

# STUDENT SERVICES

t: 01274 327281  
e: studentservices@shIPLEY.ac.uk

Based in the Salt Building, Student Services is the main point of contact for students.

**Introducing the team:** Syllene and Wanda can help you with 16-18 bursary applications and other enquiries you may have whilst at College. Mandy is a Key Worker who can offer confidential one-to-one support to students with personal concerns and issues at College. Chris is a Specialist Personal/Careers Advisor and is on hand

to provide one-to-one support for students and assist with careers advice and guidance. Mal provides support with information, advice & guidance, UCAS, childcare and travel expenses. Shoeb is the Head of Student Services.

**Opening Times:**  
Monday 9am - 5pm  
Tuesday 9am - 7pm  
Wednesday 9am - 5pm  
Thursday 9am - 5pm  
Friday 9am - 4.30pm

# THE LEARNING RESOURCE CENTRE (LRC) & STUDY CENTRE

t: 01274 327226  
e: resource@shIPLEY.ac.uk

With a valid student ID number you can:

- Borrow books, DVDs, magazines, laptops, cameras & other mobile learning technology
- Use quiet study areas, computers, photocopiers
- Buy stationery & core textbooks
- Get IT help
- Sign up to 'Athens' to access online electronic information resources

The Study Centre is part of the Learning Resources Service and is a supportive environment with access to computers and other facilities. An IT Facilitator is always on hand to offer guidance and support.

**Opening Times:**  
Learning Resource Centre  
Monday - Thursday 8.30am - 6.30pm  
Friday 8.30am - 4.30pm  
(Term time only)

**Study Centre:**  
Monday - Friday 9am - 12.15pm & 1pm - 4.15pm

# LEARNING SUPPORT FOR STUDENTS WITH LEARNING DIFFICULTIES & DISABILITIES

The Head of Learning Support, Lucy Veal, is based in Salt Building and can be contacted on 01274 327260 or lveal@shIPLEY.ac.uk

We are committed to supporting the learning of all students. Additional Learning Support offers extra assistance, help and advice to students whose particular needs affect their ability to study, make progress or access the College.

We provide support to students with Special Education Needs and Disability (SEND), mental health, autism, hearing & visual impairments, dyslexia, behavioural issues and medical conditions.

Talk to us about your Disability/Learning Needs and we will explore options to help you. We understand that disclosing your educational needs/disability may not be the easiest thing for you to do but please be assured that it will not affect your chances of being offered a place or continuing on a course.

**Fire Safety:** If you need additional help in the event of an emergency, we can prepare a Personal Emergency Evacuation Plan (PEEP), which will include a practice evacuation. Please ask your Tutor or Student Services.

# COMPLIMENTS & COMPLAINTS PROCEDURE

We are always delighted to receive positive feedback to share with College staff, students and Governors.

If however, we are not providing a great experience then we would like to know and have the opportunity to resolve the issue.

For all compliments & complaints, please contact:  
The Principal's PA on 01274 327207 or put the complaint in writing and address it to: Principal's PA, ShIPLEY College, Victoria Road, Saltaire, ShIPLEY, BD18 3LQ

All formal complaints will be dealt with in accordance with the College's policy.

# BITE-SIZE STUDENT GUIDE 16/17

www.shIPLEY.ac.uk



**Saltaire**  
World Heritage Site

# EQUALITY & DIVERSITY POLICY

ShIPLEY College is committed to equality of opportunity and respects the diversity of all students and staff. The College will ensure that everyone is treated justly.

The College considers all forms of prejudice and discrimination to be unacceptable.

The Prevent Duty and Safeguarding: PREVENT is about keeping students safe from radicalization and acts of extremism and remaining within the law. The Government has defined extremism as: 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. Concerns raised will be dealt with in line with the College's Safeguarding Procedure.

If you have any concerns please speak to your Tutor or Student Services.

**Personal Harassment:** If you are being bullied, harassed or discriminated against, in any way or by anyone, you do not have to deal with it alone. The College will not tolerate any form of bullying or harassment. You can approach your Tutor and talk to them about the problem or you can call into Student Services where staff are experienced in dealing with sensitive matters and will offer support to students who need help.

**Student Positive Behaviour:** The College expects students to behave in a positive and responsible manner at all times, within College premises and around the College buildings, and to abide by the College regulations.

# PARENTAL CONTACT

It is normal practice for the College to invite parents or carers of students on a full-time or part-time course, Traineeships or apprenticeships to open evenings and other events and to contact them if there is any concern about your attendance, progress or behaviour.

If you are living in your parent's/carer's home and do not wish the College to contact your parent(s) or carer, talk to your Course Coordinator who will consult the Head of Student Services. They will consider your request for exemption from this code of practice, particularly if a safeguarding concern is raised.

# ATTENDANCE & PUNCTUALITY

We want all of our students to succeed and achieve their very best. Please keep your tutor informed of any problems early on so we can provide the right support.

**Full-time students, trainees & apprentices:**

- The key to success is regular attendance and getting your work in on time. To ensure that you get the most out of College it is important that you:
- Attend all timetabled lessons, tutorials and workshops on time
  - Notify the College of all absences
  - Submit all course work on the time and date set
  - Attend extra workshops as requested by your Course Coordinator or Class Tutor to make up for any missed work
  - Ensure that all non-emergency appointments are made outside of timetabled hours

- Ensure that any part-time employment does not interfere with College work
- Do not take holidays during term time

**Part-time course students - contact your tutor if you are unable to attend or leave a message with Reception on 01274 327222.**

**Reporting absences for full-time students, trainees & apprentices:** You must let us know if you are unable to attend College by 9am on the day of your absence.

**To report an absence:** Phone the absence line on 01274 327298 or text 07860031287.

You can also phone or text your Learning Coach on the mobile number they have provided with your message (see below):

Katherine Robertshaw - 07794410791  
Tara Phillips - 07794394967  
Matt Green - 07794410772  
Stefan Zajac - 0796986916  
Aminah Bhatti - 07794410842

**Clearly saying or texting:**  
1. Your Student ID number (this is on your ID badge)  
2. Your first and last name  
3. The reason why you will not be in College

If you are absent from work/ placement, you should also inform the employer following their procedures.

# HEALTH & SAFETY

**Health & Safety at College:** We are committed to providing you with a healthy and safe environment in which to study during your time with us. The College complies with the requirements of all relevant legislation and proactively pursues best practice in all areas of health and safety management.

**Fire Procedure:** If you discover a fire you must sound the ALARM by activating the nearest fire alarm. If you hear the fire alarm you must leave the building immediately by the nearest available route

and assemble well away from the building at the designated assembly point.

**First Aid Procedure:** In hours: Contact a member of staff, Student Services or Reception where a First Aider will be on hand to help you.

**Out-of-hours:** Go to the main entrance of the building you are in where a list of Caretaker contact details are displayed.

Whatever you are aiming for, we will help you on your journey



If you need this guide in an alternative format, please contact Student Services

Salt Building, Victoria Road, Saltaire, BD18 3LQ  
t: 01274 327222 e: enquiries@shIPLEY.ac.uk

# FINANCIAL SUPPORT & FREE COLLEGE MEALS FOR STUDENTS AGED 16-18

**The 16-18 Guaranteed Bursary:** If you are on a full-time course or Traineeship and aged 16-18 in care, a care leaver, on Income Support or in receipt of Universal Credit or both Employment Support Allowance and Personal Independence Payments (or Disability Living Allowance), you are likely to be eligible for a Guaranteed Bursary of £33.50 a week or up to £1,200 for the academic year. Collect a 16-18 Bursary Application form from Student Services.

**The 16-18 Discretionary Bursary:** If you do not qualify for the Guaranteed Bursary but your household income is less than

£21,000, you are likely to receive the 16-18 Discretionary Bursary. Please come to Student Services to collect a 16-18 Bursary Application Form. To be eligible for the Bursary, students have to be under 19 on 31st August 2016 and provide appropriate proof. Weekly bursary payments will be based on full attendance, punctuality, behaviour and completion of work.

If you qualify for the 16-18 Discretionary or Guaranteed Bursary you may be entitled to free College meals. By completing the bursary application form you will also be applying for free College meals. For further information please call Student Services on 01274 327281.

# FINANCIAL SUPPORT FOR STUDENTS AGED 19+

**Learner Support Fund:** If you are a student aged 19 or over, you may be eligible to get help with the cost of your course, equipment, travel and childcare through the Learner Support Fund (LSF). For more information on eligibility or to make an application, please contact Student Services on 01274 327281.

**Childcare Support:** If you are parent or carer, help with the cost of childcare is available dependent on your financial circumstances. For information, contact Student Services.

**The Care to Learn Scheme** can help with childcare costs while you study. You must be aged under 20 at the start of your course. You can apply online at [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

# YOUR ROUTE TO HIGHER EDUCATION

From September until December there will be UCAS workshops running. These will be advertised on the Student Portal, on Student Services display boards throughout the College and communicated via your College Gmail account.

In order to apply for most Higher Education institutions, you must register and apply through UCAS by logging into [www.ucas.ac.uk](http://www.ucas.ac.uk)

**Registering with UCAS:** If you want a reference from a ShIPLEY College tutor you will have to register with UCAS using the Buzzword 'saltaire2017' and select the course group to which you belong. (Choose 'don't know' if you can't find your course group and then contact Student Services for further instructions).

# CAREERS INFORMATION

**ShIPLEY College Careers Interviews:** If you want to discuss your career options, please come and talk to Student Services who will ensure you get the right help to make the right career choices and to develop your future career plans.

**ShIPLEY College Information, Advice and Guidance:** A Connexions Personal Advisor specialising in careers advice and guidance for students on full-time courses, Traineeships and apprenticeships, providing help with:  
• Planning your career

- Deciding what to do after your course, including: applying to college, apprenticeships or university
- Preparing for job interviews, completing job applications, writing CVs
- Finding volunteering opportunities

**External Support:** Connexions, Bradford [www.virtualconnexionsbradford.co.uk](http://www.virtualconnexionsbradford.co.uk)  
For ages 13-19 01274 377800

**National Careers Service:** [www.nationalcareersservice.gov.uk](http://www.nationalcareersservice.gov.uk)  
For any age 0800 100 900

# OTHER USEFUL WEBSITES

**Student Portal -** <https://sites.google.com/a/shIPLEY.ac.uk/studentportal>

**A list of current ShIPLEY College apprentice Job Board Vacancies -** <http://www.shIPLEY.ac.uk/client-pages/apprentices.html>

**National Apprenticeship Service (NAS) - apply for Apprenticeship vacancies here** <http://www.apprenticeships.gov.uk>

A list of other useful websites are included in the Student Handbook available on the Student Portal.

The SFA Funds adult further education and skills training, including Apprenticeships, in England and it also co-funds the use of European Social Fund from the European Union to directly or indirectly part-whole fund your learning activities to tackle worklessness and workplace skills issues.





## MESSAGE FROM THE PRINCIPAL

'Whether you are on a full-time or part-time course, apprenticeship or traineeship, you are a valued member of the College community and we are pleased that you have chosen us.'

To help you get the best possible start, we have created this bite-size guide for you on our facilities, policies, procedures and activities, plus who to contact and where to go if you have questions or concerns. Keep it safe.

More detailed information is available in the Student Handbook on the Student Portal.

Good luck with your studies and have a fantastic year.'



Nav Chohan  
Principal

## YOUR SHIPLEY COLLEGE - GET INVOLVED

**Student Council:**  
Full-time groups can elect up to 2 Student Reps for their group as part of the Student Council. These Student Reps act as the 'Learner Voice' and attend events during the year to offer a student perspective on things, to put forward suggestions and to raise issues on behalf of their group.

**Student Union:**  
The Students Union (SU) is run by students for students. SU officers organise and run events and are actively involved in fundraising and charity work.

As a member of the College you are entitled to become a SU officer. Make sure you vote in the SU elections and have a say on what the SU does. You can also purchase an NUS extra Card which gives you discounts at a wide variety of places, events & websites.

### ENRICHMENT & SPORTING ACTIVITIES

There are a wide range of social events, trips, volunteering opportunities, hobbies, interests and sporting activities both inside

and outside of College to do alongside your studies.

For more details contact the Student Liaison Officer Andy Hamilton at [ahamilton@shipleyc.ac.uk](mailto:ahamilton@shipleyc.ac.uk) or 07187511331.

All students can access the gym to use a fantastic range of equipment to get fit, build muscle or tone up.

We like sharing, so stay connected via our social media channels:

- @Shipleyc\_College
- shipleycoll
- ShipleycCollege1
- shipleyc\_college
- shipleycollege

## TERM DATES

**Classes Term Dates:**  
Autumn  
Start - Monday 5th September 2016  
End - Friday 10th December 2016  
Spring  
Start - Tuesday 3rd January 2017  
End - Friday 7th April 2017  
Summer  
Start - Monday 24th April 2017  
End - Friday 30th June 2017  
  
Half Term Holiday Dates:  
Autumn  
Start - Monday 24th October 2016  
End - Friday 28th October 2016  
Spring  
Start - Monday 20th February 2017  
End - Friday 24th February 2017  
Summer  
Start - Monday 29th May 2017  
End - Friday 2nd June 2017

**Bank Holiday Closures:**  
Monday 1st May 2017  
  
**Staff Training/Quality Improvement Days:**  
Autumn  
Wednesday 19th October 2016 & Tuesday 13th December 2016  
Spring  
Friday 17th February 2017 & Monday 3rd April 2017  
Summer  
Thursday 25th May 2017  
  
Generally full-time classes do not run on these days, but some part-time classes and apprenticeships will.  
  
For part-time programmes, as dates vary, please consult your Course Tutor.

## GETTING HERE

Shipleyc College is easy to get to by train or bus from Bradford, Keighley, Bingley, Leeds, Ilkley and Skipton. Saltair is our nearest train station. For bus and rail information please visit: [www.wymetro.com](http://www.wymetro.com)

Trains run from: Bradford Forster Square, Fritchingham, Bingley, Shipleyc, Keighley, Skipton, Leeds

**Bus Services:**  
• Bradford to Saltair: 662, 622  
• Baildon to Saltair: 626 (Change in Shipleyc)

- Keighley & Bingley to Saltair: 662, 760 & 623
- Calverley to Saltair: 760
- Shipleyc Town Centre to Saltair: 622, 623, 760, 676, 678
- Bingley to Shipleyc: 622, 623 & 760
- Guiseley to Shipleyc: 737
- Idle to Shipleyc: 614

**Travel Discounts:**  
There are various discounts available to help with travel to

and from the College. However, as eligibility sometimes depends on age. Speak to Student Services who can advise the best options for you.

**What's available to you?**  
If you are aged 18 and under living within West Yorkshire, you will be eligible for a Scholar's PhotoCard which entitles you to half fare

travel anywhere within West Yorkshire by bus or train.

For anyone aged 25 and under, living in West Yorkshire and in full-time education, you may be able to get the Student Plus MetroCard which entitles you to reduced cost travel.

**BAD WEATHER ALERTS:**  
In the event of bad weather, the College may have to close. Please check the homepage on the College website for regular updates.



**COLLEGE BUILDINGS IN SALTIRE:**  
Five buildings make up the Saltair campus:

- Salt Building (1)
- Victoria Hall (2)
- Exhibition Building (3)
- Jonathan Silver Building (4)
- Mill Building (5)

Shipleyc College  
Salt Building, Victoria Road, Saltair, Shipleyc, West Yorkshire, BD18 3LQ

t: 01274 327222  
e: [enquiries@shipleyc.ac.uk](mailto:enquiries@shipleyc.ac.uk)

## GETTING TO LESSONS

Once in the right building, here's how you get to your classroom. Follow the breakdown below to be in the right place on time. If you get lost, ask a member of staff to point you in the right direction.

All room numbers start with 2 letters. The first is for the building:  
E= Exhibition, S = Salt,  
V = Victoria, M = Mill,  
J = Jonathan Silver

The second is for the floor:  
B = Basement, G = Ground  
F = First, S = Second  
M = Mezzanine

Followed by the room number:  
ES12 = Exhibition Building, Second Floor, Room 12

**Some Examples:**  
SG01 = Salt Building, Ground Floor, Room 1  
MM01 = Mill Building, Mezzanine, Room 1  
EG03 = Exhibition Building, Ground Floor, Room 3

Please note: The first floor in the Mill Building is referred to as the Mezzanine.

## STUDENT PERSPECTIVE

'I picked Shipleyc College, because the last college I attended was too busy. I prefer a quieter, more tranquil environment when I'm studying. Since day one, I felt very comfortable here. The facilities are excellent and I can concentrate on my studies, which at the end of, I'm hoping will lead me to university, where I want to study Fashion or Graphic Design.'

Junaid  
Art & Design Level 3



'The course has challenged my knowledge and creativity and I have enjoyed the format of the course, producing booklets and leaflets for new staff in my service, rather than just producing essays.'

My knowledge of the Autistic Spectrum Condition has grown and I have learned more about the condition and how it affects individuals.'

Sally  
Supporting Individuals on the Autistic Spectrum Level 3



'I heard that Macmillan were looking for an apprentice for my aunt who currently works there. At Macmillan I enjoy being able to use what I have learnt in College to help me to deliver outstanding customer service. Day-to-day I work with different teams of people who support me and help me, I deal with enquiries over the telephone and by email. I would like to continue my studies in Customer Service and hopefully look for employment in Macmillan or a similar organization locally.'

Megan  
Customer Service Apprentice Level 2



The Marketing Department always welcomes student feedback, so if you would like to share your story, we would love to hear it! You can call in to our office in Salt Building, SG11 or email: [marketing@shipleyc.ac.uk](mailto:marketing@shipleyc.ac.uk)

## GETTING STARTED

You must wear your Student ID badge that is given to you at the start of your course. Visibly wearing your ID badge ensures the safety of students and staff and that only designated visitors enter College buildings.

Failure to wear ID that can be seen by staff or when prompted to show your ID badge could lead to disciplinary action.

Your Student ID badge will have a 5 digit ID number on it. If you lose your ID badge, please inform your course coordinator.

Logging on to the College's computer network:  
When you enrol at Shipleyc College, you get a student login. Your username will be your student ID number (on your badge) e.g. 12345. Your password will be your date of birth in the following format: SDDMMYY e.g. 50Jan90. Note that both the first character of your password 'S' and the first letter of the month are capitalised.

You will be prompted to change the password. Your chosen password will then also apply to your College email account.

Your College email account:  
All students will be issued with a Shipleyc College email account through Google Mail. Your email address will be: [studentIDnumber@shipleyc.ac.uk](mailto:studentIDnumber@shipleyc.ac.uk) Your password will be the same one you use to log into the college computer system.

Shipleyc College App:  
New or current students can download the free Shipleyc College app to connect with the College.