



STUDENT HANDBOOK 2022/23



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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2022/23 ACADEMIC CALENDAR

AUGUST 2022

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 2022

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				

FEBRUARY 2023

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					

SEPTEMBER 2022

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 2022

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	

MARCH 2023

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		

OCTOBER 2022

M	T	W	T	F	S	S
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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

JANUARY 2023

M	T	W	T	F	S	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

APRIL 2023

M	T	W	T	F	S	S
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MAY 2023

M	T	W	T	F	S	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2023

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		

JULY 2023

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

AUTUMN TERM 2022

TERM STARTS MONDAY 5 SEPTEMBER

HALF TERM MONDAY 24 OCT - FRIDAY 28 OCT

TERM ENDS FRIDAY 16 DECEMBER

SPRING TERM 2023

TERM STARTS MONDAY 3 JANUARY

HALF TERM MONDAY 20 - FRIDAY 24 FEBRUARY

TERM ENDS FRIDAY 7 APRIL

SUMMER TERM 2023

TERM STARTS MONDAY 17 APRIL

HALF TERM MONDAY 29 MAY - FRIDAY 2 JUNE

TERM ENDS FRIDAY 30 JUNE

PUBLIC HOLIDAYS 29 AUGUST 26 DECEMBER
27 DECEMBER 2 JANUARY 7 APRIL 10 APRIL
1 MAY 29 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.



DISCOVER YOUR FUTURE SELF



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 Learner Journey Team.

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

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**.

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:

blc.ac.uk/school-leavers/student-support-2-2

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

TWITTER HELP CENTRE:

www.support.twitter.com

UK SAFER INTERNET CENTRE:

www.safeinternet.org.uk

SNAPCHAT SAFETY CENTRE:

www.snapchat.com/safety

GET CONNECTED HELPLINE:

www.getconnected.org.uk

PROFESSIONALS' ONLINE SAFETY:

helpline@saferinternet.org.uk

REVENGE PORN HELPLINE:

help@revengepornhelpline.org.uk

REPORT ABUSE AND GROOMING:

www.ceop.police.uk/ceop-report

REPORT CHILD ABUSE IMAGES TO INTERNET

WATCH FOUNDATION:

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 buses from College Campuses run to a variety of destinations. Routes and timetables can be found on the College website.

Some bus routes will be subject to charges, for more information please visit our website at blc.ac.uk/transport

Students will be expected to follow the transport behaviour codes, for more information visit blc.ac.uk/transport

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

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
TO APPLY PLEASE FOLLOW THE LINK:
BLINE@DERBYSHIRE.GOV.UK
FOR MORE DETAILS ABOUT TRAVEL IN STAFFORDSHIRE PLEASE VISIT
STAFFORDSHIRE.GOV.UK



SUPPORTING YOU WITH FINANCES

DURING YOUR TIME AT BUXTON & LEEK COLLEGE, THERE MAY BE THINGS YOU HAVE TO PAY FOR TO FULLY ENGAGE WITH YOUR COURSE. YOU MAY NEED TO PLAN AHEAD AND BUDGET FOR THESE, OR DEPENDING ON YOUR CIRCUMSTANCES, YOU MAY BE ELIGIBLE FOR FINANCIAL SUPPORT.

BURSARIES

Money should not be a barrier to accessing learning, we are therefore granted monies from the Government to help those who need it.

A bursary is financial support that will not need to be paid back. Applications are means tested and subject to eligibility. Any awarded monies where possible will be paid in kind.

WHAT ADDITIONAL COSTS MAY NEED TO BE PAID FOR?

The following items are what we refer to as 'additional course costs.'

- Transport
- Books, equipment, kit and uniform
- Field trips and additional courses
- Childcare for dependents
- Professional memberships and DBS charges
- Meals whilst onsite
- UCAS application
- Tuition fees

16-19 STUDENT DISCRETIONARY BURSARY

Learners aged 16-18 who come from a low-income household or who are facing genuine financial difficulty may be awarded financial support at the discretion of Buxton & Leek College towards additional course costs.

Learners aged 19 – 25 and in receipt of an EHCP or who are 19 and continuing a study programme they began aged 16-18 may also be eligible for this fund.

16-19 VULNERABLE BURSARY

The 16-19 Vulnerable Bursary is an element of the 16-19 Bursary Fund for learners most in need and who are unlikely to be receiving financial assistance from Parents or Carers. Eligible learners may be able to receive a Bursary of up to £1200 a year towards course associated costs depending on their individual financial need.

FREE COLLEGE MEALS

Learners who come to college to further their education may be able to access free meals - eligibility is subject to age and being in receipt of certain benefits.

ADULT LEARNER FUNDS

19+ Learner Support Fund & Advanced Learner Loan Bursary

These funds are available to help fund additional course costs for students aged 19 years or over, who come from a low Household income or who are facing genuine financial difficulty.

CHILDCARE COSTS

For those students who require childcare whilst they study, there may be financial support available.

Learners aged 19 years or under as of the 31st of August can apply through the Government's Care to Learn scheme. You will need to link with our funding team to finalise your application which can be done on the contact details provided.

Learners aged 20 and over as of the 31st of August should apply for support through the 19+ Learner Support Fund or Advanced Learner Loan Bursary scheme – there will be an additional form for you to complete

TUITION FEED ADVANCED LEARNER LOAN

If you are aged 19+ and have been made aware that you will need to pay tuition fees for a Level 3 qualification or higher, you may be entitled to the Government funded Advanced Learner Loan to cover the full cost of your tuition fees. It's easy to apply for and is not means tested.

To find out more and to check if you are the course you are studying is eligible, please visit:
gov.uk/advanced-learner-loan

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 01298 330817**



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 IN YOUR EDUCATION OR WORKING LIFE.

ATTENDANCE PROCEDURE

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. 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. If you engage with our Support Services, you can overcome barriers to good attendance and succeed.

HOWEVER, IF YOU:

- Need to leave College during the day and will therefore miss a lesson, you should inform the member of staff leading the lesson, your Progress Coach or Main Reception, who will make a record on eTrackr or Smart Assessor and notify key staff members
- 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- (change to) Present suitable evidence to your Progress Coach, such as an appointment confirmation email or letter from a medical professional
- Are ill while you are at College and have to go home, inform your Progress Coach and Programme Tutor 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, such as a Counsellor, Chaplain or referral to an external organisation

YOU CAN FIND OUT ABSENCE AND ATTENDANCE POLICY ONLINE AT:
[BLC.AC.UK/SCHOOL-LEAVERS/STUDENT-SUPPORT-2-2](https://blc.ac.uk/school-leavers/student-support-2-2)

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.

- An individual with parental responsibility must contact the absence line on 0800 074 0099 on the morning of the absence (if you require a full day).
- An individual with parental responsibility could complete an absence form, giving full and appropriate details here: <https://www.blc.ac.uk/absence-form/>
- If they do not contact the College to inform us that you won't be in, this could lead to disciplinary action, which could lead to withdrawal from your programme.
- Ideally, we still desire to maintain links with your parent/ carer after you turn 18, but you must take full responsibility for reporting absences on a daily basis. You are now able to phone the absence line or complete the absence form yourself.
- Progress Coaches pro-actively track and monitor your attendance. If your absence is not reported, this will trigger a phone call or other contact method to your parent/ carer or you (if you are over 18)



SUPPORTING YOU WITH INDUSTRY PLACEMENTS & WORK EXPERIENCE

OUR TEAM ARE COMMITTED TO SOURCING QUALITY-ASSURED AND MEANINGFUL PLACEMENT OPPORTUNITIES FOR ALL STUDENTS.

Placements are an integral part of your study programme. There are two main types of placements that you may have to complete as part of your course: Industry Placement Project (long-term, requires you to complete 315 hours in industry) or Industry Experience (short-term, hours can vary).

The placement will be meaningful, meaning it will relate to your course and you will be able to apply your in-class knowledge in a real industry setting. You will gain insight and understanding to help inform your decision-making as to your future career choices and progression plans.

We will meet you in classroom sessions to ensure you are industry ready prior to your placement start date and remain a point of contact throughout your placement to provide support. We are a professional service, open in and out of term time, so you can access us throughout the year (even when you are not in college). You will also learn how to write about your Industry Placement or Experience on your CV and discuss your placement in future job interviews. Come and chat to us about the opportunities available to you at our drop-in at either Buxton or Leek Campus.

WHAT ARE THE BENEFITS OF COMPLETING YOUR INDUSTRY PLACEMENT OR EXPERIENCE?

It is a great opportunity for you to 'try out' your chosen industry, shadow industry professionals, learn about an organisation you are interested in and therefore gain insight and information that will support you in making career decisions. You will develop your transferable skills e.g teamworking, leadership, problem-solving to list on your CV with examples and discuss at future interviews.

Become more independent, step out of your comfort zone, build confidence, and learn more about yourself by identifying your strengths and weaknesses.

Potentially secure progression pathways such as a long-term placement, apprenticeship, full-time job opportunity at the end of your course or part-time employment whilst studying.

Completing your placement will ensure you have the essential criteria required to meet job specifications and compete for the job that you would like to secure after college because you will have the relevant examples and experience to do so.

SUPPORTING YOU WITH INDUSTRY PLACEMENTS AND EXPERIENCE

Our team are committed to sourcing quality-assured and meaningful placement opportunities for all students.

Placements are an integral part of your study programme. There are two main types of placements that you may have to complete as part of your course: Industry Placement Project (long-term, requires you to complete 315 hours in industry) or Industry Experience (short-term, hours can vary).

The placement will be meaningful, meaning it will relate to your course and you will be able to apply your in-class knowledge in a real industry setting. You will gain insight and understanding to help inform your decision-making as to your future career choices and progression plans.

We will meet you in classroom sessions to ensure you are industry ready prior to your placement start date and remain a point of contact throughout your placement to provide support. We are a professional service, open in and out of term time, so you can access us throughout the year (even when you are not in college).

You will also learn how to write about your Industry Placement or Experience on your CV and discuss your placement in future job interviews.

BENEFITS OF INDUSTRY PLACEMENTS OR WORK EXPERIENCE?

- It is a great opportunity for you to 'try out' your chosen industry, shadow industry professionals, learn about an organisation you are interested in and therefore gain insight and information that will support you in making career decisions.
- You will develop your transferable skills e.g teamworking, leadership, problem-solving to list on your CV with examples and discuss at future interviews.
- Become more independent, step out of your comfort zone, build confidence, and learn more about yourself by identifying your strengths and weaknesses.
- Potentially secure progression pathways such as a long-term placement, apprenticeship, full-time job opportunity at the end of your course or part-time employment whilst studying.
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- Potentially secure progression pathways such as a long-term placement, apprenticeship, full-time job opportunity at the end of your course or part-time employment whilst studying.
- Completing your placement will ensure you have the essential criteria required to meet job specifications and compete for the job that you would like to secure after college because you will have the relevant examples and experience to do so.



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

BUXTON
DOHS

LEEK
THE HUB

WORK PLACEMENT CONTACT:

01298 330443

E: PLACEMENTS@BLC.AC.UK

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/school-leavers/student-support-2-2

GET IN TOUCH WITH YOUR PROGRESS COACH

BUXTON
DD/118
01298 330303

LEEK
THE HUB
01538 322117

DERBY
01332 590500

OR EMAIL SUPPORT@BLC.AC.UK



DISCOVER YOUR FUTURE SELF

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.

For further information, please contact:

Sue Boden - s.boden@blc.ac.uk
Leighton Anderson - l.anderson@blc.ac.uk
Carol Heathcote - c.heathcote@blc.ac.uk
Isobel Davies - i.j.davies@blc.ac.uk

MY ADDITIONAL LEARNING SUPPORT
TUTOR IS:

NAME:.....

NUMBER:.....

FACILITIES

LIBRARY SERVICES

HERE YOU CAN ACCESS A RANGE OF RESOURCES AND SUPPORT FOR ALL LEVELS OF STUDY. THE LIBRARY TEAM ARE READY TO HELP YOU WITH ANY QUESTIONS YOU HAVE.

FOR MORE INFORMATION ABOUT OUR RESOURCES AND SUPPORT, YOU CAN EXPLORE OUR MAIN LIBRARY WEBSITE AT DERBY.AC.UK/SERVICES/FE-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.

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.



BORROWING AND RENEWING BOOKS

You can borrow books at our self-service or Library counter using your ID card which is also your Library card. All books have a 1 week loan period and will automatically renew until an item is requested by another student. We will email you when your item is requested.

There are no fines. If books are not returned when requested by another student, a replacement charge for the item will apply.

This can be paid online only.

LIBRARY WEBSITE AND ONLINE RESOURCES

View our Library webpage which has links to Library Search, your library account, opening hours and more at:

derby.ac.uk/services/fe-library

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

PCs AND LAPTOPS

PCs and laptops are available at our libraries. You can use a PC in our library spaces or loan a laptop to use elsewhere on campus.

OPENING TIMES

PLEASE CHECK ON WEBSITE AS TIMES CAN VARY

DERBY.AC.UK/SERVICES/FE-LIBRARY

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.

WIRELESS INTERNET ACCESS

Students can 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.**



THE BALCONY CAFE

Located at the Buxton Campus is on the first floor of Dome and is open from 8:45am to 6:30 pm Monday to Thursday and 8:45am to 3:00pm Friday.

The Balcony Café serves fresh Triple certified coffee, Homemade cakes, Full Breakfasts, Lunches, Sandwiches and Salads – alongside your favourite drinks, crisps and confectionary.

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 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 GIVE YOU EXTRA OPPORTUNITIES, IN ADDITION TO YOUR CORE STUDIES, WHICH ENHANCE AND BROADEN YOUR OVERALL COLLEGE EXPERIENCE.

WHAT KIND OF ACTIVITIES DOES ENRICHMENT INVOLVE?

Gym sessions, fitness classes & outdoor activities
 Charity events such as the sponsored abseil
 Community projects such as Coffee Club
 Certificated Courses such as First Aid
 Off campus trips and visits
 Events such as BLC Fest in collaboration with the Union of Students.

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.

us UNION OF STUDENTS
University of Derby



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)
- You're provided with quality independent advice and support to defend your rights as a student (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

BUXTON AND LEEK COLLEGE POOL TEAM

INTERESTED IN JOINING? CONTACT
JANIS.WILD@DERBYUNION.CO.UK OR VISIT
 DO/G23 BUXTON OR THE HUB AT LEEK.



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?

Talk to your Progress Coach today! Or leave a comment on the student voice website page at blc.ac.uk/student-voice



FIND OUT MORE AT:

**[BLC.AC.UK/SCHOOL-LEAVERS/
STUDENT-SUPPORT](http://BLC.AC.UK/SCHOOL-LEAVERS/STUDENT-SUPPORT)**