# DCG
## DERBY COLLEGE GROUP

# STUDENT HANDBOOK
## 2025-2026

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# WELCOME

## Hello.
## I'm Mandie Stravino and it's my pleasure to welcome you to DCG.

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

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

As a student with us, 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 DCG. Good luck, work hard and have fun – your exciting future starts here!

**Mandie Stravino** OBE
Chief Executive
Derby College Group

# DCG TERM DATES 2025-2026

## Autumn Term

**Induction Week for Year 1 students:**
Tuesday 2 – Friday 5 September 2025

**Start of term / teaching starts:**
Monday 8 September 2025

**Half term:**
Monday 27 – Friday 31 October 2025

**End of term / last day of teaching:**
Thursday 19 December 2025

**Half term:**
Friday 19 December 2025 – Friday 2 January 2026

**Inset Day:**
Monday 5 January 2026

## Spring Term

**Start of term / teaching starts:**
Tuesday 6 January 2026

**Half term:**
Monday 16 – Friday 20 February 2026

**End of term / last day of teaching:**
Friday 27 March 2026

**Half Term:**
Monday 30 March – Friday 10 April 2026

## Summer Term

**Start of term / teaching starts:**
Monday 13 April 2026

**Bank holidays / additional College closure dates:**
Monday 4 May 2026

**Half term:**
Monday 25 – Friday 29 May 2026

**End of term / last day of teaching:**
Friday 3 July 2026

**View the full calendar:**
**College Calendar 2025-26**

# YOUR STUDY PROGRAMME

Everything you need to know about your study programme or apprenticeship can be found in your Course, or Apprenticeship Handbook. Please ask your teachers or assessors for more details.

## Technical or academic qualification

Choose from one of the broadest ranges of subjects in the East Midlands. We help you select the study pathway which is perfect for you – based on your career plans and your existing qualifications and experience.

## Employability skills

Build transferable skills like IT, communication, teamworking, creativity, leadership, enterprise, problem-solving and decision-making – all the qualities employers are looking for.

## Work experience

Gain hands-on experience in your chosen industry – through exciting placements, employer-led projects, guest speaker sessions and company visits.

## English and maths

Continue to improve your skills in English and maths alongside your chosen subject. This includes working towards GCSE grades 4 and above if you've not already achieved them.

Technical or academic qualification

Employability skills

English and maths

Support tailored to you

Personal and Professional Development

Work experience

## Personal and Professional Development

Receive expert advice on making a smooth transition to the next stage of your life. Our Personal and Professional Development programme helps you make the right choices, supports your personal development and equips you with the skills to succeed at College and beyond.

## Support tailored to you

Benefit from a Student Experience and Pastoral Coach who will be assigned to you throughout your time at College, ensuring your learning stays on track. You can also access a wide range of additional support to attain your goals, depending on your individual learning needs.

## My professional behaviours and attitudes

### What are the 5Ps?

These are the qualities you will develop to become a professional in your chosen subject.

- **Positive** – we encourage everybody at College to be open-minded, willing to listen and celebrate diversity.
- **Polite** – we encourage everybody at College to speak respectfully and appropriately to each other.
- **Punctual** – it is important that you arrive to class on time and are ready to begin learning.
- **Prepared** – it is important to be equipped and ready for lessons with a can-do attitude.
- **Professional** – we expect everybody to be professional in dress language and behaviour, and demonstrate the previous positive, polite, punctual and prepared qualities.

The 5Ps will relate to every area and all aspects of your journey with us at DCG, this will support you to become work-ready.

### Student ID card and membership

Your Student ID Card lets you access College sites, it is important to wear, and always display it.

- No ID, No Entry – this is for safeguarding purposes.  It is mandatory to wear your ID badge at all times whilst on College campuses.
- Your Student ID Card must be visible.
- You must not give your Student ID Card to anyone else to use.
- Replacements can be purchased on the day for £3.
- Do not allow anyone else into the college campus.
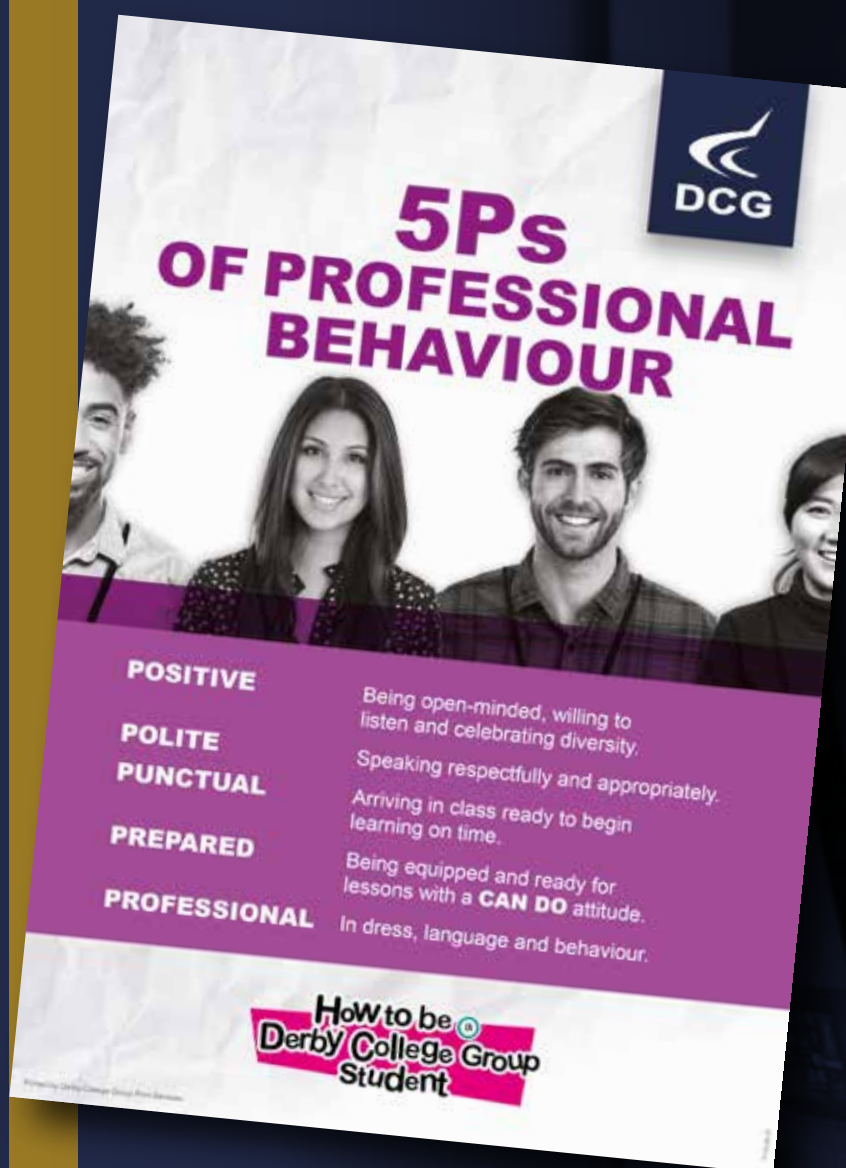
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**STUDENT 2025/26**

DCG

16-18

Joseph Wright

Student Name

123456

**STUDENT 2025/26**

DCG

19 and OVER

Ilkeston

Student Name

123456

**STUDENT 2025/26**

DCG

16-18

Broomfield Hall

Student Name

123456

# BEING COLLEGE READY
## MY CODE OF CONDUCT

- You will behave in a positive, polite and professional way at College, as you would in any workplace.
- You will communicate with, and act towards, all College staff, other students, employers and visitors to DCG with respect.
- You will attend all timetabled lessons.
- You will complete the online absence form for any periods of absences or lateness.
- You will arrive at all lessons before the timetabled start time and be ready to learn.
- You will display your College ID badge at-all-times while onsite.
- You will only wear headgear (caps, hats, hoods etc) for safety, medical and/or cultural reasons, on instruction or agreement with an appropriate member of College staff.
- You will follow the reasonable (based on this Code of Conduct and relevant College policies) instructions of any member of College staff.
- You will switch off, or mute, any mobile phone or smart device while in lesson.
- You will only consume water in classrooms during lessons.
- If you expect an emergency phone-call then please inform a member of staff to make appropriate arrangements.
- You will tolerate and respect the views of others, even when they are different to your own.
- You will treat College buildings, facilities and resources with respect.
- You will use bins provided for all litter and/or recycling.
- You will not bring with you or be under the influence of, onsite or during any College activity*, alcohol, illegal/banned substances, and/or any medication you have not been prescribed to take.
- You will only smoke, use vapes, e-cigarettes or any other related device in designated areas (where applicable) or not at all at The Joseph Wright Centre and Ilkeston (smoke-free sites).
- You will only record or photograph staff, other students and/or visitors to site with their consent.
- You will only share recordings and photographs of others anywhere, including social media platforms, (Facebook, Twitter, Instagram, Snapchat etc) with their consent.
- You will only plan or take holidays outside of term-time.  If a situation arises where it is necessary and unavoidable you must request this in writing to your Head of Faculty.

- You will only use lifts if agreed in a Personal Assessment Plan (PAP). Please speak to a member of staff if you require any reasonable adjustment to access College facilities/activity*.
- You will only submit work for marking that is your own and you will reference wherever you include content or quotes from the work of others.  This includes text, statistics, pictures and graphical content etc you find online or in print (books, magazines and journals).
- You will not bring onto College site anything that could be considered a weapon or use anything as a weapon against another individual.
- You will wear Personal Protective Equipment (PPE) whenever necessary and when instructed.
- You will wear a uniform if it is required by your department.
- You will dress appropriately and in a way that does not offend others while at College or undertaking any College activity*.  You will not wear clothing with derogatory, inflammatory or hateful slogans or offensive language.   You will also not dress in a way that is inappropriately revealing or overtly provocative.

You will follow this code of conduct while at College or undertaking any College activity*.

*College activity includes using College transport services, being on work-placement (including apprenticeships), while on a trip/residential, or any other activity organised by, or associated with, Derby College Group.

Any breach of this Code of Conduct may lead to disciplinary action.

**WHERE CAN I EAT?**

**WHERE CAN I STUDY?**

**WHERE CAN I SMOKE OR VAPE?**

**WHAT CAN I DO IN MY FREE PERIODS?**

## Moments matter, attendance counts

College attendance is a critical component of your journey, impacting your learning, personal development, and future career prospects. It fosters a conducive learning environment, promotes success, and helps build essential skills for your professional and personal lives.

Going on holiday during term time is not a reasonable excuse to miss your lessons. We would also expect you to book appointments with the doctor/dentist outside of College wherever possible. You will be expected to provide evidence of any appointments that cause absence. If you engage with our Support Services, you can overcome barriers to good attendance and succeed.

Your attendance levels will also form part of any reference requests for your next steps, whether this is a university application, an application for employment or an Apprenticeship – so stand out and be proud of showcasing good or outstanding attendance.

### How to report an absence

If you are ill and/or cannot make College or your work placement, please complete the online absence form: **Student absence / lateness reporting - DCG** derby-college.ac.uk

## Admissions, enquiries and personal details

Our experienced and friendly Admissions and Enquiries Team are dedicated to your success at DCG from processing applicants, offering advice and guidance, and supporting enrolments to issuing College ID cards.

The College must have an accurate record of your personal details throughout your time here. If you need to amend any details, including your mobile number, address, or emergency contacts, please contact the Admissions and Enquiries Team at our help desks.

You will find our team on each main College site, or you can email: **studentservices@derby-college.ac.uk**

# SUPPORT AVAILABLE TO YOU

## Financial Support College Bursaries

### What can I request funding for?

If you are aged 16-18 (or 19-24 with an EHCP), and have a household income below a published set amount you can request funding for:

- mandatory kit and equipment,
- mandatory trips,
- travel to College and
- free College meals.

If you are 19 or over, you can request funding for:

- all the above except for meals,
- funding for travel to university open days,
- UCAS fees,
- stationery
- TOTUM cards.

If you are a looked after child or in care, please speak to a member of the team, so we can explain how we can help you.

### How do I apply for a College Bursary?

Complete the application form online.
Go to: **intouch.derby-college.ac.uk/bursary**

If you need additional help or have any queries, please email **studentsupportfund@derby-college.ac.uk** or speak to a member of the Bursary Team at the Bursary desk.

A step-by-step guide is available on the College website, as well as the DCG Student Financial Support Policy.

## Study Support

### Personal and Professional Development Programme

The personal and professional development programme equips you with the necessary tools to excel academically and thrive in your chosen career. The sessions throughout the academic year will prepare you to face challenges with confidence, resilience, and a well-rounded skill set to be work-ready.

All students have the opportunity to promote social responsibility and community involvement, helping them to become active and responsible citizens.

We are committed to providing our students with education and support on critical issues that affect their lives and well-being. In line with this commitment, we organise stalls and workshops on topics such as knife crime, drugs, and alcohol. We believe these topics are of paramount importance and educating you about them can significantly contribute to your overall wellbeing.

All students will be expected to take part in social action projects to enhance and develop their character and employability skills.

### Personal and Professional Development Support
### Personal Tutor

You have a Personal Tutor to support you through College life. Your Personal Tutor will deliver your weekly group tutorials as well as supporting and guiding you through your 1:1 tutorial. Tutors provide support with your academic performance and progress and will support your progression to your next steps.

## Student Experience and Pastoral Coaches

Your Student Experience and Pastoral Coach will monitor your attendance and support you to improve it. In addition, they will offer you coaching sessions on issues that may prevent you from engaging with learning.

This coaching scheme takes place on a one-to-one basis or in small groups and is designed to help identify and remove any barriers that might be stopping you from reaching your maximum potential. Your Student Experience and Pastoral Coaches offer support with study skills, motivation, and time management techniques, and they are committed to helping you overcome any issues you might encounter on the path to successful completion of your course.

To find out who your Student Experience and Pastoral Coach is or to make contact with them go to: **Student Experience and Pastoral Coach.**

## Student Engagement Team

The Student Engagement Team plays a crucial role in fostering a positive and conducive learning environment for you to learn by supporting students' behavioural needs. The Student Engagement Team works with students, individually or as part of a small group, to establish clear behavioural expectations and implement systems for positive reinforcement. This team will also help you identify and remove barriers to learning for you, so you can successfully complete the academic year.

To achieve success at DCG, visit the library. Bring your existing skills and the Libraries for Learning Team will help you do the rest.

Use the private study space to work on your assignments whilst making use of the extensive resources. There is IT help available to improve your skills to present your work with a professional finish and IT kit (laptops and PCs) for you to use on-site and print your work in the Library at no cost to you by using your student print allowance.

There are Library Services available at:
- Broomfield Hall
- Ilkeston
- The Joseph Wright Centre
- The Roundhouse

## Library opening times

Library customer service support and assistance is provided Monday-Friday at different times at each of the four College site libraries – please check at the site libraries and the **Library Moodle (or POD) Page** for more details.

## Library contact details

- Call **01332 334848** (direct line to the library team),
- Call **0800 028 0289** (switchboard) and ask for the Library,
- Email **learningresources@derby-college.ac.uk**
- 'Chat to a Librarian' **LiveChat** on the **Library Catalogue** (accessed via Moodle/POD).

## Library resources

As a student at DCG, you will be able to access:
- books: fiction and non-fiction,
- e-Books: fiction and non-fiction,
- course textbooks and study guides,
- magazines and journals,
- reference materials,
- databases and online collections,
- information leaflets and help sheets.

## Library facilities available

You will be able to access the following:
- book-in-advance and walk-up study spaces,
- computers and laptops with internet access,
- self-service kiosks for borrowing, renewing and returning books (at Broomfield Hall, Joseph Wright Centre and Roundhouse site libraries),
- multi-functional devices (MFDs) to facilitate printing, scanning and photocopying.

Book your study space from **Library Moodle (or POD) Page**.

## Library Services

When you come into any DCG Library you will be met by friendly, skilled staff who are ready to help you to:
- borrow books and journals,
- reserve items from other libraries,
- access e-resources.

We will also offer:
- help with your IT queries,
- guidance in accessing resources to support your studies,
- guidance in printing, copying and scanning.

## Borrowing library books

- Choose your books, take them to the self-service kiosk or bring them to the counter and show your DCG ID card.
- You can borrow up to eight books at a time.
- Books can be kept between one day and seven weeks depending on the type of loan.
- If the book you want is already on loan, we can reserve it for you, or you can reserve it yourself by using the online **Library Catalogue**.

Self-service kiosks are available at our Broomfield Hall, The Joseph Wright Centre, and The Roundhouse site libraries for borrowing, renewing and returning DCG library books.

## Renewing library books

You can renew books if you need to keep them for a longer period of time.  Books can be renewed twice by:

- e-mail,
- phone,
- in person (at any DCG site library) at the self-service kiosk or the library counter.

Please remember, we will charge a fine for an overdue book.

## Fines and charges

- Late returns will incur a fine of 10p per item for each day it is late (excluding weekends and DCG holidays).
- The maximum a fine can reach is £5 and you will need to pay it before borrowing further items.
- Lost or damaged books will need to be paid for.  We do not accept replacements or alternative texts.
- If you do not return your book, we will send you an invoice to recover the value of the book.

## Library Moodle (or POD) Page

The **Library Moodle (or POD) Page** can be accessed directly from the **MyDCG app**.

You can find lots of useful resources and information on this page; including direct access to the **Library Catalogue**, e-Resources, **Reading Lists**, **Study Skills Hub**, **Study Skills for Apprentices Hub**, Digital Skills Hubs: **Getting Started**, **Progressing** and **Moving on**.

# SUPPORT AVAILABLE TO YOU
## LIBRARIES FOR LEARNING

### Online Library Catalogue

- Search for resources to support you by using the **Library Catalogue** on Moodle/POD.
- We have lots of information about how to make the most of the library resources, including how to search the **library catalogue** and access eResources on the **Library Moodle (or POD) page** so be sure to have a look.
- If there is anything you need, please ask and we will always do our best to help.

### Reserving books and inter-library loans

If a book that you want to borrow is already on loan or is located at another site, you can reserve it. This means the library will save the book for you when it is handed back in or transport an available copy to any site library you want to collect the book from.

- To reserve an item, search the **Library Catalogue** and click the Reserve button under the item's picture.
- Then select which site you'd like to collect the item from.  Please note for the HE Centre – RH, and the Hudson Building – RH, the collection point will be The Roundhouse Library.

The library can try to borrow resources on your behalf from other libraries (including public, university and national libraries) via an interlibrary loan (ILL).  These can be books or journal articles.  Contact the library with the details of the item you would like to access.

Please note, that ILLs can take up to 4 weeks to arrive.

## Reading lists

The Libraries for Learning Team works with your course teachers or apprenticeship assessors to collate relevant resources and put them into easily accessible lists for you.

To find the ones relevant for you, please look here, **Reading Lists** to select the reading list for your course or apprenticeship, or contact **learningresources@derby-college.ac.uk** to request the link.

## Skills and information hubs

We provide access to the **Skills Hubs** (Study Skills Hub, Study Skills for Apprentices Hub, Digital Skills Hubs: Getting Started, Progressing and Moving on and HE 360 Hub) via the **Library Moodle (or POD) Page**, as well as advice and guidance on searching for information using the library's online catalogue and all our online resources.

## Library displays

Look out for displays to show resources that will support topics discussed in tutorials and to celebrate specific events.

## Fiction and reading for leisure

All the DCG site libraries have Fiction and Leisure Reading collections. Look out for:

• books by your favourite authors,
• quick reads,
• graphic novels,
• books in all genres,
• books relating to popular films and TV series.

Tell us what you like to read! We welcome suggestions for what to add to stock.

## Libraries for Learning Reading Challenge

• Every year the library runs a Reading Challenge, where you will be encouraged to read six reads before the end of the College year.
• All participants receive digital badges after each read.
• Completers receive a certificate and have their names entered into a prize draw.
• Go to the Libraries for Learning Reading Challenge tile on the **Library Moodle (or POD) Page**.

## Expected behaviour in the libraries

We expect **professional** behaviour from you! DCG promotes and practices the 5Ps of behaviour - to be **polite**, **prepared**, **punctual**, **positive**, and **professional** - this is expected in the library environment.

We expect everyone to be **polite**, courteous and respectful - and this means that we need to be considerate of other students trying to work in the library, and to the team members providing the library service.

Be **prepared** to use the library and all its resources effectively, so think about what you want to achieve before you come in.

Modify your behaviour by speaking quietly, and using the refectory, canteen and coffee areas for eating and drinking, unless you have bottled water, or a drink in a cup with a lid.

Remember to be **punctual** about leaving the library, either to go to a lesson, go for a break (or lunch), or even go home at the end of the day. And remember, other students will appreciate not being disturbed or interrupted as you leave.

Come to the library for a **positive** learning experience. We have tons of resources: books, eBooks, journals, magazines, PCs or Laptops, great study spaces, printers and copiers (MFDs), and a friendly, helpful and knowledgeable team who genuinely want to help you.

We want everyone to make the most of what we have to offer.

## Multifactor Authentication (MFA)

If you are a new or returning student to DCG, you **must** ensure your Multi-Factor Authentication (MFA) system is up and running before you can use your DCG Student IT account.  Please see these guidelines, **Student MFA Configuration Guide**.

As part of setting up the MFA process, you will need to log on to your DCG Microsoft 365 account:

If you are a **returning student** (either continuing on a programme of study/ apprenticeship or as a former student starting a new course), **please use your existing password**.

If you are a **new student** at DCG you must change the default password you have been sent (if you haven't done so already).  To do this:

- Go to any College PC, laptop or iPad and type in your DCG email address **(six-digit student number@ student.derby-college.ac.uk)** in the username box.
- Type in your **date of birth** in the password box. This needs to be in the format **ddmmyyyy** (e.g. 23021997). You will then be prompted to change your password.

When you have changed your password, you will use this on all College PCs, and laptops, and to access DCG systems.

**Microsoft Authenticator**

## Logging on from home

You can activate your Microsoft 365 account by navigating to **www.microsoft365.com** and typing your DCG email address in the username box.  This starts with your student number and will be in the following format:

Six-digit student number@student.derby-college.ac.uk

e.g. 123456@student.derby-college.ac.uk

To access, MyDCG, the central place for student information, go to **my.dcg.ac.uk**

## Acceptable use policy

Whenever you are logged on to the DCG network via a DCG or your own device in College you must agree to the Acceptable Use Policy.  The main points of the policy are:

- your use of the internet and e-mail should mostly be for College work,
- you are not permitted to download games or music,
- using the internet to annoy, harass or intimidate others can lead to disciplinary action,
- your use of e-mail should not be assumed to be private as it can be monitored by DCG staff.

Find out more by completing the Acceptable Use Policy Module, **Acceptable Use Policy (AUP)** on the Digital Skills Hub: **Getting Started** course.

## What you see when you log on

Open a browser to log on to MyDCG – the central place for student information, go to **my.dcg.ac.uk**

From the MyDCG home page, you can access all the information you need for your time with DCG, including all Student Support Services and access to DCG's Virtual Learning Environment (VLE), Moodle (or POD), which is a platform teachers use (alongside Microsoft Teams use for online content and delivery)

Download the MyDCG app on from your device's app store:

- Apple App Store – **https://tinyurl.com/4f8mucze**
- Google Play Store – **https://tinyurl.com/3a5wrrum**

## Your College Microsoft 365 account

All DCG students have access to Microsoft 365 including your College e-mail, file storage (OneDrive) and many other Microsoft applications.  To access, go to **www.microsoft365.com** and sign in with your DCG credentials.

To access the applications, click any of the specific application icons or the app launcher in the top left-hand corner of the page.

Find out more by completing the Microsoft 365 Module, **Microsoft 365 Applications** on the Digital Skills Hub – Progressing course.

## OneDrive

OneDrive is an online file storage area where you can upload and create documents and folders.  You can share files with people you wish to give access to.

Your DCG OneDrive account can be accessed from anywhere where you can access the internet.  This is where you should save your College work (not your personal or work OneDrive).

Find out more by completing the OneDrive Module, **Microsoft OneDrive** on the Digital Skills Hub – **Getting Started** course.

# SUPPORT AVAILABLE TO YOU
## ACCESSING COLLEGE IT AND HOW TO LOG ON

### Microsoft Teams app

Microsoft Teams is used for remote teaching and communication between teachers and students. Access the browser version of Teams via your Microsoft 365 account and download the Microsoft Teams app onto your device.

Go to your app store and search for Microsoft Teams. Install the app and sign in with your College email address and password.

If you have been given a code to join a class team, you need to click the Teams option from the menu across the bottom and choose the Join class with code option.

If you need any help accessing or using Microsoft Teams, ask the library team for assistance. Find out more by completing the Microsoft Teams Module, Microsoft Teams on the Digital Skills Hub – Getting Started course.

### Download the Outlook app

Make it easier to access your College emails remotely and keep up to date with all DCG communications by downloading the Outlook app from your device's app store.

- Apple App Store – **https://tinyurl.com/2aa9eses**
- Google Play Store – **https://tinyurl.com/2dd3u2f2**

Find out more by completing the Outlook Module, **Emailing and Using Microsoft Outlook** on the **Digital Skills Hub – Getting Started** course.

## Bring your own device to DCG

You can use personal laptops, tablets, and smart devices in DCG, and can access the College's Wi-Fi network by connecting to DC-GUEST and choosing Sign in with DCG account.

Log in (connect to the network) using your DCG email address as your username and the password you usually use to log onto DCG devices.

Please remember:

- bring your own headphones to use with your own device,
- calls cannot be taken or made in the libraries,
- ask the library team where you can charge your device.

## Printing, copying and scanning

To print your work, photocopy or scan documents on our Multi-Functional Devices (MFDs), you will need to use your DCG ID card.

To log in to a printer, either swipe your DCG ID card on the reader or log in with your DCG login details.

There are black and white, and colour Multi-Functional Devices (MFDs). To print work on any DCG MFD go to File, select Print and then select either:

- Print&Collect-Mono on dc-papercut, for Black and White printing.
- Print&Collect-Mono on dc-papercut, for Colour printing.

You will be given a print allowance, as there is a charge for all printing.  If you run out of printing credit you can top up.  Please ask the Libraries for Learning Team for more details.

If you need any help with Logging on – please ask us!

- Call **01332 334848** (direct line to the library team),
- Call **0800 028 0289**  (switchboard) and ask for the Library,
- Email **learningresources@derby-college.ac.uk**
- 'Chat to a Librarian' **LiveChat** on the **library catalogue** (accessed via Moodle/POD),
- Drop into any of the DCG site libraries to see us in person.

**LEARNING SUPPORT @DCG**

### Learning Support Team

Your Learning Support Team provide support and encourage you all to maximise your potential and reach aspirational goals.  Reaching this potential may require elements of personalised support such as, in and out-of-class support, advice and guidance on the use of resources and equipment, and much more.

This range of support is a vehicle to enable you to access all the opportunities that the College has to offer.  Our consistent aim is to ensure all student's experiences are positive and engaging.  We provide a person-centered approach and focus our offer of tailored support to match your individual needs.

The Learning Support Team can ensure that we are here to support your academic journey here at DCG.  The types of support we offer are:

- Support at interview (if requested at application).
- Support planning to establish what we need to do.
- Transitional support.
- In-class support.
- Mobility support.
- Note-taking.
- Communication support (including British Sign Language).
- Specialist resources and equipment e.g. laptops with specialist software, Dictaphones, and Livescribe pens etc.
- Counselling, well-being/resilience support.
- Modification of learning materials e.g. into Braille.
- Personal care.
- Exam access arrangements.
- Base rooms/Learning Support Trainers.

For further information: **Learning Support Services**

### Exam Access Arrangements

Did you have exam support at school or another centre of learning?  Exam Access Arrangements (EAA) are reasonable adjustments for students with a learning need, medical condition, or disability to ensure they have the same opportunity to be successful in exams and assessments.

At DCG, our team of experienced Inclusion Assessment Specialists will work with you and your teachers to ensure you get the right support, but you will need to help us by providing information about the support you have had previously – **EAA from school does not automatically transfer over to College**.

Email:  **EAA@derby-college.ac.uk** or visit the **Learning Support Base Room** at your site to find out more.

# Learning Support Services

## A friendly welcome to you al[l]



## Specialist Support for Deaf Access

We have a large, experienced team of staff to support the full range of deaf students, including Communication Support Workers (CSWs), Senior Communication Support Workers, Sign Language Interpreters and a Learning Support Teacher for D/deaf students.  We provide support at all Information Evenings, interviews, and enrolment as well as throughout your study programme. If you would like any more information, please email: **inclusionandsupport@derby-college.ac.uk**

**DEAF**access

## Health and Safety
### Fire Evacuation / Fire Alarms

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 the 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.

### 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 member of staff immediately.

### Reporting accidents

If you think you have seen an accident or something that was nearly an accident, the College really needs to know about it! Make sure you tell a member of staff as soon as possible so the area can be made safe. In turn the member of staff will contact the Health & Safety Team, who will be able to undertake a full investigation

### 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.

## Firearms and weapons attacks

In the unlikely event of a terrorist attack, remember to follow **RUN HIDE TELL**

## RUN

If there is safe route, run, if not, hide.

## HIDE

• Be aware of your exits
• Try not to get trapped
• Lock yourself in a room if you can
• Move away from the door
• Be very quiet, turn off your phone
• Barricade yourself in

## TELL

Dial 999 when you are safe. Give your location and as much information as possible.

## Unidentified individuals

• Are they wearing a College ID badge?
• Can they account for their whereabouts?
• Have you seen them before on site?
• Are they confident in their actions?
• Do they have any memorable characteristics?

If you suspect anyone report them to a member of staff, giving your details, location, date and time. It may not be relevant now but may be in the future!

**What you can do - Counter Terrorism Policing**

## Mental health first aiders

At DCG we recognise that there might be times when you need to talk to someone about your mental health. Often talking through how you are feeling can have a positive impact, knowing that you do not have to cope with things on your own. Many staff at College are trained Mental Health First Aiders. They can provide immediate support and direct you to other services which might be helpful.

If you would like to talk to somebody, contact your Student Experience and Pastoral Coach or a Learning Support Trainer.

If you need pastoral or academic support, you can contact your Student Experience and Pastoral Coach at any point during your time at the College. To contact the Student Experience and Pastoral Coaches email: **PastoralCoaches@derby-college.ac.uk**

## Resilience and mental health

Resilience is the ability to cope with difficult situations and emerge stronger. The good thing is, resilience is something you can learn, and the Resilience Team can help you develop strategies to use when you are facing challenging times.

We are here to support you if you are struggling with anxiety, low mood, depression, panic or worry and would like to develop some practical strategies to help yourself.

If you would like a 1:1 session with the Resilience Team, please ask a member of staff to refer you.

For further information: **Your Health and Wellbeing**

## Care experienced and young carer support

Being a young carer or a care-experienced young person may have an impact on your attendance and well-being. We offer lots of support at DCG, alongside your Student Experience and Pastoral Coach you will have access to a designated person who will be able offer support around some of the issues you may be facing. To ensure you can access this support please ensure you let your Personal Tutor know who can share this information. More information can be found here, **Support for Students in Care and Care Leavers & Young Carers**

### Safeguarding Team

DCG places the highest importance on safeguarding and the safety and well-being of students.

Safeguarding is the action we take to promote the welfare of people and protect them from harm.

At DCG, safeguarding means:

- protecting people from abuse and maltreatment,
- preventing harm to people's health or development,
- ensuring people are cared for in a safe environment,
- taking action to enable all people to have the best outcomes.

If you need any advice or support you can contact our Safeguarding Team for a chat, email: **safeguarding@derby-college.ac.uk**, or speak to them, or a Student Experience and Pastoral Coach, in person whilst at College.

For further information: **Safeguarding**



### Behaviour and attitudes

All DCG students need to feel able to develop their potential without fear of physical, verbal or written abuse. As outlined in the Student Code of Conduct, all forms of anti-social behaviour within the DCG community will not be tolerated.

Bullying, including physical violence of threats, and racial and sexual harassment are forms of anti-social behaviour which will be subject to disciplinary action e.g. suspension or exclusion.

Bullying, harassment, victimisation and sexual misconduct may be by an individual, against an individual or may involve groups of people. It may be obvious or invidious; abuse of power can be explicit or implicit.

Bullying and harassment are not necessarily face-to-face. They may also occur through various other forms of communication (e.g., email, phone, written communication, and social media).

### Bullying

**Bullying** may be characterised as:

offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate or injure the recipient.

Some examples of bullying include:

- verbal and/or physical intimidation,
- ignoring, patronising or excluding,
- setting random or unachievable workloads in an unreasonable manner and making threats associated with failure to achieve,
- public reprimand, ridicule, sarcasm or humiliation,
- posting offensive comments on social networking sites or in other media,
- sending offensive text messages, emails or offensive messages through other forms of social media,
- intentionally blocking a person's training, learning or development opportunities.

### What is online bullying?

The rapid development of, and widespread access to technology, has provided a new medium for 'virtual' bullying, which can occur in or outside the learning environment. Online bullying is a different form of bullying and can happen at any time of the day, with a potentially bigger audience, and more accessories as people forward on content at the push of a button.

Although some technology seemingly allows anonymity, there are ways to find out information about where bullying originated. However, it is important to be aware that this may not necessarily lead to an identifiable individual. For instance, if another person's phone or College network account has been used, locating where the information was originally sent from will not, by itself, determine who the bully is.

If you feel you or a peer is being bullied or harassed, you must report it to a member of staff who will refer to the relevant team.

## Harassment

**Harassment** is defined in the Equality Act 2010 as:

Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

Some examples of harassment include (but are not limited to):

- Offensive or derogatory remarks, gossip or jokes.
- Obscene gestures or language.
- The display or electronic transmission of offensive pictures graffiti or other visual material.
- Physical contact (ranging from touching to serious assault), to which a person has not consented, or which they have not been given the opportunity to reject.
- Intrusion by pestering, including through the use of text messaging, email or other telecommunications.
- Following, stalking or spying on people.
- Pressing people to accept unwelcome invitations.
- Obtaining sexual or other favours through threats or by making promises.
- Isolation or non-cooperation and exclusion from social activities.

## Sexual Misconduct

**Sexual misconduct** relates to all unwanted conduct of a sexual nature. This includes, but not limited to:

- Sexual harassment (as defined by Section 26 (2) of the Equality Act 2010).
- Assault (as defined by the Sexual Offences Act 2003).
- Rape (as defined by the Sexual Offences Act 2003).
- Physical unwanted sexual advances (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017).
- Intimidation, or promising resources or benefits in return for sexual favours.
- Distributing private and personal explicit images or footage of an individual without their consent (as defined by the Criminal Justice and Courts Act 2015).

## Victimisation

**Victimisation** occurs when someone is treated badly because they have made or supported a complaint about discrimination or harassment, or because an individual thinks that they are doing or may do these things.

Some examples of victimisation include:

- Excluding someone from social situations following a complaint or rumour.
- Denying someone the opportunity to participate in a project, social event or apply for a placement opportunity because they are perceived to be a 'troublemaker'.
- Lowering a student's assessment results because they have made or supported a complaint.

# SUPPORT AVAILABLE TO YOU
## WORK EXPERIENCE AND CAREERS GUIDANCE SERVICE

### Careers Guidance Service and Careers Advisers

Your Careers and Guidance Service is available to help you with any decisions related to your future career path. Our experienced and qualified Careers Advisers will help you make a well-informed and realistic decision about your next step.

We help to clarify option choices and progression pathways.  Such as:

- Apprenticeships
- Employment
- Self-employment and business start-up
- Further Education
- Higher Education (University)
- Gap year
- Any career option.

We work with you to:

- **Explore** your skills and options, widen, and deepen your knowledge of your potential and the world of work.
- **Develop** your knowledge, skills, and abilities to move towards your career aspirations.
- **Apply and be successful** (job search, applications, and interviews).

You can:

- **drop-in** to any of the service areas (no appointment required) or,
- **book an appointment** by emailing: **careers@derby-college.ac.uk**

For further information: **Careers Guidance Service**

### Work Experience and Progression Mentor

Your Work Experience and Progression Mentor will support you with preparing for work placements, including interview techniques and CV building.  They will also support you in sourcing an appropriate work placement and they will conduct all the required Health and Safety checks.  Email:  **WorkPlacement@derby-college.ac.uk**

For further information:
**Work Experience and Progression Hub**

# STUDENT LIFE

**dcsu**
derby college **students' union**
www.dcsu.co.uk

## Diversity, Inclusion and Belonging Champions

Our Diversity, Inclusion and Belonging Champions, are on hand to advise and guide on their area of interest or expertise.

## Your DCG Student Union (DCSU)

Starting at DCG is the ideal time to try something different and widen your social circle. Discover fresh experiences and pursue new interests. We want you to take full advantage of all the opportunities ahead.
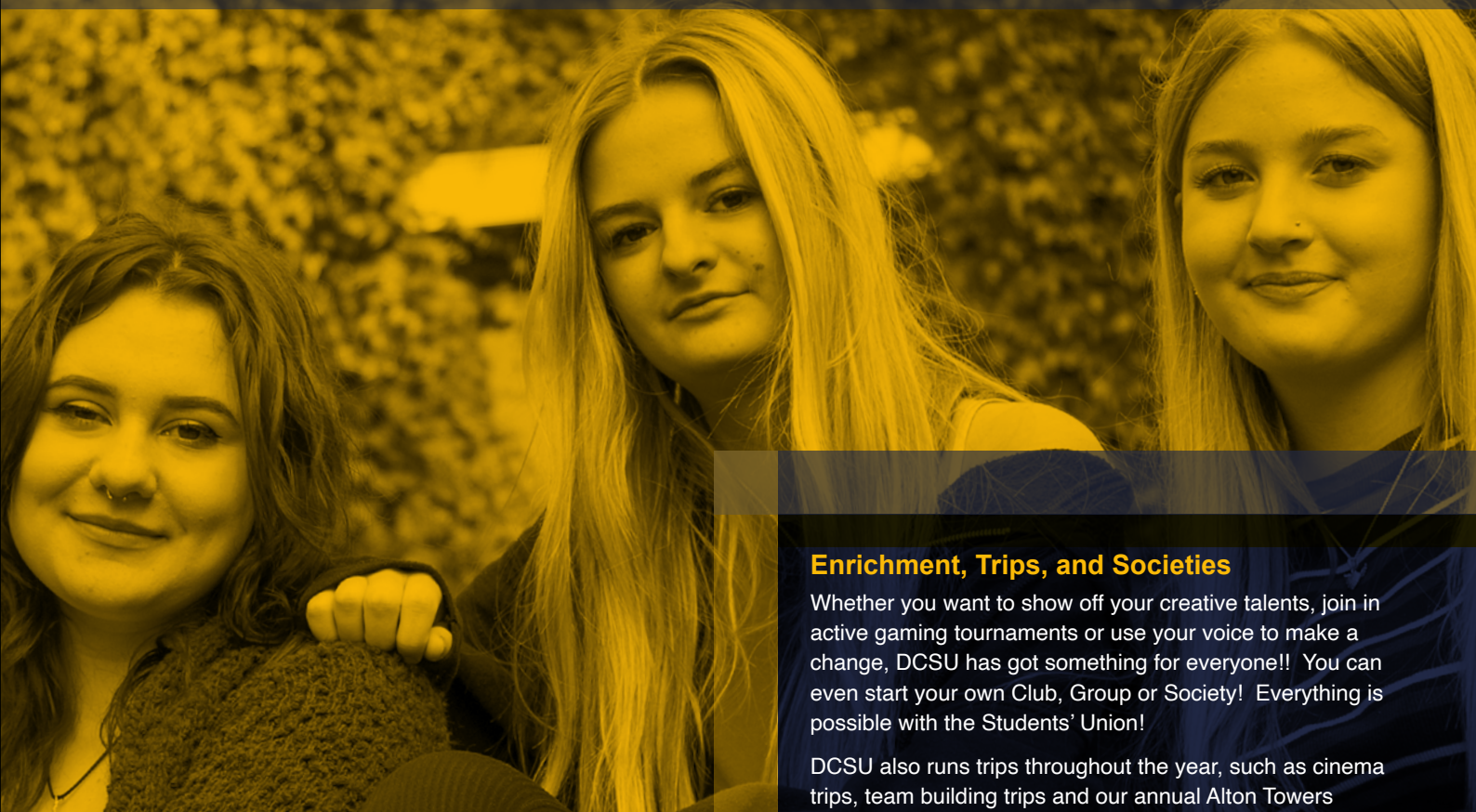
## Enrichment, Trips, and Societies

Whether you want to show off your creative talents, join in active gaming tournaments or use your voice to make a change, DCSU has got something for everyone!! You can even start your own Club, Group or Society! Everything is possible with the Students' Union!

DCSU also runs trips throughout the year, such as cinema trips, team building trips and our annual Alton Towers trip. External enrichment providers also visit to work with different groups of students across the College.

## How do I become a member of the Student Union?

Every DCG student, from Rolls-Royce plc to Broomfield, Ilkeston, Joseph Wright, and the Roundhouse can be a member of our Student Union.

You could become a student rep or academy rep, whereby you would represent your peers and relay feedback to the College's Senior Leadership Team in Lead the Leaders Meetings.

Or how about becoming a Student Vice President for one of our sites, where you would help with planning enrichment or trip planning and put yourself forward as the full time SU President when you finish your studies with us. There are also roles as Student Ambassador and Student Council Members.

*So ... please come along and get involved!*

**DCG**
**DERBY COLLEGE GROUP**

**The Roundhouse**
Roundhouse Road
Pride Park
Derby DE24 8JE

**The Joseph Wright Centre**
Cathedral Road
Derby DE1 3PA

**Broomfield Hall**
Morley, Ilkeston
Derby DE7 6DN

**The Community College**
2 Pimlico
Ilkeston
Derbyshire DE7 5JS

# 0800 028 0289
**enquiries@derby-college.ac.uk**
**www.derby-college.ac.uk**

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