



PARENTS GUIDE

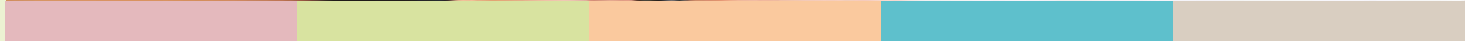
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North Nottinghamshire
COLLEGE

Dear Parents and Carers

North Nottinghamshire College encourages all our learners, parents and carers to get involved in their learning. You are welcome to visit us at any time to find out what happens in the College.

You are also invited to Open Days, Progress Evenings and to discuss your son's or daughter's progress with their Personal Tutor. We hope that this leaflet explains what to expect and how you can help and support them in making the most of this new and exciting experience.

Best wishes
Angela Adams – Head of Student Services



IN ADDITION TO OFFERING A WIDE RANGE OF ACADEMIC AND VOCATIONAL COURSES, THE COLLEGE PROVIDES:

- A range of information and guidance to help young people choose the right course even if they change their mind!
 - An enrolment and admissions system with all the information needed to ensure that students are on the right track. We also have staff available who will help if a young person isn't sure which course to choose.
 - An 'induction' in the first weeks to help students get to know the College and other students and make sure that they get their questions answered. All students have access to a handbook on Blackboard that includes lots of interesting information about all aspects of College.
 - A range of services to help students reach their potential, including guidance, mentoring and counselling, learning resources, financial support (including assistance with childcare) and help with travel. All these services are just a phone call away **01909 504500** and are based in Student Services.
 - A Personal Tutor to give academic and personal support, who will help students plan their learning and review their progress on a regular basis. These are very important people to get to know, and if you wish, will keep in touch with you on a regular basis regarding your son's or daughter's progress.
 - High quality teaching, training, resources and facilities. We also provide a range of additional opportunities to add to student's skills and experience. We are proud of continuing high success rates and know that with your help these will continue to improve.
 - Additional Learning Support Staff for students with learning difficulties eg dyslexia, sensory impairments or physical difficulties and much more.
- And finally...*
- Help to enable students to get on to further courses, Higher Education, jobs or training when they have successfully completed their course.

FINANCIAL SUPPORT FOR STUDENTS

Students aged 16-18 and not in receipt of EMA transitional payments with an annual household income below £20,817 can apply for a College Bursary through the NNC Discretionary Learner Support Fund to help with the cost of expenses associated with the course such as kit, uniform and trips. Students aged 19 and over can apply for assistance with tuition fees and transport. The fund can also support students aged 20 and over with childcare costs. Advice on all of the above can be sought from Student Services staff.

The College offers some assistance with transport to the College and advice about childcare. The Student Support Fund may be able to help with the cost of these too.

FOR FURTHER INFORMATION AND ADVICE, PLEASE CONTACT:

Student Services

**North Nottinghamshire College, Carlton Road
Worksop, Notts, S81 7HP**

Tel: 01909 504500 Fax: 01909 504505

Email: contact@nnc.ac.uk

TERM DATES FOR 2011/2012

Autumn Term 2011

- Start Date: Monday 5th September
- Half Term: Monday 24th October to Friday 28th October
- End Date: Tuesday 20th December

Spring Term 2012

- Start Date: Thursday 5th January
- Half Term: Monday 13th February to Friday 17th February
- End Date: Friday 30th March

Summer Term 2012

- Start Date: Monday 16th April
- May Day Public Holiday: Monday 7th May
- Half Term: Monday 4th June to Friday 8th June
- End date: Wednesday 4th July

Staff Training Days

- 21 Dec 2011
- 20 Feb 2012
- 5/6 July 2012

HOW CAN YOU HELP YOUR SON OR DAUGHTER SUCCEED?

Some young people need more help than others to settle into College life. Here are a few hints that may help you to help them:

1. Help your son or daughter with their time management. The change to a less regimented schedule is sometimes hard to handle. You could ask if they are keeping their notes up to date and getting their assignments in on time.
2. Give them space to study. The College has a Learning Resource Centre where students can use the computers and books, but if possible a quiet place at home is a real benefit.
3. Whenever possible attend Parents' Evenings. You will be informed of dates of Parents' Evenings by Tutors. Sometimes they may not make it obvious but most young people are pleased when adults take an interest.

4. Sometimes part-time work interferes with College studies, so encourage your son or daughter to find the right balance.
5. Encourage them to ask for help if the need arises. We have a range of support services available but asking for help is sometimes difficult.
6. If your son or daughter feels they are on the wrong course encourage them to contact us to discuss alternatives.
7. Find out when exams are being held and help your son or daughter to plan a revision timetable. Encourage the rest of the family to help by not distracting them!
8. Listen to your son or daughter when they are talking about College. If you have any worries about them, contact Student Services who will try to help.



APPRENTICESHIPS: THE KEY DIFFERENCES ARE:

- An Apprenticeship programme brings together a number of qualifications into a single framework.
- An NVQ type qualification which confirms the learner is able to correctly use the skills they have learnt. An assessor will be appointed who will visit the apprentice in the workplace at regular intervals.
- Apprentices follow a knowledge based qualification that will provide the understanding to enable the learner to complete their job role effectively. The learning will be completed by attending college, distance learning or a mixture of both.
- Key skills are the skills needed for success in a range of activities within training, The two main areas are English and Maths but some frameworks require others skills such as IT.
- We monitor in the workplace to ensure learners are safe and free from harassment and discrimination.
- We review learners' progress in the workplace with the employer at least every twelve weeks.
- We monitor apprentices' attendance at College AND at work and we inform employers and parents of absence.
- Health and Safety in the workplace and at College is monitored to ensure learners have and use the correct personal protective clothing and safety equipment.
- Apprentices are able to access all College facilities and we will provide additional support in the workplace where required.

YOU AND YOUR FAMILY CAN ALSO COME TO COLLEGE!

- Why not try the excellent hair and beauty treatments offered by our students at Transformations!
- Book a meal in our training restaurant in the Food Technology Centre and enjoy high quality dining.
- Thinking about coming to College or changing your job or career? Book a FREE, confidential guidance interview and get expert advice and information about your options and future.
- The College has an excellent Day Nursery for 2-8 year olds catering for students and private customers. Call the Early Learners' Centre on **01909 504525** to discuss your childcare needs.

RULES!

We like to think of the College as an adult environment where the rules and regulations are few and most students behave in a mature and responsible manner. Our expectations apply whether the student is at College, on a trip or at a work placement. Whenever possible, it is College policy to explore the reasons for any poor conduct first, to offer help and to involve parents at the earliest opportunity rather than to impose sanctions.

If there is a problem with any of these, a tutor will discuss this with the student and may issue a warning. If this does not result in improvement then the College disciplinary procedures will be followed. A copy is available from the College website **www.nnc.ac.uk**. Copies of any warnings or sanctions will be sent to you.

Thankfully these situations are extremely rare in the College! However, we reserve the right to suspend students to carry out investigations when necessary. Your support is appreciated so if your son or daughter is affected by the behaviour of other students please let tutors know.



SAFEGUARDING OUR LEARNERS

We want to provide a safe and happy environment for all our students so that they can develop socially as well as academically.

For this reason we will not tolerate bullying, abuse or discrimination of any kind and will take positive action whenever it occurs. We are, by law, required to PROMOTE Equality and Diversity and welcome your support in encouraging students to report any incidents.

College Mentors are available in the student social space all week for learners to discuss and report any issues concerning them. As part of the safeguarding team your son's or daughter's well being is monitored as well as academic progress.

If your son or daughter is experiencing discrimination outside of College we can put them in touch with organisations that can help.

YOUR VOICE

The College uses a variety of methods to collect learner views. The views of parents and carers is always welcome. Drop us a line at any time either to discuss something that is going well, or needs addressing via the following methods:

Email: contact@nnc.ac.uk

Tel: 01909 504500

FREQUENTLY ASKED QUESTIONS

Q Can my son or daughter change course or leave without telling me?

A Unless the student has instructed us not to, a tutor will inform parents that their son or daughter has left or changed course. You will need this information so that you do not inadvertently claim benefits to which you are not entitled.

Q How can I get help with the costs of transport to College?

A The College has a policy that all 16-18 year old students who live more than 2 miles from the College may get assistance with their travel costs. The College also provides a mini bus from areas where public transport is not available. For further information and details of student contributions contact Student Services.

Q My son or daughter might be dyslexic or have a learning difficulty. How can College help?

A The College can test students at the beginning of or during their course and will be provided Additional Learning Support throughout their time at College, should they need it. If the student has already been diagnosed with dyslexia or any other disability, then you should let the College know as soon as possible so that support can be arranged.

Q What happens if my son or daughter is being bullied or harassed?

A The College has a zero tolerance policy towards any form of harassment. Students should let their tutor know immediately of any concerns. If this doesn't solve the problem, they should inform the Head of Student Services or a member of Student Services team so that further action can be taken.

Q How do I complain?

A Any concerns should first be raised with the tutor. If this does not or will not resolve your concern, then you can complain formally. You can either complete our complaints form, telephone or write to the Quality Unit at College in confidence.

Q What additional activities can my son or daughter get involved in?

A In addition to their main qualifications, students often have the opportunity to add qualifications that are relevant to the areas within which they wish to progress. This includes Functional Skills in Communication, Numeracy and IT at an appropriate level. Students can also take part in a range of sports and other interests in the College Enrichment programme including sports. The Student Union will also arrange trips and social activities including fundraising and interested students can get involved in the Student Union Committee and Course Representative Programme.





Q What do the qualifications on offer lead to?

A The qualifications that are on offer at the College are nationally recognised and our student achievement rate is one of the highest in our region. Some students use their qualifications to go on to University to study for HNDs and degrees. Many students leave us to go into jobs or apprenticeships with local employers.

Q What is security like at the College?

A We have highly qualified full time Health and Safety staff who advise us on our security provision. There is CCTV on 24 hours a day and security guards patrol the site in the evenings. We advise all students to be vigilant and report anything suspicious to staff and to avoid bringing valuables to the College. Application forms for student insurance are available from the Student Union.

Q What are the results like at College?

A Our student achievement levels for 16 – 19 year olds are the highest in the North Nottinghamshire region for 2009/10. For more information about the particular course your son or daughter is on please speak to their tutor.

Q What happens if a student is taken ill at College?

A Qualified First Aiders are available in all areas of College should a student become unwell. Depending on the severity the student may be allowed home or taken to hospital and you will be informed by telephone as soon as possible.

The Secretary of State for Health advises students and parents to discuss with their GP protection against Mumps, Measles, Flu, Meningitis and Hepatitis. You should also check the Department of Health Website (www.dh.gov.uk). If your son or daughter has any medical requirements including needing to take medicines whilst in College you should let us know in case an emergency occurs.

Q What do I do if my son or daughter cannot attend class?

A Regular attendance is the key to success and if students are absent it will be followed up by their tutor or a College Mentor. Students, parents or carers are asked to ring into the College on the first day of absence. Call your son or daughter's admin department or tutor directly. If a student is ill for more than five days you may be asked to provide a medical certificate.

Students should try to avoid making appointments for doctors, dentists and driving lessons etc during lesson times. A regular pattern of poor attendance may mean that a student gets behind with work. Students will meet with their tutor or a College Mentor to discuss the issue and agree how to improve the situation.

Absence may result in students wanting to leave College if they feel unable to catch up on their coursework. However, it is essential that they speak to their tutor and/or our Guidance Team who can help and support them particularly with regard to workload and personal or emotional problems.

If absence is due to financial, transport or childcare problems our Student Services Team will be able to help to explore the different types of support available. Suitable alternative courses and progression routes can be identified if your son or daughter is finding the chosen programme does not appear to be right for them. The earlier you or they tell us of any problems or concerns the easier it is for us to help and the more beneficial it is for them to get the right support as soon as possible.

IS YOUR SON OR DAUGHTER THINKING ABOUT GOING TO UNIVERSITY? WORRIED ABOUT THE COST?

Consider these things: University will be an experience that your child can benefit from in many ways:

- They will gain knowledge and skills that will be invaluable in later life
- They will discover a lot about themselves as they form new friendships and enjoy a new range of social activities
- Graduates are less likely to be unemployed than non-graduates and will have a wider range of jobs to choose from with higher level qualifications
- It is estimated that the earning potential of a graduate over their working life can be £100,000 more than a non-graduate

The fees will vary with a maximum of £9000 being charged by some universities

- These do not have to be paid upfront and can be taken as a loan
- The loans are paid back once the student has left university and is earning over £21,000
- The repayments are taken at 9% of their wages over £21,000, 'that's less than £7 per week on a salary of £25,000'.
- Any outstanding amount will be written off after 30 years

This is an investment in your child's future and will help them to get ahead in a competitive world. If you have any concerns or questions about university, please contact the Guidance Team on **01909 504763** or chodkinson@nnc.ac.uk or book an appointment through Student Services **01909 504500**, contact@nnc.ac.uk

NATIONAL QUALIFICATIONS FRAMEWORK

The following table shows the range of qualifications that exist, the different levels available and how they relate to one another. Students may elect to study a range of general, vocational or occupational courses. Please ask to speak to a Guidance Adviser in Student Services if you or your son/daughter are unsure of any of the courses or which route would best suit their needs.

NQF Level	General Qualifications	Vocational Qualifications	Occupational Qualifications
5 Intermediate Level	Higher Education (HNCs, HNDs, Foundation Degrees) or Employment / Career		NVQ Level 5
4 Intermediate Level			NVQ Level 4
3 Intermediate Level	GCE AS & A Levels Access Courses	Vocational A Levels BTEC National Diploma	NVQ Level 3
2 Intermediate Level	GCSEs (Grades A* - C)	VGCSEs (Grades A* - C) BTEC First Diploma	NVQ Level 2
1 Intermediate Level	GCSEs (Grades D - G)	Fast Forward / Progression Skills	NVQ Level 1
Entry Level Entry 3/Entry 2/Entry 1	Certificate of Educational Achievement		NVQ Level 1/ E2E Programme