



BTEC Level 1 Introductory Diploma in Public Services OR240

STUDENT COURSE HANDBOOK 2018 - 2019

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THE COLLEGE MISSION

Kingston Maurward is a specialist provider serving the needs of land-based and allied industries in Dorset and the South West.

Our students will be inspired to achieve their potential and thrive in a challenging but caring environment, enjoying exciting learning and high quality facilities within a vibrant commercial rural estate.

OUR CORE VALUES:

We will:

INSPIRE

CHALLENGE

CARE

COURSE HANDBOOK CONTENTS

1. Introduction
2. List of course lecturers/instructors
3. Course term dates & teaching day times
4. Attendance
5. Punctuality
6. Course timetable
7. Course structure
8. Your lesson/session
9. Tutorials
10. Assessments/Assignments
 - Assessment timetable
 - Rules for submitting work
 - Plagiarism
 - Appeals
11. Industry experience (College) if relevant
12. Industry experience (work placement) if relevant
13. Progression flowchart & careers advice
14. Study tour (if relevant)
15. College Open Day & Academy Activity Days
16. Prize Day – 'Celebrating Success'
17. Parents/carers events
18. Requirements for the course
 - Clothing & equipment
 - Study materials
19. Classroom rules
20. Hygiene/Animal Welfare (if relevant to the course)
21. Health & Safety rules
22. Disciplinary Procedure
23. Safeguarding
24. Time Management
25. Course Reading & Resources
26. Student Support
27. Learning Support and Exams Access Arrangements

APPENDICES

1. Coach House Café
2. Main map of campus
3. KMC WiFi zone
4. ICT Support Policy
5. Printing costs
6. Guidance for saying safe online
7. Personal Health & Safety
8. Academy of English and maths
9. Learning Resource Centre
10. Request for Absence Form
11. KMC 005a – College Induction Programme
12. KMC 005b – College Health & Safety and Welfare Induction

1. INTRODUCTION

Welcome to Kingston Maurward College and the Public Services and Personal Development course.

The aim of the College is for all students to be successful in their academic, work and personal life and to progress to a positive destination (further training, an Apprenticeship, Higher Education or employment).

This **Course Handbook** is intended to give you specific information about your course.

Please read through it carefully, making sure that you understand all areas of your course and what is required from you. Your teacher will help you work through this handbook throughout your course so keep it safe. If you lose it please ask your teacher for a replacement copy.

The Course Handbook contains some information you will need to know straight away about College policies. College policies are also published in the 'Policies and Procedures' section in the Student Portal on Moodle. Your teacher will make sure you have completed the induction forms KMS005a and KMS005b which are in the appendix of this handbook.

2. LIST OF COURSE LECTURERS/INSTRUCTION TEAM

Teacher Name	Subject	Contact Details
George Rogers	Course Manager Level 1 Public Services and Personal Development	George.rogers@kmc.ac.uk 01305 215255
James Weeks	Outdoor Adventure Instructor	James.weeks@kmc.ac.uk 01305 215081

3. COURSE TERM DATES										
			DATES				KMC WEEK NUMBER			
Autumn Term starts			03/09/18				6			
Half Term			22/10/18 – 26/10/18				13			
Christmas Holidays			20/12/18 – 04/01/19				21 - 23			
Spring Term starts			07/01/19				24			
Half Term			16/02/19 – 22/02/19				30			
Easter Holidays			08/04/19 – 23/04/19				37 - 39			
Summer Term starts			24/04/19				39			
Half Term			27/05/19 – 31/05/19				44			
Summer Term ends			27/06/19				48			
THE COLLEGE DAY										
1	2	Break	3	4	Lunch	5	6	Break	7	8
09:15	10:00	10:45	11:00	11:45	12:30	13:30	14:15	15:00	15:15	16:00
-	-	-	-	-	-	-	-	-	-	-
10:00	10:45	11:00	11:45	12:30	13:30	14:15	15:00	15:15	16:00	16:45

ATTENDANCE

Attend Today, Achieve Tomorrow

All students are expected to attend **all** timetabled classes. Non-attendance may, at the discretion of the Deputy Principal or Assistant Principal, result in dismissal from the course. This includes your **English** and **maths** classes.

We expect 100% attendance throughout the year in order to pass the course. If your attendance falls below 90%, we will discuss this with you and disciplinary action may be taken.

If you are off sick you **must** contact the College by 09:00 am **each morning** of your illness.

You can either ring the absence line, **01305 215111** or email via StudentAbsence@kmc.ac.uk

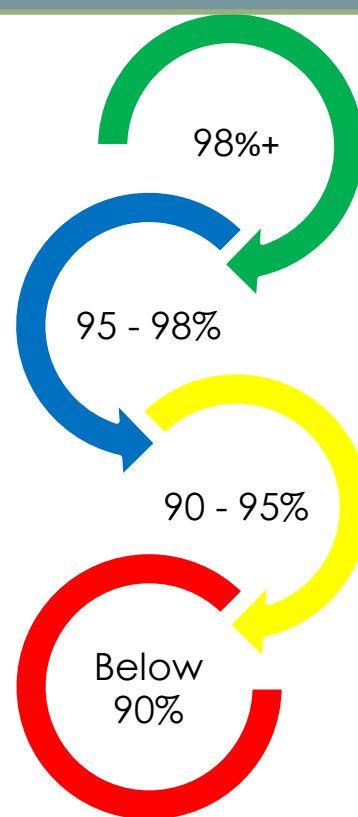
Any illness lasting more than 7 days or any on-going illness must be followed up with a doctor's 'fit note'.

Absences for special arrangements e.g. weddings, funerals etc. may be arranged through your Course Manager in writing in advance using the form enclosed at the end of this handbook. Holidays should not be arranged in College term time without a very good reason, which should be discussed with your Course Manager.

The College aims to celebrate those students who achieve 100% attendance. Students who attain this will be entered for a Rewards prize draw, issued with an attendance certificate and be included in posters, displayed around campus, celebrating their success.

If you want to progress to a new course or a higher level course at the end of your study this year, you will be expected to have achieved a minimum of 85% attendance, including English and maths, for the whole academic year.

What Zone Are You In?



4. PUNCTUALITY

It is essential that all sessions start on time. The start time is when the teaching and learning starts and you should be fully prepared with books and stationery out, and wearing the correct PPE if appropriate, ready to start the lesson/session on time.

Lateness is disruptive to other learners who want to succeed.

Failure to comply will result in disciplinary action.

5 minutes late for every session = 60-80 minutes lost teaching time per week (or between 33-44 hours for the course) which is about 5-7% of the total teaching time.

5. COURSE TIMETABLE

Induction Week

Day = 9.15am - 4.35pm Comprising of 8 sessions of 45 minutes											
	1	2	Break	3	4	Lunch	5	6	Break	7	8
	09.15 - 10.00	10.00 - 10.45		11.00 - 11.45	11.45 - 12.30		1.30 - 2.15	2.15 - 3.00		3.15 - 4.00	4.00 - 4.45
Tuesday	Welcome Brief	Expectations		Campus tour	Campus tour		Student welfare induction LRC	Tutorial		Tutorial	Tutorial
Wednesday	Gym induction	Bouldering Wall induction		Gym Session	Gym Session		Team building	Team building		Team building	Team building
Thursday	BKSB Inductions LRC	BKSB Inductions LRC		SID Day Maurward Hall	SID Day Maurward Hall		Student welfare induction LRC	LRC induction LRC		Tutorial	Tutorial

Timetable

Day = 9.15am - 4.35pm Comprising of 8 sessions of 45 minutes											
	1	2	Break	3	4	Lunch	5	6	Break	7	8
	09.15 - 10.00	10.00 - 10.45		11.00 - 11.45	11.45 - 12.30		1.30 - 2.15	2.15 - 3.00		3.15 - 4.00	4.00 - 4.45
Tuesday	English GCSE and FS	English GCSE and FS	15 minutes	Academic /practical activity GR	Academic / practical activity GR	1 hour	Maths GCSE or online study	Maths GCSE or online study	15 minutes	Tutorials	Tutorials
Wednesday	Practical JW & GR	Practical JW & GR	15 minutes	Practical JW & GR	Practical JW & GR	1 hour	Practical JW & GR	Practical JW & GR	15 minutes	Practical JW & GR	Practical JW & GR
Thursday	Academic activity GR	Academic activity GR	15 minutes	Practical activity	Practical activity	1 hour	FS Maths & GCSE Maths	FS Maths & GCSE Maths	15 minutes	English GCSE or online study	English GCSE or online study

6. COURSE STRUCTURE

The course will be delivered over the academic year. It will be delivered as Units, each unit containing 1 or 2 assignments that will need to be completed. There are 10 units in total.

The assignments will be graded as Pass, Merit or Distinction. These will give you points that go towards your final grade.

Your final grade has the available grade range of PP to DD.

To progress to a Level 2 qualification you must achieve a MM or above.

7. YOUR LESSON/SESSION (UNDERSTANDING, LEARNING & TEACHING)

To get the very best out of your lessons and practical sessions it is important you have some basic understanding of learning and teaching.

Teachers will plan their teaching to meet the individual needs of all students so that everyone can learn effectively. All teaching will therefore follow a set structure:

- **A prompt start** – lesson starting on time (see 'Punctuality').
- **Objectives** – these will be set for the session/lesson. They are also known as learning targets/goals that are set to ensure you learn something new. Typically there could be between 3 – 6 objectives in a lesson.
- **Recaps** – a quick check that everyone remembers what was taught during the last session. This allows an opportunity to help those who haven't quite understood something.
- **Checking Progress** – at the end of each objective (goal/target) taught in a session, the teacher will check that everyone has learnt and understood what has just been taught. These checks will be made in various ways, for example, questions and answers, quizzes, set tasks, post-its, mini whiteboards etc.
- **Plenary** – this is the final check and recap on what has been learnt throughout a whole session/lesson, again allowing time to fill any gaps in learning.
- **Differentiation** – this is where a teacher ensures that everyone in the group has been sufficiently involved in learning that interests them. Teaching methods will always 'stretch' your knowledge and 'challenge' your level of learning.
- **Classroom 'Visitors'** – occasionally, other people may join your class to observe the quality of learning and teaching. They will either be staff from KMC or other Colleges, or possibly an Ofsted Inspector. It is important that you are not put off by visitors as ultimately they want to observe a normal/typical lesson (just ignore them!).
- **Ground-rules** – in addition to the College set 'Classroom Rules', Course Managers and/or teachers may ask groups to set their own 'rules' which are personal to them. This is a great idea as it really helps you to get even more from the whole learning and teaching experience at KMC.

All students have to manage their course notes in a structured way using lever arch/ring binder files with dividers to create sections for each topic covered. Your Course Manager will remind you of what is needed.

8. TUTORIALS

As part of Kingston Maurward College's commitment to providing quality and appropriate support to all its learners, the tutorial scheme is an integral part of the wider College support system.

The tutorial scheme is aimed at helping you at the College:

- To participate fully in your chosen programme of study and in the general life of the College and to keep 'on-track' with your studies
- To recognise and understand the skills, qualities and personal resources you have required or have the potential to acquire
- To be well-informed about the range of personal, educational and vocational opportunities that are available
- To develop an understanding of decision-making processes and an awareness of the possible implications of such decisions
- To make the transition to College and from College to Higher Education, further training and/or employment and to develop the skills required to implement your decisions
- To agree ambitious SMART targets* to help you achieve your optimum potential (stretch and challenge)

*SMART Targets are Specific*Measurable*Achievable*Realistic*Time-bound

Entitlement

All students on courses that are 12 weeks or longer are entitled to a personal tutor. Full-time students are entitled to a minimum of 1.5 hours of individual tutorial support and 48 hours of group tutorials.

9. ASSESSMENT/ASSIGNMENTS

Assessments form an integral part of the assessment process on your course, are continuous throughout the year and are an essential way of assessing you throughout the course. Some assessments will be completed in your own time, others will be done in controlled conditions in college.

Coursework Assignment/Assessment – what should be included:

- A **front cover** showing your name, your course, unit, unit teacher, date, the title of the assignment, the level of the tasks you have attempted.
- An **introduction** – including a background to the main subject area and an outline of the tasks you are going to attempt.
- A **contents** page and numbered pages.
- Each **task** clearly labelled.
- All **drawings** drawn clearly and labelled neatly.
- **Diagrams, pictures & images** to help explain your work more clearly.
- A **conclusion** – this should round up the main points of the assignment and show what you have learned from your research.
- A **bibliography** of any reference material used – books, internet sources etc. – a variety of different sources of information must be used to complete each task.
- An **appendix** to include any additional material and referenced to support the main contents of the assignment.

If you are unclear about any of this, please speak to your teacher.

Rules for submitting work

Each awarding organisation has its own rules for submitting work for assessment. Your Course Manager will explain these to you, including how to submit electronically where this is required. However the following guidelines must be followed in order for you to be able to achieve on your course:

- All assignment work must be submitted on time. The College reserves the right not to mark work submitted later than the deadline date.
- If you are unable to meet the deadline date when your assignment is due in and require an extension you **MUST** speak to your **Course Manager** (before the hand in date), who will explain what you need to do to request additional time.
- Teachers will aim to mark and return work to you within 2 weeks of you handing it in on the given deadline date.
- You must achieve at least a pass in **all** the desired units to achieve the overall qualification.
- If you are dissatisfied with any part of the assessment process you do have the right to appeal.

Throughout your course you will be involved in researching and writing assignments. You will be briefed about each assignment and given any necessary background information before you start.

Assignments will take up a proportion of your time beyond the working day so you will need to be prepared to work on them at home as well as at College.

You may find that there are also specific periods set aside in your timetable for private study. **These should not be treated as free periods** – you should use them as part of your **study plan** (i.e. effective time management) to keep up to date with the course work and revision for exams.

All grades are recorded during the course by the subject teachers and your Course Manager.

You must keep all assessed work and be prepared to hand it in to the awarding organisation or External Quality Assurer on request.

All assignments should be:

- Typed using font size 11 - 14
- Using sensible fonts – Calibri or Arial are ideal

Your Course Manager will provide further assignment guidance.

Plagiarism

Plagiarism is a form of cheating and involves presenting somebody else's work or ideas as your own. You are encouraged to use a wide variety of materials (books, journals, articles, on-line material etc.) to help research and support your discussion in your assignments but you must avoid cutting and pasting pieces of material. It can be hard to see how to put it into your own words if it is already very well written; **however, you must use your own words.**

Learning how to read reference material, extract the relevant information and put it into your own words is a skill itself and is a topic that will be covered in your group tutorial programme (if you need help, ask your teacher).

You must state all sources of reference in your final bibliography, preferably using the Referencing Guide (Harvard style) which can be found on MOODLE under Learning Resources.

If you plagiarise your assignment work, the College will be required to report you to the relevant qualification awarding body and you may be subject to disciplinary action as a result of this.

Academic Appeal

What is the basis for an Academic Appeal?

An academic appeal is a formal request brought by a student to change a grade, or to challenge a penalty imposed, for example, if your teacher thinks that you have cheated. If you are unhappy about your grade and want it changed the first thing to do is to talk to your Course Manager, this is called an **informal process**.

If you and your Course Manager agree about what is a fair result then your grade may be changed, if not and you are still unhappy, you can make an academic appeal which is a **formal process**.

If you want to make a formal appeal you can ask someone to help you, either the English or maths Course Managers, your vocational Course Manager or Student Support. Write a letter to the Deputy Principal Curriculum & Quality who will decide if you can make a formal appeal.

If the decision is **no**, you will get a letter to explain why.

If the decision is **yes**, you will get a letter with the date for the appeal, your rights and the next steps in the process.

Your appeal will then go to the **Academic Appeals Committee** who will make sure that the appeal hearing is fair and that you understand the process. You will be able to bring witnesses and evidence to support your appeal. You will also have the chance to ask questions of your own. The appeal hearing will be held in private, and everything you talk about will be private too.

Within 5 days of the appeal the Deputy Principal Curriculum & Quality will send you a letter with the result of the appeal. The decision of the committee will be **final**.

10. INDUSTRY EXPERIENCE (COLLEGE)

Not compulsory at Level 1, although beneficial.

11. INDUSTRIAL EXPERIENCE (WORK PLACEMENT)

Not compulsory at Level 1, although beneficial.

12. PROGRESSION FLOWCHART & CAREERS ADVICE

Progression and careers focus will be an ongoing part of the study course.

Appointments can be arranged with our careers advisor when requested.

13. STUDY TOUR

Not relevant for level 1.

14. COLLEGE OPEN DAY & ACADEMY ACTIVITY DAYS

Promoting your specialist vocational area to the public and prospective students is a valuable and fun part of the course. It provides you with the opportunity of sharing the knowledge you have gained throughout the year and practice essential employability skills such as customer service, verbal communication and problem solving. In most cases it is an integral part of your studies and is used to assess course work.

It is important that you make a note of the College Open Day date, **23 June 2019**, and any other event days so you are able to take part – your Course Manager will advise you of the exact details throughout the year.

15. PRIZE DAY – CELEBRATING SUCCESS – Thursday 27 June 2019

To celebrate your success, your department will be holding a range of events the end of the Summer Term.

If you are selected to receive a sponsored award given to acknowledge achievement within your specialist areas, a formal evening event will be held early in the Autumn Term 2019. Staff, students, parents and invited guests will attend this celebration and we would encourage you to attend this event.

16. PROGRESS EVENTS

Throughout the year you will meet your Course Manager on a regular basis in tutorials to discuss matters that relate just to you. These will include your progress on the course, 'things' that are going well, targets, areas where you need help and future course/career options.

There are also other times scheduled **Monday 3 December 2018 and Monday 25 March 2019** where your parents/carers can meet with you and your teacher to talk about these matters.

These meetings are very useful, will provide you with more support and improve your overall grades.

17. REQUIREMENTS FOR THE COURSE

Clothing and equipment you will need:

KMC T-shirt

KMC Sweatshirt

Outdoor Trousers

Outdoor Shoes

Walking Boots

Gym kit and trainers

Basic Study materials you will need

All students have to manage their course notes in a structured way using lever arch/ring binder files with dividers to create sections for each topic covered. Your Course Manager will remind you of what is needed.

Being organised is a key requirement of study skills and will lead to you successfully completing your course. All students will therefore need to provide their own stationery.

- A suitable bag
- 2 x A4 lined pads
- Lever arch/ring binder file
- 1 set of subject dividers
- Blue or black pens for note taking
- Coloured pencils or highlighter pens
- Pencils – HB
- Eraser and pencil sharpener
- 30 cm ruler
- Pencil case
- Hole punch
- Scientific Calculator
- Geometry set – protractor, pair of compasses
- Diary – choose an 'academic diary' if possible
- Students are welcome to bring laptops/iPads/eNotebooks etc. as most of the campus is WiFi connected, but you **must** take responsibility for loss or damage of your personal equipment as the College will not accept responsibility.

Many of these materials can be purchased from the College Library at very competitive prices.

Note: You need money for **printing credit** in the Learning Resources Centre on a regular basis to print out assignments and assessments. In the event of genuine financial hardship, your Course Manager may be willing to make alternative arrangements for printing crucial coursework.

It is not acceptable to use the lack of print credit as an excuse for missing assignment deadlines. If you do this you will fail the unit and your place on the course will be in jeopardy.

18. CLASSROOM RULES

- No food or drink (except water in spill proof containers)
- Switch off mobile phones
- Keep room tidy, place litter in bins
- No muddy boots
- Report equipment/premises faults to your teacher – don't leave for the next user
- Do not stick anything on the walls (use the notice boards)

When leaving:

- Do not leave personal belongings or work in the room (they will be removed)
- Leave furniture tidy (line tables up and tuck chairs in)

19. HYGIENE/ANIMAL WELFARE

Students are expected to shower and change clothes after their practical activity sessions.

20. HEALTH & SAFETY RULES

Students are expected to abide by the college health and safety rules.

21. DISCIPLINARY PROCEDURE

A comprehensive explanation of the Student Code of Conduct and associated disciplinary proceedings are located within the 'Policies and Procedures' section in the Student Portal on Moodle. The key summary points are included below for your information.

The Obligations of Students

Students must:

- Work hard and achieve your best possible standards
- Treat all members of the College community with respect
- Treat all College property and the property of other students, visitors and staff with respect
- Observe the College Equality Policy and Anti-Bullying and Harassment policies
- Observe all health and safety requirements and help maintain a clean and tidy environment
- Meet the requirements of the College's Student Code of Conduct which students will be asked to sign up to, via 'Information I have read' section on ProPortal, at the commencement of their course
- Meet the requirements of the Student/College/Parent_Carer contract which students will be given and asked to sign during Enrolment

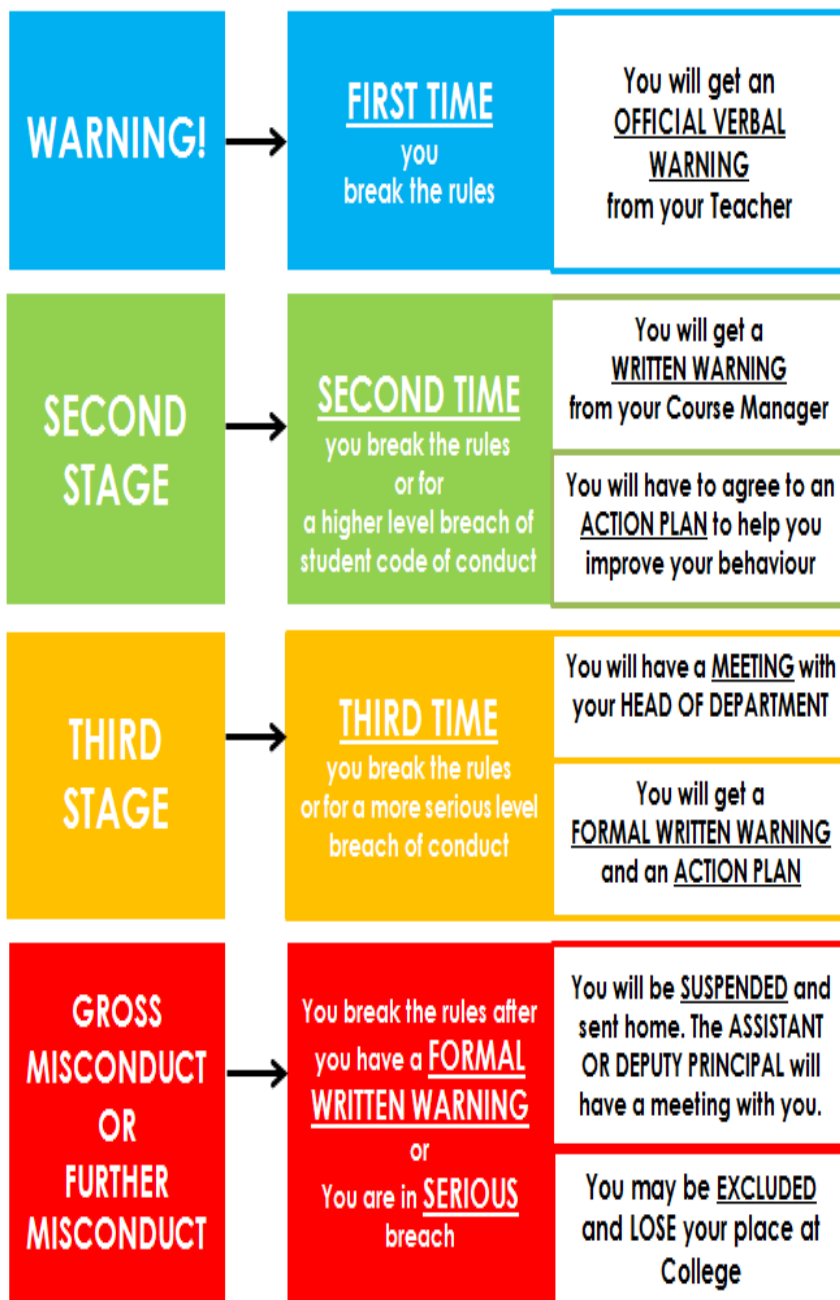
Student Misconduct:

The vast majority of students are prepared to meet their obligations but occasionally a small minority behave in ways which are unacceptable to the College community. The following are examples of misconduct which may result in disciplinary action being taken against you. (This list is indicative and not exhaustive).

- Any breach of any of the student obligations set out above
- Any failure to follow the reasonable instructions of a member of staff
- Any smoking or usage of vape/e-cigarettes, except in designated areas
- Any bullying, harassment, intimidation taunting, verbal abuse or the use of any violence or threat of violence towards any person; this includes communications via Social Media platforms
- Deliberately or by negligence causing damage to any College building, equipment, books or furnishings or any property of others
- Any behaviour which has an adverse effect on the work of the College including damaging or defacing buildings or equipment
- Any behaviour which is racially or sexually offensive or which is offensive to any students or visitors, including those with learning disabilities, physical disabilities or impediments
- Any criminal or other dishonest acts
- Any reckless, dangerous or inconsiderate driving, including speeding, on College premises
- Any behaviour which could bring the College into disrepute

Particularly serious cases of Misconduct may be treated by the College as Gross Misconduct and can result in immediate suspension and expulsion if proven to the satisfaction of the Principal.

progress discipline
 drill career competence authority self-control
 problem self motivation motivate regulation
 behaviour employee
 obedience other self-discipline
 behaviour focus performance regime
 respect self-rule development
 behaviour rule development
 conduct strategy
 work training discipline
 personal order education achieving
 improving instruction improve
 success spirit
 improvement
 skill goal
 side strength
 assessment
 essential exercise
 teaching restraint
 professional manager unit
 willpower
 goal
 discipline
 confidence



16

22. SAFEGUARDING

We are committed to providing a caring, friendly and safe environment for all our students.

If you have concerns about your safety – or the safety of one of your friends – talk to your Course Manager or a member of the 121 Student Welfare team (01305 215121; 121@kmc.ac.uk or in person at the LRC).

We have a duty to protect you from people who may want to persuade you to do something illegal or commit a hate crime in the name of a cause which is religious or political. If you are concerned that you, or a friend, are being groomed in this way, please talk to someone.

We want to protect you from online grooming or bullying so we have filters on the computers in college which are also monitored. If you are a victim of online bullying, grooming or hate messages, please contact us using the details above and we will help you.

At KMC, we support British Values which have been set out by the Government. We consider these values to be at the heart of the ethos of the college. They are:

- Democracy
- Rule of Law
- Individual Liberty
- Mutual Respect and Tolerance of those with Different Faiths and Beliefs.

Bullying and Harassment – what to do:

The College does not tolerate bullying or harassment and will take action when it is reported. If you feel you are being harassed or bullied by others you can report incidents in a variety of ways, including:

- speaking, emailing or writing to any member of KMC staff, including your Course Manager or a member of the Student Welfare team (01305 215121; 121@kmc.ac.uk or in person at the LRC).
- Using the 'Report Bullying' button on Student Moodle portal
- Contacting the College Complaints Officer (01305 215046; views.complaints@kmc.ac.uk)

If the incident happens on the bus, you can also tell your bus buddy, the driver or the Transport Manager, located in the Student Admissions Office on the ground floor of the LRC.

Do not be afraid to report any incidents of bullying or harassment. These will be taken extremely seriously and treated in the strictest confidence.

We will work with you to make sure that it stops.

You can find the College's Anti-Bullying and Harassment Policy (KMS257) and Equality Policy (KMS400) on the Moodle Student Portal under 'Policies and Procedures'.

23. TIME MANAGEMENT

Time management is one life skill that will make all others easier to achieve. Some golden rules for maximising your free time:

- **Get to know yourself** – when do you work best and when do you feel it easiest to relax?
- **Prioritise** – List what you have to do in order of importance and stick to it
- **Balance** – Make time for studying, work, relaxation, eating, socialising, spending time with family, friends and so on
- **Get organised** – Consider what you have to achieve over the next week or month; work out how you're going to allocate time for it all
- **Focus** – If you plan to spend an hour studying, stay focused and study; make sure you schedule in some down time afterwards in order to relax and re-focus
- **Develop Habits** – Getting into routines will help you make the most of the time you have and enhance your efficiency
- **Limit Time** – Sometimes it helps to limit the time spent on a task. That helps us focus and get the job done

24. COURSE READING AND RESOURCES

Any relevant reading materials will be available from the Learning Resource Centre.

25. STUDENT WELFARE

What is 121 Student Welfare?

The 121 Student Welfare is a College service offering welfare and wellbeing information and support to students.

The team offers confidential services tailored to meet your needs, including:

- 121 support for personal, social, family, health or financial issues
- Information about wellbeing, personal, social, family or health issues
- Counselling appointments
- Referral to other external agencies, including drug and alcohol services and sexual health services
- Financial information including Bursary Fund administration
- Support for safeguarding of young people & vulnerable adults
- Careers advice
- Chaplaincy
- National Union of Students (NUS) registration and Citizen Card Scheme

- Student Council
 - Every course group elects a member of Student Council to represent your views at the meetings
 - If you would like to stand for Student Council, please talk to your Course Manager
 - Talk to your Student Council representative if you have issues or concerns that you would like taken forward to the college management teams
- Lost property
- Student lockers & keys

Contacting Student Welfare Team

Drop in service at the Student Welfare Offices located in the LRC

☎01305 215121 or email 121@kmc.ac.uk

Mon – Fri 08:30 – 17:00

This service open to all students so if you need assistance please talk to a member of the team – we are here to help.

26. LEARNING SUPPORT & EXAMS ACCESS ARRANGEMENTS

You are welcome to come and talk to the Learning Support team at any time if you have difficulty with your studies, or if you have a learning difficulty or disability.

Come and see us. The Learning Support area is on the ground floor of the LRC. Don't leave it too late in the year! If you have them, please bring in any documents and evidence relating to your difficulties and/or disability, e.g. an Education Health and Care Plan (EHCP), Statement of Educational Need (SEN), and any other reports that relate to Specific Learning Difficulties (SpLD) and/ or disability.

Following a discussion with Learning Support, we may be able to offer support. This may include teaching assistant support and/or 1:1 tuition to help develop your skills for success with your course.

We can help with the following:

<ul style="list-style-type: none"> • Study Skills • Writing Skills • Revision and Exam Techniques • IT and Assistive Technology • Reading and Research 	<ul style="list-style-type: none"> • Organisation • Time Management and Planning • Note taking • Colour overlays • Maths
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Exam Access Arrangements

Do you have exams or tests, such as GCSEs, Functional Skills English or maths or online assessments?

Did you have arrangements such as a reader, scribe or extra time for your exams at school?

Do you have a learning difficulty such as dyslexia, dyspraxia, ADHD or Aspergers Syndrome?
Do you have a disability or medical condition that can affect how you manage in exams?

If you answered 'Yes' to any of these questions, you may be able to have exam access arrangements. Please come to Learning Support as soon as possible.

Exam arrangements

- must be arranged **before FRIDAY 12 OCTOBER 2018** – they are not automatic and do not carry over from last year; we need to assess you for these
- must be your normal way of working, not just for the exam (you need to use the extra time for example – and not finish early)
- could include extra time, a reader, a scribe, a computer reader, speech-to-text software, a separate room, a prompter, a practical assistant and other support
- If you have a temporary injury you may be able to get an arrangement as well
- It is important to note that the College does not have any large rooms for exams; all our rooms are considered small.

Assistive Technology

Please come and ask Learning Support about:

- Computer readers (Claro is available across the College)
- Speech to text software e.g. Dragon
- Mind mapping (Inspiration is available across the College)

Please contact us at Learning Support in the LRC.

27. THE DEAL

Now that you have read the course handbook it should be clear that Kingston Maurward College wants to do the best for you, so this is the **Deal**:

The College Deal has two purposes: to explain to you what you can expect from KMC and also what we expect from you...

Our commitments to you, the Students....

We will...

- Value and respect everyone equally, no matter what
- Maintain a safe and healthy environment in which to learn
- Provide high quality teaching, assessment and support to promote effective learning
- Give you challenges you can achieve with helpful feedback, reviews and reports
- Provide services, support and facilities to benefit your wellbeing while at College
- Provide effective course information, advice and guidance that enables you to develop and progress during and after your course
- Encourage student feedback and involvement in College improvement via suggestions and comments

Students' College Commitments....

You will...

- Value and respect everyone equally, no matter what
- Observe and follow all health and safety rules, including wearing College ID at all times
- Respect the College environment and property (e.g. causing no damage, dropping no litter)
- Attend all timetabled activities on time
- Take responsibility for your own learning by completing your work to the best of your ability and by agreed deadlines
- Seek help when you need it and take up support offered to you, attending all scheduled support sessions
- Participate fully in College activities and through feedback, help make improvements

The College Community will not:

- Bully or discriminate against others
- Threaten others physically, emotionally, verbally or online (via any Social Media platforms)
- Use inappropriate language, or show disrespect or abuse towards others
- Break health and safety rules, endangering yourself or others
- Come into College under the influence of illegal drugs, alcohol, so called legal highs or other such substances, nor have these in your possession to use, share or sell in College
- Encourage or entice others to break College rules or engage in any activity which may result in harm to themselves or others

Coach House Café

Welcome to all students whether you are new to our fantastic College or returning after a well-deserved break

As one of the country's leading Colleges specialising in agriculture, animals and country life we have a real passion for food and service; we also have a real passion for provenance and seasonality which will allow you to enjoy some great food from our own or local resources.

We are proud of our work in sustainability and will encourage recycling; to assist with this we supply a range of containers, serviettes, disposables which are all fully biodegradable and compostable.

KMC catering offer food available to students in all our outlets which includes the Coach House Cafe, Animal Park, Courtyard Cafe and when open, students are always welcome at the Equine Indoor Arena outlet.

In addition as we are aware that duty students can find it difficult to get away for their breakfast, we can offer a delivery service for the duty students.

As a catering team we are aware that allergies are an everyday fact of life and we are able to cater to your requirements. To assist with your well-being please don't hesitate to speak to Chris our chef or any other member of the team and we can ensure your requirements are met.

We currently provide a wide range of products ranging from sandwiches and cakes, to a full meal for those of you with a healthier appetite.

Once per month, the team put on a theme day for you to enjoy and don't forget to look out for the regular meal deals available to you.

In line with the rest of the campus, the requirement is for students to behave appropriately especially giving consideration to visitors and the general public and to help us to comply with College policy, by wearing your College lanyard at all times. We can then provide you with your purchases at the discounted rate you deserve.

Our friendly team, headed by Sarah and Annemarie, are available to assist you with any questions or requests you may have. Our opening hours are **usually 8:15am to 15:30pm Monday to Friday** (may be subject to change but will be publicised in good time).

If you are a duty student, you could be working late, in which case give one of us a call on **020** and we will do our very best to accommodate you or if you would prefer email us at catering@kmc.ac.uk.

We look forward to seeing you and hope you have a great time whilst here at College.

Jeremy and the Catering Team

Campus Map

Kingston Maurward College

Campus Map

 Total Access Toilets

 Toilets

1. Kingston Agri-Tech Centre
2. Stinsford Business Centre, Agriculture & Countryside Teaching Staff Offices
3. Stinsford Rooms 28 & 29
4. Machinery, Forge & Welding Workshops
5. Stinsford Rooms 31 & 32
6. Stinsford Rooms 25, 26 & 27
7. Car Park for Visitor Centre
8. Visitor Centre - Gardens & Animal park
9. Laurel Bank
10. Reception, Conference Room, Business Studies & Professional Development Rooms T3-T11, 33 & 43
11. Visitor Car Park & Coach Park
12. Coach House Cafe
13. Annexe Room 24
14. Learning Resources Centre Rooms 21-23 Learning Support Rooms
15. Student Hostels
16. Construction Rooms 17 & 18
17. The Stafford Centre & Arboriculture Workshop
18. Greys Loft - (Centre for Foundation Learning)
19. Manor Stables Room 15 and 20a
20. Manor Glasshouse
21. Peakhill Glasshouse
22. Plant nursery
23. Outdoor Activity Centre Room 19a
24. Horticulture & Arboriculture Machinery Barn
25. Sticklefords Centre Rooms 48-51
26. Outdoor Equine Arena
27. Indoor Equine Arena
28. Teaching Staff Offices (Higher Dairy Farmhouse)
29. RSPCA Veterinary Nursing Rooms 35 & 36
30. Courtyard Classrooms Rooms 2-13a
- Common Rooms
31. Classroom 4 Restaurant
32. Higher Dairy Unit Room 34
33. Indoor Sports Barn Room 19b
34. Coneygar Animal Care Centre Room 52-57
35. Dorset Studio School



Entrance from the
A35 & Dorchester



KMC Student Wi-Fi

You can connect your own laptop, tablet or smart phone to the KMC Student Wi-Fi as follows.

1. Browse for Wireless networks on your device.
2. Choose KMC Student Wireless from the list.
3. If the login box doesn't appear, open a web browser and try to access web page; this should bring you a login box.
4. Now login with your usual KMC network login details.

Your device should now be connected to the KMC Student Wi-Fi.

KMC Student Wireless is accessible in the following locations

- LRC
- Coach House Café
- Main House (1st Floor, Top floor & Basement)
- Student Cellar Bar (Residential students over 18s only)
- Annexe Accommodation
- Hostels (x4)
- Courtyard Classrooms
- FE Centre
- Coneygar
- OEC19b
- Annexe 24
- Kingston Building (Agri Tech)
- Greys Loft
- Peak Fitness Centre
- Higher Dairy Farm House
- Indoor Riding Arena
- Manor Stables 20a & 20b
- Manor Glasshouse (classroom end)
- Outdoor Education Centre
- Stinsford Common Room, Room 25, 29, 30
- Forge
- Sticklefords
- Visitors Centre
- Room 34

If you experience any problems, a member of the ICT Support team will be happy to help you; the LRC team will arrange for one of us to assist you with any problems you may have.

Please remember to work safely; your laptop or device is your responsibility. Do not leave your laptop or device, or any personal item, unattended at any time. KMC is **not responsible** for any items lost, stolen or damaged.

It is your responsibility to ensure that your laptop or device has adequate anti-virus software installed. If you require advice about this one of our ICT Support technicians will be happy to talk to you.

Please note that by using the KMC Student Wireless you are bound by the KMC ICT Acceptable Use Policy (available to view on Student Moodle Portal, 'Policies and Procedures' and on the LRC notice boards). Anyone caught breaking the ICT Acceptable Use Policy will have their laptop/device barred from using the service and may face disciplinary procedures.



Kingston Maurward College Information & Communications Technology Acceptable Use Policy for Students

Policy Statement

Kingston Maurward College has invested, and will continue to invest, in the necessary ICT resources to ensure that you are able to make the most of the advantages offered by this technology. We are committed to maintaining up to date facilities and will ensure that all students have access to the necessary equipment in order to aid their studies. Information & Communications Technology facilities should only be used for college/course related work except in certain circumstances outlined below.

This policy is to be regarded as a code of conduct for all students. Failure to observe it may result in action being taken in accordance with the College's Student disciplinary procedure.

Any student, who experiences problems concerning abuse of Information Technology facilities, should in the first instance approach their course tutor.

In order to comply with the latest legislation, the College has the right to and does monitor all computer equipment that it either owns or leases, and any data that is either stored on or passed through its computer systems. This also includes monitoring of printing, emails and internet traffic

All students must use ProPortal to confirm they have read and fully understood all aspects of this Policy.

2 Scope

This policy relates to the use of all ICT related facilities whether owned or leased by Kingston Maurward College.

3 Computer Systems, Software & Data

3.1 No software whatsoever is to be downloaded or installed on any College computer. The installation of officially recognised licensed software must be authorised and carried out by ICT Support.

3.2 The use, or possession, of unlicensed copies or "pirated" versions of software is illegal and, therefore, strictly prohibited on College premises.

3.3 The use of computer games is strictly prohibited on College computers.

3.4 All ICT equipment must be treated with due care and attention at all times.

3.5 Any computer problems, faults or viruses must be reported to a member of staff who should inform ICT Support immediately.

3.6 Only College/course related data should be stored on College computers. CD Re-Writers are available for non-College/course related data (within the guidelines of this policy).

3.7 The College will not be held responsible for the loss of any data from its computers. Users are therefore reminded to keep separate back-up copies of all valuable work.

3.8 On occasions it may be possible for students to loan college hardware and/or software. On these occasions students will be asked to read and sign the relevant agreements (KMS 450 Appendix L/M).

4 Internet

4.1 Internet facilities have been provided for official College/course related work: however personal use is permitted within the guidelines of this policy.

4.2 Intentionally accessing any material, which might be regarded as sexually explicit or offensive on the grounds of race, gender, disability, age, sexual orientation, religion or belief, pregnancy and maternity and gender-reassignment or which promotes extremist views will be regarded as a disciplinary matter.

4.3 Intentionally accessing illegal websites is strictly forbidden and will be regarded as a disciplinary matter. This will then be dealt with by the appropriate authority.

4.4 Any user who accidentally visits sites mentioned in 4.2 or 4.3 (above) must leave the website immediately. Failure to do so may be interpreted as an intentional visit.

4.5 The internet connection has a finite capacity. Therefore users are encouraged not to download unnecessary large amounts of information, as this will degrade performance for others.

4.6 The downloading of MP3 or similar music or video files is strictly prohibited.

4.7 The College reserves the right to block what it considers to be unnecessary or inappropriate web sites and downloads. Students are encouraged to contact ICT Support if they feel acceptable sites have been blocked.

4.8 The use of Internet Chat Sites or online games sites is prohibited on College computers and may be regarded as a disciplinary matter.

4.9 Any attempts to disable, defeat or circumvent any of the College's computer security facilities (i.e. the use of proxy sites) may be regarded as a disciplinary matter.

4.10 Whilst the College recognises students' right to a private life, during any use of social networking sites or maintenance of personal blogs (online diaries) students must remember that any personal information made available is within the public domain. Students are required to ensure that they do not write on the sites in a way that could constitute the harassment of a student or employee of the College.

4.11 The College has software and systems in place to monitor and record all internet usage.

4.12 All electronic communication with Kingston Maurward College staff must only be via Moodle using official KMC links. Under no circumstances should you communicate with your Course Manager or any other college staff via personal social media sites, personal emails or personal phones.

4.13 Videos used and stored by KMC on Moodle, including Plant eStream, must not be removed or copied, or subsequently uploaded onto any other media.

5 Email

5.1 The use of College computers to email jokes or material which might be regarded as sexually explicit or offensive on the grounds of race, gender, disability, age, sexual orientation, religion or belief, pregnancy and maternity and gender-reassignment or which promotes extremist views will be regarded as a disciplinary matter.

5.2 No email communication which might be regarded as harassing or insulting may be sent using the College computers.

5.3 The facility to email all students must not be abused and should only be used for appropriate purposes and with the permission of a member of staff.

6 Security & Networks

6.1 No personal computer equipment may be connected to the KMC Network, either directly or remotely, without permission from ICT Support. However, college Wi-Fi is provided for student use across the campus.

6.2 The College may use software to shut down PCs that are inactive for 15 minutes, therefore users must log off from the Network while away from the PC for more than 15 minutes in order to ensure that work is not lost, and that equipment is made available for other users.

6.3 Passwords should be a minimum of 8 characters in length and include uppercase and lowercase characters, numbers and symbols. The use of "obvious" values such as people's names is discouraged.

6.4 Passwords must never be printed, stored or given out to anyone except members of the College ICT Support team – and only if required. If the ICT Support team need access to your account and you do not wish to give out your password then your password can be reset to allow access.

6.5 College Network drives have been allocated for the storing of College/course related work only.

6.6 The College will not be held responsible for the loss of any data from its network. Users are therefore reminded to keep separate back-up copies of all valuable work.

7 Bring Your Own Device (BYOD)

7.1 Overview

Electronic Communication Device – such devices include laptops, notebooks, tablets, iPads, smartphones and any other devices that allow electronic communication.

Lost, stolen or damaged – Students who bring such devices into College do so entirely at their own risk, just like any other personal item. Kingston Maurward College will not accept any responsibility for devices that are mis-placed, lost, stolen or damaged. Many devices have a location finder app and it is recommended that this feature is enabled to aid tracking. It is also recommended that such devices are fully insured to cover loss and damage outside of the home. The College has lockers in many locations and these can be rented by students to place personal items when not required.

Security and Care – Students are responsible for the proper care and use of their own device. Students are responsible for the adequate security of their own device whilst in College, keeping it with them when required or placed securely in a locker available

for rent from the College. It is recommended that students do not share or lend their device to other students.

Educational use – Devices will only be used for educational purposes to support learning whilst in College. It will be at the teacher's discretion as to when these devices may be used by a student within lessons. Students will respect a teacher's decision and turn off their device when requested to do so.

Audio, Photographs and Video – Students will not use their device to record audio or take photographs or video of other students or members of staff without their permission. Students will not transfer or upload such media without permission.

7.2 Connecting Devices to College Systems

Connectivity of all mobile devices is centrally managed by the College IT Support Team, who must approve a device before it can be connected to the College systems.

The College reserves the right to refuse to remove permission for a student's device to be connected to the College systems. The College IT Support will refuse or revoke such permission where in their opinion a device is being or could be used in a way that puts, or could put, the College systems and data at risk or that may otherwise breach this policy.

In order to access the College systems it may be necessary for IT Support to install software applications on the student's device. If the student removes any such software their access to College systems will be disabled.

7.3 Monitoring and Security Requirements

The College reserves the right to monitor, intercept, review and erase, without further notice, content on the device that is deemed to be in breach of this policy.

Monitoring, intercepting, reviewing or erasing of content will only be carried out in order to:

- Prevent misuse of the device;
- Ensure compliance with College rules, standards of conduct and policies in force

By signing the ICT Acceptable Use Policy – Student Agreement for Bring Your Own Device, the student confirms agreement to such monitoring. The student also agrees that they use the device at their own risk and that the College will not be responsible for any losses, damages or liability arising out of its use, including any loss, corruption or misuse of any content or loss of access to or misuse of any device, its software or its functionality.

The College uses specialist software provided by Smoothwall which has the following functionality:

- Blocking illegal online content – Smoothwall is an Internet Watch Foundation (IWF) member and integrates the police assessed list of unlawful terrorist content, produced on behalf of the Home Office.
- Inappropriate online content – Smoothwall will block access to sites covering a range of categories including extremism drugs, alcohol and pornography.
- Age appropriate differentiated filtering – Smoothwall is able to allow differentiated access to certain websites based upon approved criteria.

Students must comply with the College ICT Acceptable Use Policy which is available on Moodle, when using their device to connect to the College systems.

The College reserves the right to inspect a student's device in order to ensure that it has not been used for unauthorized use. The student agrees to co-operate to enable inspection, access and review. Failure to co-operate may lead to access to College systems being removed.

7.4 Technical Support

The College cannot provide technical support for devices owned by students. If a student brings their own device to College then they are responsible for any repairs, maintenance or replacement costs and services.

By signing the ICT Acceptable Use Policy – Student Agreement for Bring Your Own Device, the student accepts responsibility for all costs associated with the device.

8 General

8.1 Any user who is aware of any violations of this policy or any suspicion that unacceptable use has occurred should either report this to their Course Manager or via a contact person as indicated in the Anti-Bullying and Harassment Policy (KMS257).

8.2 The provisions in this policy apply to all ICT facilities including computers and computing facilities. Additional policies may be defined for specific equipment or locations.

8.3 This policy may be modified from time to time, in response to changing circumstances, of an operational, legislative or technological nature.

8.4 Any person requiring clarification or further advice relating to this policy should, in the first instance, contact their Course Manager.

8.5 The College reserves the right to use any evidence from emails, internet history or data stored on its networks or computers in any disciplinary or legal proceedings.



PRINTING COSTS FOR KINGSTON MAURWARD COLLEGE 2018 - 2019

Students will be issued with £2.00 printing/photocopying credit at the beginning of the academic year. You will then be responsible for ensuring you have sufficient print credit to complete your course work.

Charges for printing/photocopying are:

5p per A4 B&W page - Photocopier
8p per A3 B&W page - Photocopier
18p per A4 Colour page - Photocopier
35p per A3 Colour page – Photocopier

Double sided printing will be charged at the same rate as single sided printing on all College photocopiers (please note that this only applies to printing and not photocopying).

Please note that the above charges are significantly cheaper than those of other similar local facilities.

When printing/photocopying, you will be advised of the cost of your job by an on-screen popup. You will have the option to cancel the job and choose a cheaper option if you wish. You will also be advised if you do not have sufficient print credit.

You can top up your printing/photocopying credit using the Money Loader situated on the ground floor of the LRC (if this facility is unavailable, you can purchase printing/photocopying credit from the ICT Support Help Desk in the LRC).



Guidance on staying safe online for students

Personal Safety

- Don't post any personal information online – like your address, email address or mobile number.
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.
- Sexting images of yourself even to someone you trust is dangerous as they could still end up being posted on the internet and going viral.
- Keep your privacy settings as high as possible
- Keep your username and password secure. Never give out or share your passwords
- Don't befriend people you don't know
- If you meet up with someone you have met online, arrange to meet them in a public place and tell someone where you are going and what time you expect to be back. If possible, take a friend with you.
- Remember that not everyone online is who they say they are.
- Be careful about joining organisations or groups without checking them out first. They may appear to be well-meaning but they could be trying to engage you in illegal or dangerous activities – for example, some political, religious or animal rights groups may want you to break the law in the name of their cause.
- Don't put anything online that you might later regret – remember that the Internet has a long memory
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell someone immediately. You can report it to your Course Manager or a member of the Student Welfare team.

Responsibilities towards others

- Think carefully about what you say before you post something online
- Be polite and responsible when you communicate with others. Do not use strong, aggressive or inappropriate language.
- Respect other people's views even if you don't agree with them
- Don't take photographic images and/or audio recordings of anyone or distribute them without their express permission
- Don't ask to use someone else's password details

Make sure that you comply at all times with the Acceptable Use Policy for Students which can be found on Moodle

If you are unsure about any of these, please do not hesitate to contact ICT Support on itsupport@kmc.ac.uk, **01305 215173**, or come and see us in the basement of the main house, or on the library desk.

PERSONAL HEALTH AND SAFETY POLICY

Basic Code of Practice

The College Policy on Health, Safety and Welfare undertakes to ensure, so far as is reasonably practicable, that no employee, or other person, should have their health, safety and welfare adversely affected by its activities.

To this end, the College ensures:

- The provision of a safe and healthy working environment with adequate facilities and arrangements for welfare
- Physical equipment and structures are designed and maintained to be intrinsically safe and without risks - including the means for accessing the workplace and exiting from it
- Information instruction, supervision and training are provided wherever needed to ensure safety, wherever necessary, by competent personnel.
- Prescribed information will also be supplied to non-employees about any work that might affect their health and safety.
- Procedures are drawn up as required for the safe use of equipment, safe systems of work, and the safe use, handling and storage of materials
- The provision and use of protective clothing and equipment where necessary
- Arrangements are put in place for the periodic inspection of work places and methods of working and the monitoring of any corrective action necessary

Your Health and Safety Responsibilities:

Everybody has health and safety responsibilities in Statutory and Civil Law.

You must:

- Act with due care for the health, safety and welfare of yourself and others
- Act in a reasonable manner so as to avoid causing harm to others
- Consider safety in all of your activities and not recklessly endanger any other students or members of staff or the public
- Co-operate with the College by complying with instructions and procedures for safe working and the safety of the public, and fully comply with any health & safety risk assessments associated with your area of activity
- Use everything provided for your use in accordance with any training or instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- Make proper use of protective clothing and safety equipment provided (in accordance with any training or instruction provided by the College), report any loss or obvious defect in that equipment and take reasonable care of it
- Inform a member of staff (e.g. Course Manager, Teacher, Supervisor) if you become aware of any hazard or any hazardous situation that you have not been trained to deal with, so that appropriate action can be taken.
- If you find any problems in the College's health and safety arrangements, or anything that could be considered a serious or an immediate danger to you and/or an animal, you **MUST** inform a member of staff.

This includes reporting any faulty equipment, structures or safety procedures. If you become aware of an incident which has led or might lead to injury or damage you must also report these as above.

ACADEMY OF ENGLISH AND MATHEMATICS

Who are we?

We are a team of qualified teachers from English, maths and vocational backgrounds who deliver English and maths to students across the College.

What do we do?

- Assess current ability in English and maths. We do this by using an on line initial and diagnostic assessment programme. This happens for all students irrespective of age, level or prior learning.
- Provide English and maths classes throughout the week in agreement with the vocational areas and allocate all students requiring English and maths an appropriate class.
- Set targets to enable students to progress and achieve at an appropriate level and pace.
- Highlight students' needs and request exam access arrangements (extra time, reader etc.) for English and maths exams. It is important to let us know as quickly as possible if you have had special arrangements for examinations at school so that we can apply for exam access arrangements at KMC.
- Work collaboratively with other vocational managers and teachers regarding student progress and provide feedback for you, your parents and carers.
- Provide vocational teachers with English and maths lesson information so they can help you practise your skills in all your lessons.
- Plan and prepare for assessment opportunities for all Functional Skills and GCSE English and maths students.

English and maths: Functional Skills or GCSE?

Functional Skills are qualifications that can be used to accredit English and maths skills, vital for people to participate in life, learning and work. Increasingly employers require new staff to have English and maths qualifications.

All students who are aged 16-18 at the start of their **study programme** are required to study English and maths unless they already have achieved a GCSE at or above grade C or 4. Whether you study maths and English via functional skills or GCSE will depend on your previous achievement and the results of your early assessments when at College. Functional skills are available at entry level through to level 1 and, in some cases, level 2.

Does everybody attend English and maths lessons?

If you are an **apprentice** please check with your Workbased Learning Co-ordinator.

If you are on a **study programme** the following applies:-

- All students are expected to show progress in their English and maths skills if they are on a training programme funded by Government. Students who are over 19 or who have suitable evidence of a grade C or 4 at GCSE in English and maths (for example, there are some iGCSE's which do not count) can usually do this during their vocational lessons.
- Students who have an EHCP will continue with English and maths lessons until they are 25.
- Students (without an EHCP) who are over 19 but do not have a GCSE in English and maths can ask to attend lessons to improve their English and maths skills, including taking/retaking GCSEs; they will not normally be automatically allocated an English and maths class.

LEARNING RESOURCES CENTRE – FREQUENTLY ASKED QUESTIONS

1. What are the Learning Resources Centre opening hours?

Term Time

Monday to Friday	08:30 am – 17:00 pm
Saturday and Sunday	Closed

Holidays

Monday – Friday	09:00 am – 17:00 pm
Saturday and Sunday	Closed

Bank Holidays	Closed
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2. How can I contact the Learning Resources Centre?

You can contact us using the following:

- In person: at the desk on the lower floor
- By phone: 01305 215064 (24 hour voicemail if you wish to leave a message)
- By e-mail: library@kmc.ac.uk

3. How do I get my library card?

Your student ID card is also your library card. You should receive this at the start of your course.

4. How do I get help finding information for my studies?

Experienced and knowledgeable members of the LRC team are here to help. Ask for help at the desk on the lower floor - don't worry if we look busy – we are here to help you.

5. How do I find books and other library resources?

You can ask the LRC staff to help you to find resources for your studies. You can also access the library catalogue either through Moodle or at the dedicated catalogue computer on the lower floor of the LRC.

6. How many books can I borrow and for how long?

You may borrow 5 books and 2 other items (8+2 if you are studying on an H.E. programme) at any one time and books can be borrowed for 4 weeks. Other items like DVDs, journals, magazines can be borrowed for 2 weeks.

Some reference items can only be used in the library.

If you need more books please ask, we can usually accommodate you.

7. What happens if I bring my books back late?

Fines are charged at 10p per day, per item, with a maximum of £2.00 fine per item.

8. Can I eat, drink or use my mobile phone?

You may drink providing it is in a bottle with a lid. Food and mobile phones are not permitted.

9. Where can we do group study?

There are tables provided for group study purposes on the ground floor of the LRC.

10. Do you sell stationery?

There is a small selection of stationery available to buy which includes essentials such as note paper, pens and assignment folders.

11. How can we use the computers?

All computers in the LRC are open access. This means that you do not have to book them or ask permission to use them. Please ensure that you adjust your chair and computer so that you are comfortable before beginning to study and take regular breaks.

12. How do I log in to the computers?

Your username is the 8 digit number on your library card (which is normally given to you during induction week).

Your password must be set up on campus and should be at least 8 characters and must contain 3 of the 4 following categories: Uppercase letters (A-Z), lowercase letters (a-z), numbers (0-9) and symbols (e.g. \$#%!).

Please ask for more details at the desk on the lower floor.

13. How do I buy printer credit?

There is a machine located on the lower floor of the LRC. You will need your library card to top up credit and instructions are provided next to the machine.

14. How do I do photocopying?

There is a colour photocopier on each floor of the LRC. Full time students use their library card to photocopy. Part time students will use their 8 digit student number. The LRC team can help if you have any queries.

15. How do I get help if I have a problem with my computer?

The LRC team will do our best to help in the first instance.

If we are unable to help, we will contact a member of our experienced and helpful IT Support team for you.

REQUEST FOR ABSENCE

(please photocopy this page for each request)

Student Name _____

Course Manager _____

Date _____

I request the following time off from College, by arrangement with the Course Manager, and I understand that it is my responsibility to catch up on any missed work.

Date

Monday	AM	<input type="text"/>	PM	<input type="text"/>	_____
Tuesday	AM	<input type="text"/>	PM	<input type="text"/>	_____
Wednesday	AM	<input type="text"/>	PM	<input type="text"/>	_____
Thursday	AM	<input type="text"/>	PM	<input type="text"/>	_____
Friday	AM	<input type="text"/>	PM	<input type="text"/>	_____

Due to (tick all that apply)

- ☐ Personal Reasons
- ☐ Family Arrangement
- ☐ Medical/Dental Appointment
- ☐ Holiday (Holiday should not normally be booked in term time)
- ☐ Other (please state)

Totalling _____ Number of days

Signed _____ Student

Signed _____ Course Manager

COLLEGE INDUCTION PROGRAMME

Course: **Year:**

Tutor:

Tutor to date each item when completed (where appropriate).

1. Health and Safety Induction form (KMS 005b) signed by each learner
2. Check ProPortal 'Information I have read' section has been completed
3. Check Enrolment pack completed
4. Campus safety and security explained
 - How to report concerns (121 or teacher)
 - How to report bullying (121, teacher or 'Report Bullying' button on Moodle)
 - Safe driving
 - Use of Campus by members of the public
5. Issue and explain Student Course Handbook
6. Tour of catering/social and residential accommodation
7. LRC Induction
8. Student Welfare Team Induction
9. Learning Support and BKSb initial assessments completed
10. Students using residential accommodation for duties – Induction completed by the Senior Warden
11. IT inductions – Log in, Moodle and ProPortal

Items 1- 7 of this Programme are to be completed within the first week of the course.

COLLEGE HEALTH, SAFETY & WELFARE INDUCTION

STUDENT:

COURSE:

TEACHER:

This is to be filled in by the student and retained by the Course Manager.

Please tick the relevant items on the list below, to indicate that they have been explained to you.

1. An introduction to the Staff	
2. Issue of Kingston Maurward Safety Code of Practice (ref Moodle)	
o Issue of Health and Safety Law leaflet http://www.hse.gov.uk/pubns/law.pdf	
o Smoking and non-smoking areas	
o Fire exits and details of fire drill	
o First Aid points/accident/accident or near miss and fault reporting procedures/transport to hospital	
3. Identification of staff with specific responsibilities for Health and Safety including:	
o Health, Safety & Welfare Advisor	
o First Aiders	
o Fire Officer	
o Safeguarding team	
4. Areas which for safety reasons you must NOT enter (where appropriate)	
5. Plant, machinery and equipment which for safety reasons you must NOT operate	
6. The location and nature of any stored dangerous materials	
7. An explanation of responsibilities and duties including any potentially hazardous operations (electrical, machinery, livestock, construction)	
8. Protective clothing required	
9. How to report concerns about personal safety and well-being	
10. Safeguarding Awareness with visitors to Campus, Conferences, Farm Park etc	

Student's Signature:

Date of Induction: