<td>Tue 12</td>
<td>Thu 12</td>
</tr>
<tr>
<td>Sun 13</td>
<td>Wed 13</td>
<td>Fri 13</td>
</tr>
<tr>
<td>Mon 14</td>
<td>Thu 14</td>
<td>Sat 14</td>
</tr>
<tr>
<td>Tue 15</td>
<td>Fri 15</td>
<td>Sun 15</td>
</tr>
<tr>
<td>Wed 16</td>
<td>Sat 16</td>
<td>Mon 16</td>
</tr>
<tr>
<td>Thu 17</td>
<td>Sun 17</td>
<td>Tue 17</td>
</tr>
<tr>
<td>Fri 18</td>
<td>Mon 18</td>
<td>Wed 18</td>
</tr>
<tr>
<td>Sat 19</td>
<td>Tue 19</td>
<td>Thu 19</td>
</tr>
<tr>
<td>Sun 20</td>
<td>Wed 20</td>
<td>Fri 20</td>
</tr>
<tr>
<td>Mon 21</td>
<td>Thu 21</td>
<td>Sat 21</td>
</tr>
<tr>
<td>Tue 22</td>
<td>Fri 22</td>
<td>Sun 22</td>
</tr>
<tr>
<td>Wed 23</td>
<td>Sat 23</td>
<td>Mon 23</td>
</tr>
<tr>
<td>Thu 24</td>
<td>Sun 24</td>
<td>Tue 24</td>
</tr>
<tr>
<td>Fri 25</td>
<td>Mon 25</td>
<td>Wed 25</td>
</tr>
<tr>
<td>Sat 26</td>
<td>Tue 26</td>
<td>Thu 26</td>
</tr>
<tr>
<td>Sun 27</td>
<td>Wed 27</td>
<td>Fri 27</td>
</tr>
<tr>
<td>Mon 28</td>
<td>Thu 28</td>
<td>Sat 28</td>
</tr>
<tr>
<td>Tue 29</td>
<td>Fri 29</td>
<td>Sun 29</td>
</tr>
<tr>
<td>Wed 30</td>
<td>Sat 30</td>
<td>Mon 30</td>
</tr>
<tr>
<td>Thu 31</td>
<td></td>
<td>Tue 31</td>
</tr>
<tr>
<td>College Year Planner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>June 2016</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>July 2016</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>August 2016</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 31</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Competition

Win an iPad mini

Learner Services have got an iPad mini to give away to the lucky learner who has read this handbook and is able to answer our quiz questions.

If you want to stand a chance of getting your hands on this fantastic prize, all you have to do is answer the questions on the back of this page correctly.

Cut out the page and hand in your competition entry at your Learner Services helpdesk by:

Friday 2nd October 2015

The first correct entry out of the hat will win an iPad mini.

Good luck!
iPad mini competition

Complete your answers, along with your name and contact details, for a chance of winning an iPad mini!

1. How much does it cost to buy a replacement ID Card?

2. How many ‘protected characteristics’ are identified in the Equality Act 2010?

3. Name one of the prohibited items that you could be stopped and searched for in College.

4. Who is the Senior Designated Person for Safeguarding in College?

5. Name the Learner Voice Champion in College.

6. Identify two of the services offered by the Learner Services Team.

7. What is the Bullying Helpline telephone number?

8. What is the minimum expected level of attendance for learners?

9. If you would like to become a Student Representative, who do you need to contact for further information?

10. Identify two things your Personal Coach will do for you.

Name: ..............................................................................................................................

Contact phone number: ................................................................................................