



# STUDENT HANDBOOK 2020/21



### WHAT INFORMATION DOES THE UNIVERSITY COLLECT:

Information about your engagement with and use of University services, such as the Library, sport and recreation, as well as information on the provision of advice and support, such as the Careers Service.

If you use a University email address and other Microsoft Office 365 services, then we collect and log data about your use of the service. Our digital telephony system logs incoming telephone numbers, these numbers may not be linked to your student record."

The information in this Student Handbook was correct at the time of publication, but may be subject to change due to ongoing government guidance. Please refer to **blc.ac.uk** or contact your tutor or Progress Coach for the latest information.

# THIS STUDENT HANDBOOK BELONGS TO...

NAME .....

COLLEGE ID .....

COLLEGE EMAIL ADDRESS.....

COURSE.....

TUTOR .....

### YOUR DETAILS

It is important that the College has an accurate record of your personal details throughout your time here. If you need to amend any details, including your mobile number, address or emergency contacts, please contact the Student Centre at our Buxton Campus or Reception at our Leek Campus.

## BUXTON

**Email:** studentcentrebuxton@derby.ac.uk  
**Tel:** 01298 330644

## LEEK

**Email:** fecurricsupport@derby.ac.uk  
**Tel:** 0800 074 0099





**AS PART OF THE UNIVERSITY OF DERBY, BUXTON & LEEK COLLEGE IS DRIVEN BY THE FOLLOWING STRATEGIC FRAMEWORK:**

#### OUR PURPOSE

FROM THE HEART OF ENGLAND, WE EMPOWER PEOPLE ACROSS THE GLOBE TO ACHIEVE THEIR POTENTIAL AND MAKE A POSITIVE CONTRIBUTION TO SOCIETY.

#### OUR PROMISE

EVERYTHING WE DO IS DRIVEN BY DELIVERING EXCELLENCE AND OPPORTUNITIES FOR OUR STUDENTS, STAFF AND REGION.

#### OUR VALUES

**- VALUE PEOPLE:** WE ARE TRUE AMBASSADORS OF OUR PURPOSE AND PROMISES.

**- BOLD:** WE CREATE A REPUTATION WHERE INDUSTRY RELIES ON US FOR THEIR POTENTIAL, INNOVATION AND GATEWAYS TO SUCCESS.

**- FUTURE FOCUSED:** OUR DETERMINATION, KNOWLEDGE AND POSITIVE ATTITUDE KEEPS US ENGAGED IN THE WORLD AROUND US AND AHEAD OF THE GAME.

**- BRILLIANCE:** WE CREATE STIMULATING ENVIRONMENTS THAT TRANSFORM PROSPECTS. WE BELIEVE WE ALL MAKE THE DIFFERENCE.

## USEFUL NUMBERS

**GENERAL ENQUIRIES** 0800 074 0099

**THE HUB LIBRARY (LEEK)**  
01538 322020

**THE DEVONSHIRE LIBRARY (BUXTON)**  
01298 330633

**STUDENT FINANCE ENQUIRIES**  
01298 330414

**CARE TO LEARN HELPLINE**  
0800 121 8989

**STUDENT WELLBEING**  
01332 593000  
EMAIL: STUDENTWELLBEING@DERBY.AC.UK

**CHILDLINE**  
0800 11 11

**LEEK TRANSPORT**  
01298 330330

**BUXTON TRANSPORT**  
01298 330644

**DERBYSHIRE PUBLIC BUS SERVICES**  
0871 200 2233

**SNOWLINE**  
01332 597669

## CONNECT WITH US

SEARCH **BUXTONLEEK** AND KEEP UP TO DATE WITH THE LATEST FROM THE COLLEGE.



LIKE US



FOLLOW US



SEE US



CONNECT WITH US



CAPTURE US



SNAP US

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# 2020/21 ACADEMIC CALENDAR

AUGUST 2020						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
SEPTEMBER 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
OCTOBER 2020						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
NOVEMBER 2020						
M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
DECEMBER 2020						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
JANUARY 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
FEBRUARY 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
MARCH 2021						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
APRIL 2021						
M	T	W	T	F	S	S
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26	27	28	29	30		

MAY 2021						
M	T	W	T	F	S	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
JUNE 2021						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
JULY 2021						
M	T	W	T	F	S	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUTUMN TERM 2020

ENROLMENT THURSDAY 13 /

THURSDAY 20 AUGUST

TERM STARTS MONDAY 1 SEPTEMBER

HALF TERM MONDAY 26 OCT - FRIDAY 30 OCT

TERM ENDS FRIDAY 18 DECEMBER

## SPRING TERM 2021

TERM STARTS MONDAY 4 JANUARY

HALF TERM MONDAY 15 - FRIDAY 19 FEBRUARY

TERM ENDS THURSDAY 1 APRIL

## SUMMER TERM 2020

TERM STARTS MONDAY 19 APRIL

HALF TERM MONDAY 31 MAY - FRIDAY 4 JUNE

TERM ENDS FRIDAY 25 JUNE

PUBLIC HOLIDAYS 31 AUGUST 3 JANUARY

3 MAY & 31 MAY

## MY KEY DATES:

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### UCAS DEADLINES

APPLICATION .....

APPLICATION SUBMITTED .....

RESPOND TO OFFERS .....

Check your timetable regularly for the latest updates.



# BLC INVEST

WE WANT ALL STUDENTS AND APPRENTICES ACROSS THE COLLEGE TO BE THE BEST THEY CAN BE, AIM HIGH AND HAVE A POSITIVE EXPERIENCE

This ties in with the University of Derby's core values, which are:

**BRILLIANT**  
**FUTURE FOCUSED**

We will invest in all students and apprentices but equally expect all students and apprentices to invest in themselves.

We want all students and apprentices participate in **EVOLVE** activities, to help develop their skills, behaviours and attitudes help make successful futures. These include:

**EMPLOYABILITY**  
**OPTIMISM**  
**ENDURANCE**

**VISION**  
**LIFE SKILLS**

We will run a range of activities across the programme to help students and apprentices develop and enhance their skills in these areas. Students will be asked to complete a self-assessment as part of their career planning to help identify what skills they wish to develop with the support of their course tutor.

**BOLD**  
**VALUE PEOPLE**



WE EXPECT ALL STUDENTS AND APPRENTICES TO FOLLOW THE BLC INVEST CODE OF CONDUCT, WHICH IS SET OUT BELOW:



## YOU

Attend and be punctual to all lessons, turning up on time and be prepared to learn

Respect and value other points of view

Stay safe and wear the college lanyard at all times, make use of the support available, including resources and services

Complete work on time so that you do your best and ask for help when needed

Have a go at different things and push yourself so that you can be the best at what you do

Behave appropriately and look after your social space. This includes appropriate use of mobile phones and social media

## WE

Arrive before the start of the lesson and deliver sessions that inspire you

Respect and support all of you equally and ensure you are valued as an individual

Wear our college lanyards and create an environment where students feel safe. Always be happy to signpost students to services

Set clear expectations and targets for your learning and personal development, provide regular reviews and feedback on progress

Create opportunities and have a bold curriculum, create a supportive learning environment

Be a positive role model and ensure that your college working environment is a safe and pleasant place to study





# STAYING SAFE

WE AIM TO BE A SAFE AND SECURE COLLEGE, AND MAINTAIN OUR REPUTATION OF BEING FRIENDLY AND WELCOMING. YOU CAN HELP US TO KEEP YOU AND THE COLLEGE SAFE BY FOLLOWING THESE SIMPLE TIPS.

**Read the Fire and Evacuation Procedures;** and when the fire alarm sounds, stay calm, follow instructions from staff and leave quickly by the nearest exit. Wait in the marked assembly point until told otherwise. A member of staff will tell you when you can re-enter the building.

**Always wear your ID card and lanyard.** This allows you access in to the College and the ability to use Library materials. It also identifies you as a student.

If you have lost your ID card you can obtain a replacement card from the Student Centre in Buxton or Reception in Leek. You may incur a replacement fee if you lose either your ID or your lanyard.

**Try to avoid situations that make you feel unsafe** but if you do feel unsafe for any reason at College report your concerns to your Tutor or a member of the Learner Journey Team immediately.

**Wear appropriate protective clothing and equipment when in workshops or practical sessions** - your Tutor will tell you at induction what this means for your course. If you hurt yourself or have an accident tell your Tutor or Reception and they will call a first aider to help you.

## HEALTH AND SAFETY

Buxton & Leek College strives to achieve and maintain the highest standards of health and safety for all employees, contractors, students and members of the public who may be affected by its activities and will pursue continuous improvement in these standards. Here is a link to our Health and Safety Policy Statement:

[bhc.ac.uk/school-leavers/student-support](https://bhc.ac.uk/school-leavers/student-support)

## RESPONSE TO COVID-19

Throughout 20/21 academic year the college will be required to follow the government's most up to date guidance.

We want to ensure that all our learners and staff are kept safe, so we will need you to follow the measures outlined below:

You must follow all guidance related to social distancing measures and/or on college signs, posters, directions from staff members.

You must wash or sanitise your hands when you arrive at College and then frequently throughout the day.

In your learning environment you must keep to the 1 metre social distancing rule, unless directed otherwise by a member of staff e.g. during practical activity.

When moving around the College or using College facilities you must observe the 1 metre plus social distancing rule.

If you cough or sneeze you must follow the guideline of 'Catch it, bin it, kill it' by coughing into your elbow, covering you nose and mouth with a tissue and then putting into identified bin.

You must inform a member of staff immediately if you become unwell with coronavirus symptoms during the day at College.

Comply with college bus requirements

DURING THE COVID-19 PANDEMIC IT IS IMPORTANT THAT THE COLLEGE, ITS STAFF AND ITS LEARNERS ALL PLAY A CRUCIAL ROLE IN PREVENTING THE SPREAD OF CORONAVIRUS.

You must not come into college if you:

have symptoms of coronavirus, that is a high temperature, a new continuous cough or loss or change to your sense of smell or taste.

Come to college if anyone in your household have the symptoms of coronavirus

Must not come into the college if you have been tested positive in the last 7 days

If you are unwell, please either contact either the student absence line - **0800 074 0099**

If you become unwell on site and display symptoms, please either contact your Progress Coach or speak to a member of staff immediately

We need to ensure that all our learners, staff are stay safe. If you do not follow these measures, then disciplinary action will be taken depending on the serious of your actions or repeat actions.

If you have any concerns about the Covid-19 pandemic you can access support from:

The Learner Journey Team  
Student Wellbeing Service  
External organisations such as Young Minds, The Samaritans and the NSPCC

Please be aware that that these requirements will be continually reviewed in line with new guidance.





## FIRST AID

There are first aid points and trained first aiders at all sites; any member of staff will be able to find them for you. If you have even a minor accident make sure you report it so that it can be recorded and action taken to prevent it happening in the future. In case of a first aid emergency:

- contact any member of staff and a First Responder will be called
- or, ring Security directly on **01332 597777** and tell them which Campus you're calling from.

## FIRE ALARM

It's essential that everyone does their best to prevent fires and in the event of a fire, knows what action to take. If you're a disabled student with mobility restrictions you will need a Personal Emergency Evacuation Plan (PEEP) which your ALS Tutor can put in place for you. Please make sure you become familiar with the fire exit signs in all your classrooms, around the building and in your workplace. If you have any concerns let your tutor or assessor know.

## SMOKING

Smoking is only permitted in designated smoking shelters at Buxton. There are plans to build a smoking shelter at the Leek Campus. Smoking of cigarettes or e-cigs/vapes is not allowed in any of the buildings or around doorways of the College.

If you would like help to stop smoking, please contact the Student Wellbeing Service.

## SECURITY

The security team is located at both Buxton and Leek sites with their priority being the safety and wellbeing of our students, staff and visitors. For more information on their services please visit their website:

**[derby.ac.uk/about/organisation/estates/security](http://derby.ac.uk/about/organisation/estates/security)**

## LOST PROPERTY

Any lost property will be held at the Security Lodge at Buxton or Reception at Leek. If you lose a memory stick this will be held in the learning spaces at the Devonshire Library in Buxton or The Hub in Leek. If you have to bring valuables to College, be careful and keep them as safe as you can; please remember they are your responsibility.

# SAFEGUARDING STUDENTS

SAFEGUARDING IS THE TERM GIVEN TO THE COLLEGE'S RESPONSIBILITIES TO PROMOTE YOUR WELLBEING AND MAKE SURE THAT YOU FEEL SECURE AND SAFE.

We have particular responsibilities relating to our learners aged 18 years and under and learners with learning difficulties and disabilities, but we're also responsible for ensuring the wellbeing of all our adult learners. The College has a child protection and vulnerable adults policy and a team of Safeguarding Co-ordinators.

We review whether we're promoting your safety and wellbeing and would like to hear from you if you've any comments or suggestions about this.

If you have a concern about your own, or others' security, safety and wellbeing then please contact one of our Safeguarding co-ordinators on **01538 322100**.

The safeguarding co-ordinators are Nadia Shalan, Katie Lawson and Emma Kilbane. The College's designated Safeguarding Lead is Alison Loxton.

### Safeguarding Policy Document

We are dedicated to ensure that you are, and feel safe and secure during your time with us.

Our commitment is highlighted in our safeguarding policy:

**[bhc.ac.uk/school-leavers/student-support](http://bhc.ac.uk/school-leavers/student-support)**

**IF YOU FEEL YOU ARE BEING BULLIED, SEE OR KNOW OF ANYONE BEING BULLIED TELL A MEMBER OF STAFF STRAIGHT AWAY**

## BULLYING, CYBER BULLYING AND HARASSMENT

At Buxton & Leek College we have a zero tolerance policy on bullying, which includes:

- Insults or threats made in person or by Social Media
- Displaying or circulating material that could be hurtful or offensive to others
- Shouting and verbally intimidating people
- Physically hurting someone including pushing, kicking, hitting, shoving
- Discriminatory behaviour including racist, sexist and homophobic.



## STAYING SAFE ONLINE

- Don't add people you don't know to your WhatsApp, Snapchat, Messenger or Facebook friends list
- Check your privacy settings - who can see your info?
- Never give any personal details online
- If you are being cyberbullied, keep all evidence and tell a trusted adult or use the 'report it' button
- Block anybody who sends you stuff you don't like
- Don't reply to abusive emails, messages or tweets
- Regularly check and clean out your friends list on social networking sites
- Think before you send a message - it could seem harsh or hurtful to someone else
- Never meet anyone you have only met online
- Think twice before putting your photo online - people can copy it, change it and send it to others
- If you receive a message while on a social networking site that you think is unacceptable - use the report abuse button on the site.

## REMEMBER

EMPLOYERS CAN SEE WHAT YOU PUT ON FACEBOOK AND CHECK YOUR OTHER SOCIAL MEDIA SO ALWAYS THINK CAREFULLY ABOUT WHAT YOU WRITE



## ESSENTIAL ADDRESSES TO STAY SAFE ONLINE

### CHILDLINE:

[www.childline.org.uk](http://www.childline.org.uk)

### TWITTER HELP CENTRE:

[www.support.twitter.com](http://www.support.twitter.com)

### UK SAFER INTERNET CENTRE:

[www.safeinternet.org.uk](http://www.safeinternet.org.uk)

### SNAPCHAT SAFETY CENTRE:

[www.snapchat.com/safety](http://www.snapchat.com/safety)

### GET CONNECTED HELPLINE:

[www.getconnected.org.uk](http://www.getconnected.org.uk)

### PROFESSIONALS' ONLINE SAFETY:

[helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)

### REVENGE PORN HELPLINE:

[help@revengepornhelpline.org.uk](mailto:help@revengepornhelpline.org.uk)

### REPORT ABUSE AND GROOMING:

[www.ceop.police.uk/ceop-report](http://www.ceop.police.uk/ceop-report)

### REPORT CHILD ABUSE IMAGES TO INTERNET

### WATCH FOUNDATION:

[www.iwvf.org.uk](http://www.iwvf.org.uk)

# BRITISH VALUES AND PREVENT

## BRITISH VALUES ARE EMBEDDED THROUGH OUR POLICIES & PROCEDURES AND ARE DEFINED BY THE GOVERNMENT.

Students will develop an understanding of these values through their work in lessons, Evolve programme, enrichment opportunities and College events, examples are outlined here:

### DEMOCRACY

e.g. students can elect a course rep to represent them on key issues, student voice including online surveys and focus groups.

### RULE OF LAW

e.g. following H&S requirements, arriving on time and attending lessons, wearing lanyards, completing and handing work in on time.

### INDIVIDUAL LIBERTY

e.g. Tutorials on Prevent & British Values, one to one guidance and individual learning plans.

### MUTUAL RESPECT

e.g. adhering to College code of conduct & behaviour policy, behave appropriately and look after the College environment.

### TOLERANCE OF THOSE WITH DIFFERENT FAITHS AND BELIEFS

e.g. themed & national events, celebrating equality & diversity, space for all faiths and none.

## PREVENT

The Prevent duty is to ensure that the College safeguards students from becoming radicalised, which is the process of when a person comes to support terrorism and is drawn into violent extremism and the holding of extremist views, which refers to vocal or active opposition to the fundamental British Values. Buxton & Leek College enables all students to:

- acquire an appreciation of and respect for their own and other cultures to further tolerance and harmony between different cultural traditions
- respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

There is a duty to ensure that those identified with vulnerabilities are given appropriate advice and support. Some of the signs that a student could become radicalised are as follows:

- Isolating themselves from friends and family
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude toward others
- Increased levels of anger
- Increased secretiveness, especially around internet use

SAFEGUARDING OUR STUDENTS, STAFF AND VISITORS IS IMPORTANT TO US. IF STUDENTS NEED SUPPORT OR THERE ARE CONCERNS THAT SOMEONE IS BEING RADICALISED YOU CAN REPORT AND ACCESS SUPPORT THROUGH OUR SAFEGUARDING CO-ORDINATORS AT THE COLLEGE



# DISCOVER YOUR FUTURE SELF

## SUPPORTING YOU WITH TRANSPORT

BUXTON & LEEK COLLEGE OFFER A NETWORK OF BUSES DURING TERM TIME.

Early morning collection and late afternoon return buses from College Campuses run to a variety of destinations. Routes and timetables can be found on the College website.

The cost of transport for 2019/20 is free on designated bus routes.

### COVID-19

We have introduced further safety measures on the college buses to keep students safe. For more information please visit our website at: [blc.ac.uk/transport](https://blc.ac.uk/transport)

Financial support could be available for transport through the Financial Support Fund.

INFORMATION AND BUS PASSES FOR STUDENTS STUDYING AT **BUXTON AND HARPUR HILL** CAN BE OBTAINED FROM THE STUDENT CENTRE IN BUXTON

**CALL 01298 330644**

INFORMATION ON MINIBUS SEAT BOOKINGS AND BUS PASSES FOR STUDENTS STUDYING AT **LEEK** CAN BE OBTAINED FROM YOUR STUDENT MENTOR.

**CALL 01538 322114**

IF YOU LIVE IN **STAFFORDSHIRE** AND ARE UNDER 20, A 'YOUR STAFFORDSHIRE CARD' WILL ALLOW YOU TRAVEL FOR JUST £1.30 ON ANY SINGLE BUS JOURNEY, WHICH STARTS OR ENDS IN STAFFORDSHIRE.

TO APPLY VISIT:  
[STAFFORDSHIRE.GOV.UK](https://STAFFORDSHIRE.GOV.UK)

IF YOU LIVE IN **DERBYSHIRE**, A B-LINE CARD WILL ALLOW YOU TO TRAVEL FOR 25% OFF THE ADULT FARE. TO APPLY VISIT:  
[DERBYSHIRE.GOV.UK/B\\_LINE](https://DERBYSHIRE.GOV.UK/B_LINE)  
TO APPLY PLEASE FOLLOW THE LINK:  
[BLINE@DERBYSHIRE.GOV.UK](mailto:BLINE@DERBYSHIRE.GOV.UK)  
FOR MORE DETAILS ABOUT TRAVEL IN STAFFORDSHIRE PLEASE VISIT  
[STAFFORDSHIRE.GOV.UK](https://STAFFORDSHIRE.GOV.UK)



# SUPPORTING YOU WITH FINANCES

AT BUXTON & LEEK COLLEGE, WE'RE COMMITTED TO ENSURING EDUCATION IS ACCESSIBLE AND AFFORDABLE TO ALL STUDENTS. VARIOUS SCHEMES ARE AVAILABLE TO HELP FUND AND SUPPORT STUDENTS' WHILST THEY STUDY. THIS INCLUDES A BURSARY - WHICH YOU WOULDN'T HAVE TO PAY BACK - OR A LOAN - WHICH YOU WOULD HAVE TO PAY BACK.

## 16-19 GUARANTEED BURSARY

This may be available to support you whilst you study if you are:

- A looked after young person, e.g. in foster care
- A care leaver
- In receipt of Income Support or Universal Credit in your own name
- In receipt of Disability Living Allowance or Personal Independent Payments and Employment and Support Allowance or Universal Credit in your own right. You must be in receipt of both these benefits to qualify.

## 16-19 STUDENT DISCRETIONARY BURSARY

The 16-19 Discretionary Bursary supports students under 19 years of age who are experiencing financial difficulty due to a low household income, including those who may be eligible for free College meals plus students over 18 in receipt of an EHCP.

## 19+ DISCRETIONARY BURSARY

The 19+ Discretionary Bursary supports students 19 years of age or over on 31 August, who are experiencing financial difficulty. The fund is awarded on an individual basis and can include help towards childcare costs.

## WHAT COURSE COSTS CAN HELP CONTRIBUTE TOWARDS IF ELIGIBLE?

- Travel
- Equipment
- Field Trips
- Course Fees (If you are not in receipt of a Loan)
- Childcare
- Other (i.e. DBS)

Please note, bursaries are means tested and subject to availability.

## ADVANCED LEARNER LOAN

If you are aged 19 or over and are studying an eligible Level 3 qualification or higher, you may be entitled to a new loan to cover your course fees.

To find out more and to check if you are the course you are studying is eligible, please visit: **gov.uk/advanced-learner-loan** or contact: **T: 01298 330817**  
**E: studentmoneyadviceblc@derby.ac.uk**

## ADVANCED LEARNER LOAN BURSARY

You may be entitled to a bursary available to support students in receipt of a loan and can help towards childcare costs.

**IF YOU'RE 19+, PLEASE CHECK YOUR LEARNING AGREEMENT OR OUR WEBSITE FOR INFORMATION ABOUT OUR FEES POLICY**



FOR MORE INFORMATION ON THE FINANCIAL SUPPORT AVAILABLE, HOW TO APPLY AND IF YOU'RE ELIGIBLE VISIT:

**BLC.AC.UK/FUNDING-FINANCE** OR  
CALL **BUXTON 01298 330414** OR  
**LEEK 01538 322114**



Please note, bursaries are means tested and subject to availability.



## SUPPORTING YOU WITH CAREERS & EMPLOYABILITY

THE CAREERS AND EMPLOYMENT SERVICE IS HERE TO OFFER IMPARTIAL INFORMATION, ADVICE AND GUIDANCE ON ANY CAREER RELATED QUESTIONS YOU MAY HAVE. WE OFFER SUPPORT AROUND FIVE KEY AREAS AND CAN HELP WITH:

- **Self-awareness** - including decision making and skills analysis
- **Opportunities awareness** - to help you understand the range of careers available to you and what employers are looking for
- **Career management** - to help you action plan for the career you would like and set goals
- **Building experience** - through work experience, volunteering and part time work
- **Communication** - including CV writing, help filling in application forms, interview techniques and preparation and guidance on writing personal statements for jobs and University courses.

THE CAREERS AND EMPLOYMENT SERVICE ALSO OFFER IMPARTIAL INFORMATION, ADVICE AND GUIDANCE THROUGH TO ONE TO ONE APPOINTMENTS WITH A SPECIALIST ADVISOR AND WORKSHOPS DURING LESSONS.

CALL **01298 330891 / 01298 330303** OR EMAIL **CAREERSBUXTON@DERBY.AC.UK** FOR MORE INFORMATION OR BOOK AN APPOINTMENT



## SUPPORTING YOU WITH ADDITIONAL LEARNING SUPPORT

THE ADDITIONAL LEARNING SUPPORT TEAM PROVIDE A QUALITY SERVICE TO ASSIST STUDENTS WITH A LEARNING DIFFICULTY, DISABILITY OR IMPAIRMENT TO ACCESS THE SUPPORT THEY NEED TO FULLY PARTICIPATE WITH THEIR STUDIES.

We can offer a wide range of support for students with special educational needs and/or dyslexia, dyscalculia or autism - across all campuses so come along and talk to us in confidence.

We will carry out an assessment that will consider your individual learning needs and then create a package of support that is personalised, reviewed and adapted where required throughout your course. We can offer a range of reasonable adjustments, support and assistive technology including:

- In class support
- Out of class mentor support
- Specialist Tutor support
- Small study groups
- Range of specialist equipment including laptop loans
- Exam access arrangements
- Adapted resources
- Transition

If you have a learning difficulty or disability and feel that you may need support when you come to College, please let us know as soon as possible.

Drop in to the Top Up Zone on Buxton Campus, call **01298 330905/6** or email **topup@derby.ac.uk** for more information or to make an appointment to discuss your needs.

Alternatively you may also contact:

**Sue Boden, Head of Support (Leek campus) Tel: 01538 322075 or Leighton Anderson, Head of Support (Leek and Derby campuses) Tel: 01298 330919**

MY ADDITIONAL LEARNING SUPPORT TUTOR IS:

NAME: .....

NUMBER: .....

# 22 SUPPORTING YOU WITH PROGRESS COACHES

IF YOU ARE ON A FULL TIME PROGRAMME YOU WILL BE ASSIGNED A PROGRESS COACH WHO WILL MEET YOU REGULARLY TO:

- Deliver Future Focused sessions
- Support you with your 'next steps', whether this is employment, further/higher education or an apprenticeship
- Track your attendance levels
- Work with you to set your personal targets
- Support you to achieve your overall goals
- Help you to overcome any academic or personal issues
- Refer you for any additional support should you require it.

Find out more at:  
[blc.ac.uk/about-blc/learner-journey-blc](http://blc.ac.uk/about-blc/learner-journey-blc)

## GET IN TOUCH WITH YOUR PROGRESS COACH

BUXTON      LEEK  
01298 330303      01538 322117

OR EMAIL [SUPPORT@BLC.AC.UK](mailto:SUPPORT@BLC.AC.UK)



# SUPPORTING YOU WITH STUDENT WELLBEING

THE STUDENT WELLBEING SERVICE PROVIDE SPECIALIST AND CONFIDENTIAL SERVICES TO SUPPORT YOU THROUGHOUT YOUR LIFE AT COLLEGE, OFFERING IMPARTIAL AND CONFIDENTIAL ADVICE AND GUIDANCE WITH PERSONAL ISSUES YOU MAY BE EXPERIENCING THAT MAY BE IMPACTING ON YOUR STUDIES.

If you have an issue that is affecting you in or out of College do contact us, noting that our services are available throughout the year, including non-term time periods, and specifically tailored to you and your needs.

Common elements of specialist support that we offer include:

- finance and funding support, including bursaries
- childcare provider sourcing and funding
- pregnancy and maternity advice, guidance and support
- general health including long term health
- sexual health and contraception
- mental health and wellbeing, including counselling
- and much more

We are open throughout the year, including non-term time periods, and the service we provide is tailored specifically for you.

## GET IN TOUCH WITH YOUR STUDENT WELLBEING TEAM

T: 01298 330414  
E: [STUDENTWELLBEING@DERBY.AC.UK](mailto:STUDENTWELLBEING@DERBY.AC.UK)  
TEXT: 07950 080 717





# ATTENDANCE

WE WANT ALL OUR STUDENTS AND APPRENTICES TO HAVE GOOD ATTENDANCE SO WE CAN EQUIP YOU WITH THE SKILLS AND KNOWLEDGE YOU WILL NEED FOR YOUR NEXT STEPS IN YOUR EDUCATION OR WORKING LIFE.

## ATTENDANCE PROCEDURE

We expect 100% attendance from all of our students. If you fail to achieve consistently high attendance, it may affect progression to a higher level programme and your chances of successfully passing your programme.

Going on holiday during term time is not a reasonable excuse to miss your lessons. We would also expect you to book appointments with the doctor/dentist outside of College wherever possible. You will be expected to provide evidence of any appointments that cause absence.

### HOWEVER, IF YOU:

- Need to leave College during the day and will therefore miss a lesson, inform your Progress Coach
- Are late, please go straight to your lesson - persistent lateness will breach the INVEST code of conduct and lead to disciplinary action
- Know in advance that you are going to be away (e.g. at a hospital appointment) you will need to complete an authorised absence form which will need to be signed by parent/carers if you are under 18
- Are ill while you are at College and have to go home, inform your Progress Coach as soon as you can
- Have a problem outside College, talk to your Progress Coach or a member of the Learner Journey Team as we can arrange for you to talk to someone who can give you specific help and support

You can find our absence and attendance policy online at: **[blc.ac.uk/school-leavers/student-support](http://blc.ac.uk/school-leavers/student-support)**

If you can't attend College for any reason or have a problem you need to discuss, you should:

Contact the absence line on **0800 074 0099**. If you don't contact the College to inform us that you won't be in, this could lead to disciplinary action.



## SUPPORTING YOU WITH WORK EXPERIENCE

THE WORK EXPERIENCE TEAM ARE COMMITTED TO ENSURING THAT ALL STUDENTS ARE GIVEN THE OPPORTUNITY TO UNDERTAKE WORK EXPERIENCE AS PART OF THEIR STUDY PROGRAMME.

These are usually a 1-2 week short term placement or a minimum of 315 hours if you complete an Industry Placement.

The placement will be a good fit with your course, meaning you'll be able to learn or shadow relevant technical skills for your industry, helping you with career choices or progression ideas.

We will support you throughout your placement, ensuring you are work ready and have the confidence to succeed. The Work Experience Team are open throughout the year.



### WHAT ARE THE BENEFITS OF WORK EXPERIENCE?

- It's a great opportunity for you to 'try out' your chosen industry, shadow employers you may want to work for and help confirm some of your career choices
- You can develop 'soft skills' such as communicating, teamwork and problem solving
- Gain deeper knowledge of the running of a business
- Develop self-reliance, step out of your comfort zone, build confidence and learn more about yourself by identifying your strengths and preferences for future career options.
- Potentially secure a job or apprenticeship with the employer afterwards or on completion of your course.
- A meaningful work experience placement will make a significant difference to your future employment prospects.

WHY NOT COME AND CHAT TO US AT ONE OF OUR DROP IN SESSIONS WHICH TAKE PLACE AT BOTH THE LEEK AND BUXTON CAMPUSES

BUXTON  
DO/GOI

LEEK  
THE HUB

### WORK PLACEMENT HOTLINE:

01298 330443

E: [PLACEMENTS@BLC.AC.UK](mailto:PLACEMENTS@BLC.AC.UK)

# FACILITIES

## LIBRARY SERVICES

HERE YOU CAN ACCESS A RANGE OF RESOURCES AND SUPPORT FOR ALL LEVELS OF STUDY. THE LIBRARY STAFF ARE ALL REALLY FRIENDLY AND WILL HELP YOU WITH ANY QUESTIONS YOU HAVE.

FOR MORE INFORMATION ABOUT OUR RESOURCES AND SUPPORT, YOU CAN EXPLORE OUR MAIN LIBRARY WEBSITE AT **BLC.AC.UK/LIBRARY** OR SPEAK TO ANY MEMBER OF THE TEAM.

There is a library at each site. The Devonshire Library, Buxton Campus is located off the main Dome area and at the Leek Campus the Library is located within The Hub on the ground floor of the Tovell Building.

For Access and Foundation students studying at Derby, Kedleston Road Library is located off the main Atrium.

## BORROWING AND RENEWING BOOKS

All books can now be borrowed for 1 week and will automatically renew until you receive an email from us asking for it to be returned.

Books can be renewed online on the Library web service.

If books are not returned on time, fines will apply, details of which are available on the Library website and can be paid through the Library's online web service.



## LIBRARY WEBSITE AND ONLINE RESOURCES

The library website which has links to useful information and resource is at:

**bhc.ac.uk/library**

You will find the library catalogue at:  
**capitadiscovery.co.uk/derby-ac**

Your online Library account allows you to renew your books as long as they are not overdue, and also pay any fines.

## STUDY SPACES

There are study spaces for individual work, so you can spend some quiet time on assignments. Please note these study spaces will need to be booked in advance with the Library - details of this will be available on the Library web page.

## COMPUTERS AND LAPTOPS

Computers and laptops are available at each library. The library staff will support you to set your computer password which is important, as it will be used for accessing College computers and course software as well as library resources, setting up email and wi-fi.

## OPENING TIMES

PLEASE CHECK ON WEBSITE AS TIMES CAN VARY

**DERBY.AC.UK/SERVICES/LIBRARY/ABOUT-THE-LIBRARY/PLAN-YOUR-VISIT/LIBRARY-OPENING-HOURS**

You need your ID card to borrow a laptop, and to use the follow-me-printers. These allow you to print, photocopy and scan in colour and black/white.

FE students have printing credit added to their ID cards by the College. Please note that at the Buxton and Leek campuses you will need to book a space in advance to be able to print - please contact the Library or visit the Library web page for further details.

## WIRELESS INTERNET ACCESS

Students are able to use wireless internet access at all libraries, which you can use on your phone or digital device.

## EMAIL

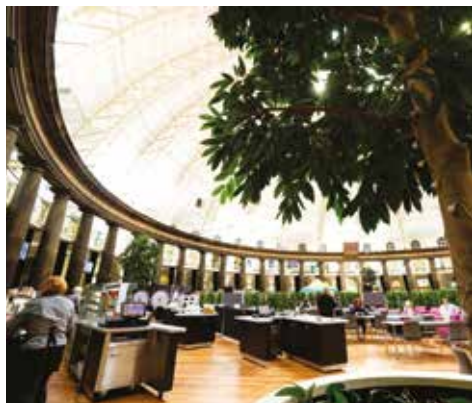
Your email account is created automatically when you enrol. You can access your email by logging into UDo using your student ID and password.





## PLACES TO EAT AND DRINK

Food is available at several locations in the Dome, Monday to Friday during term time.



### THE GALLERY



**The Gallery** at the Leek Campus is based within the William Morris Building and is open Monday to Friday during term time from 8.30am - 2.15pm.



**VENDING MACHINES  
ARE ALSO LOCATED  
AT ALL SITES.**



## SALONS AND SPA

Our commercial salons and spa are open for students, friends and family to access all year round. **The salons** at Buxton and Leek offer a range of hair and beauty treatments including waxing, manicures, facials, hair styling, aromatherapy and reflexology, performed by our very own students.

Winner of the Best 'Luxury Emerging Spa in Northern Europe' at the World Luxury Spa Awards 2017, the **Devonshire Spa** at the Buxton Campus is the perfect place for some essential you time.



## DID YOU KNOW?

**AS A STUDENT YOU, YOUR FRIENDS AND FAMILY RECEIVE 30% OFF HAIR & BEAUTY TREATMENTS WITHIN OUR COMMERCIAL SALONS. YOU CAN ALSO BUY MAC AT COST PRICE AND GET 20% OFF OTHER RETAIL PRODUCTS AND 10% OFF SPA PACKAGES!**



# ENRICHMENT

ENRICHMENT PUTS THE EMPHASIS ON YOU, MAKING YOUR TIME AT COLLEGE THE BEST IT CAN BE! THE ENRICHMENT TEAM ARE HERE TO OFFER YOU EXTRA OPPORTUNITIES, IN ADDITION TO YOUR CORE STUDIES, WHICH AIM TO ENHANCE AND BROADEN YOUR OVERALL COLLEGE EXPERIENCE.

## WHAT'S ON OFFER?

Sports clubs & teams, gym sessions, fitness classes & outdoor activities  
Volunteering opportunities  
Employability & life skills clubs  
Community projects such as Coffee Club  
Certificated Courses such as Emergency First Aid  
A variety of trips throughout the year such as World Skills Live

## WHY TAKE PART?

ENRICHMENT WILL HELP YOU TO:

- Build up existing interests and learn new skills
- Gain additional accreditation/certificates
- Enhance your employability, CV & UCAS applications
- Meet new people and have fun!
- Make a difference in your community
- Try something new and challenge yourself.



THE UNION OF STUDENTS IS A REGISTERED CHARITY LED BY STUDENTS, FOR STUDENTS. EVERY SINGLE ONE OF YOU MAKES UP THE UNION, AND YOU'RE AUTOMATICALLY A MEMBER WHEN YOU START YOUR STUDIES.

Although we work together, the Union is completely separate from the College, it's the independence that is key to its role.

The Union is both student-led and student-focused and is passionate about ensuring that your time at College is as enjoyable as possible.

The organisation is led each year by a group of Officer Trustees, who are voted in by their peers enrolled at the University of Derby, which the College is a part of. This team is supported by a team of full-time and part-time employed staff and also a team of Part-Time Officers (elected volunteers).

The Union of Students exists to represent students' voices within the University, College and the wider community - both locally and via NUS nationally.

## MEMBERSHIP OF THE UNION ENSURES:

- Your voice is heard within the College through the Union's course rep scheme. Contribute your ideas using the ideas forum ([derbyunion.co.uk/change/ideas/fe](http://derbyunion.co.uk/change/ideas/fe))
- You're provided with quality independent advice and support to defend your rights as a student ([derbyunion.co.uk/advice](http://derbyunion.co.uk/advice))
- You're entitled to decide what we do by fair democratic processes
- Your experience at College is enhanced via various services, events and activities
- Your union is accountable for its actions

Find out more at: [derbyunion.co.uk](http://derbyunion.co.uk)





AT BLC, STUDENT VOICE IS AT THE HEART OF EVERYTHING WE DO. YOUR OPINION MATTERS AND YOUR VOICE SHOULD BE HEARD.

Your voice is really important to us and we want to continue to improve your time at Buxton & Leek College. We have lots of different ways that we collect student voice and we encourage all of our students to get involved, including:

- Course reps
- Student surveys
- Monthly pop up stands
- Focus groups
- Comment cards
- Feedback walls

## WHAT DO WE DO WITH THIS INFORMATION?

- Each month we have meetings to discuss your feedback and views. We make changes and improvements, where we can, based on the information you give us
- Your views help shape how your College looks and feels
- We listen to what you have to say and give you the support you need to make changes in your college
- We post 'you said, we did' each term on the screens around the Dome and in Leek.

## DO YOU WANT TO TALK MORE?

Pop in to the Boiler House at Buxton or the Social Space at Leek to talk to your Progress Coach today! Or leave a comment on the student voice website page at **[blc.ac.uk/student-voice](https://blc.ac.uk/student-voice)**



FIND OUT MORE AT:

**[BLC.AC.UK/SCHOOL-LEAVERS/  
STUDENT-SUPPORT](https://blc.ac.uk/school-leavers/student-support)**