



PRESTON
COLLEGE

WELCOME TO

PRESTON COLLEGE

NEW LEARNER GUIDE

2024 - 25


Ofsted
Good
Provider

www.preston.ac.uk

WELCOME

We are really pleased that you have chosen Preston College to help you achieve your ambitions and this welcome guide is designed to give you all the information you need to make the best possible start towards achieving your goals.

We have brilliant teaching and support staff who are committed to ensuring you achieve the success you strive for. You can expect us to challenge you to be an excellent achiever as well as supporting you to develop personally, alongside your academic achievement. We will expect you to attend regularly and punctually and to make the most of the many opportunities that Preston College will provide.

We have many industry standard facilities, good links with employers and everyone who teaches on our courses will be an industry professional as well as a great teacher.

Once you've completed your course, you'll be in a strong position to progress either to a higher level of study, an apprenticeship or indeed into employment – whatever your route, we'll help you get there.

On behalf of all the staff at Preston College, I wish you every success.



SIMON NIXON

Principal and Chief Executive

This guide provides you with an insight into the College. For more detailed information, please log onto the online handbook through Canvas.

THE RIGHT PROGRAMME

PREPARING YOU FOR YOUR FUTURE

At Preston College we will ensure that you receive impartial initial advice and guidance to make sure that you are on the right programme.

From your very first day our focus is on helping you to achieve the highest standards, whilst facilitating your progression to further training, higher education and employment.

Preston College is committed to providing you with an outstanding educational experience by delivering high quality teaching and learning in order that you succeed on your chosen course.



YOUR FIRST DAY

FIND YOUR WAY

- College Tour
- Pick up a map
- See classrooms

RECEIVE IMPORTANT INFORMATION

- Get your timetable
- Induction Presentation
- Classroom Expectations

EXPERIENCE CAMPUS LIFE

- Grab your lunch or buy it from college outlets
- Have fun in the Chill Zone
- Soak up the atmosphere

NEED TO KNOW

- Bring a pen and paper
- There are a lot of staff around, if you need any help just ask!
- Mobile phones are allowed but you must follow tutor instructions for usage during lessons

MEET PEOPLE

- Tutors
- Heads of School
- Students

YOUR TIMETABLE

Your timetable is individual to you and your course. The best way to get the most up to date version of your timetable is to access it on the College App. As an overview, here is how the day at college is divided into periods. You will have one lunch slot per day in either period 4 or 5, remember to check your app as this might not be the same every day.

PERIOD	TIME	
P1	9.15am - 10.15am	
P2	10.15am - 11.15am	
	11.15am - 11.30am	Morning break
P3	11.30am - 12.30pm	
P4	12.30pm - 1.30pm	Lunch period 1
P5	1.30pm - 2.30pm	Lunch period 2
P6	2.30pm - 3.30pm	
P7	3.30pm - 4.30pm	

How can I access my timetable?

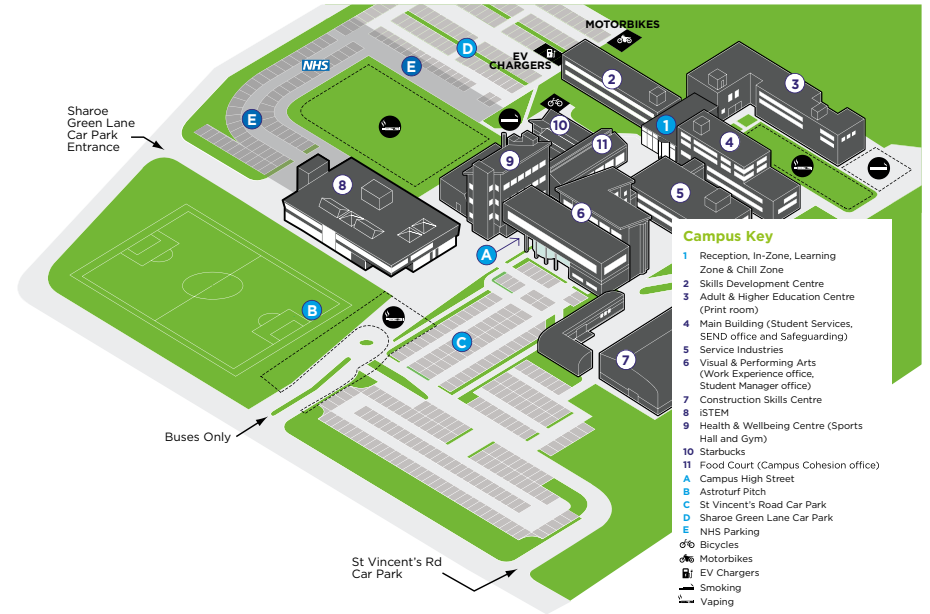
You can access your timetable via the Student Portal or Preston College App. If you are unsure, just ask your Student Manager or Subject Tutor.

GET THE
PRESTON COLLEGE
APP FOR THE
LATEST INFO!





CAMPUS MAP



TERM DATES 2024/25

AUTUMN TERM 2024	
Monday 9 September 2024	Term 1 starts
Monday 21 October - Friday 25 October 2024	Mid Term Break 1
Wednesday 18 December 2024	End of Term
Thursday 19 December 2024	Inset day for learners
Friday 20 December 2024	Inset day for learners

SPRING TERM 2025	
Monday 6 January 2025	Inset day for learners
Tuesday 7 January 2025	Term 2 starts
Monday 17 - Friday 21 February 2025	Mid-term Break 2
Friday 4 April 2025	End of Term
Friday 18 April & Monday 21 April 2025	Easter Bank Holidays

SUMMER TERM 2025	
Tuesday 22 April 2025	Term 3 Starts
Monday 5 May 2025	College Closed Early May Bank Holiday
Monday 26 May 2025	College Closed Spring Bank Holiday
Tuesday 27 May - Friday 30 May 2025	Mid Term Break 3
Friday 27 June 2025	End of Term

SOME COURSES RUN OUTSIDE OF OUR MAIN TERM-TIME DATES

THEMED LEARNING WEEKS

COLLEGE EXPECTATIONS



WEEK COMMENCING	THEME
28 October 2024	Progress & Target Setting
4 November 2024	Safeguarding
13 January 2025	Health & Wellbeing
2 June 2025	Employability & Progression

Progress & Target Setting

All learners will have an individual review to agree short and medium term targets in-line with their aspirations.

Safeguarding

A week of activities designed to raise awareness of safeguarding covering how to safeguard yourself and others.

Health & Wellbeing

A week of health and wellbeing activities in your classes and on campus. Plans are being put in place and are not quite ready to share. However, in the past we've had a range of activities you can take part in such as petting zoo, forest crafts and sport. You will also have the opportunity to learn more about health and wellbeing from guest speakers and interactive activities.

Employability & Progression

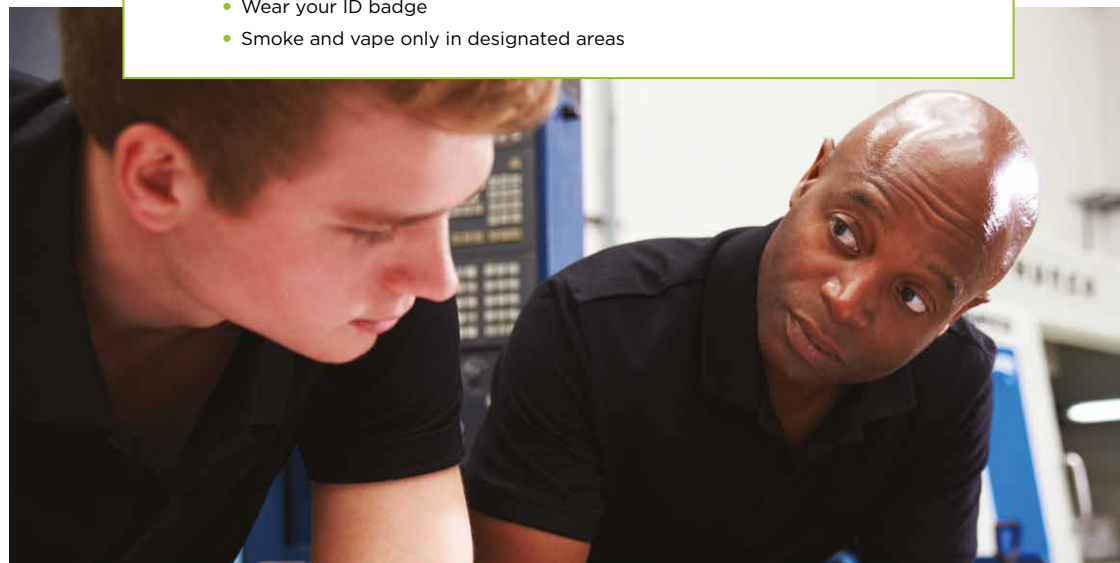
A skills-focussed week which promotes both reflection and aspiration, you will be reviewing the skills you have developed, and linking them to the next stage of your journey, whether that be further study, an apprenticeship or employment.

You can expect...

- To feel safe, listened to and respected
- Us to use professional language when addressing others
- To be set stretching targets
- Regular feedback on your learning progress
- To make excellent progress and be prepared for future study or employment
- To receive an enjoyable learning experience
- Industry standard facilities and resources
- Us to support your learning needs
- Enrichment opportunities
- Work experience opportunities
- Careers guidance and next steps support

We expect learners...

- To make the most of every learning opportunity and to achieve your full potential
- To be engaged and make a positive contribution
- To use appropriate and inoffensive language
- To show respect and consideration
- To arrive on time for lessons
- To be prepared for learning
- To dress appropriately
- To keep yourself and others safe e.g.;
 - Follow instructions
 - Wear your ID badge
 - Smoke and vape only in designated areas



FIVE AS OF AMBITION



Attitude

Positive behaviour and a strong work ethic are the foundations of a successful future.



Accountability

Take responsibility for the way your decisions and actions impact yourself and others.



Attendance

Excellent attendance is vital to your progress and demonstrates your commitment.



Aspiration

Aim high! We'll support your progression and career goals, so you can reach your full potential.



Achievement

Be proud of your progress and celebrate your achievements and qualifications.

ATTENDANCE

We know that every day at College contributes positively to your learning, and that every lesson attended leads to higher academic achievement and better chances of progression to either further study or into employment.

We are committed to making your College experience as positive as possible, and the 'Attendance Charter' on page 12 reinforces your responsibilities and the College accountabilities in supporting you to enjoy your College experience and positively achieve your chosen qualifications.

Our ambition is that every learner attends every lesson, though we do recognise that sometimes attendance can be impacted by a range of factors. We will monitor your performance closely throughout your programme, and will celebrate positive attendance whilst also supporting and intervening if your attendance ever falls below expectation and becomes a concern.

What do I do if I'm ill?

Make sure that you let college know. You can call the absence hotline number, visit the web page, email or call your Student Manager. If you are leaving a message, make sure that you are clear on your reasons for absence.

What do I do if I miss the bus?

Call college and advise that you will be late in, using the absence hotline number, email or call your Student Manager.

I have been asked to work from home, will this affect my attendance?

If a member of staff is absent from the College we will always try to arrange cover for your lesson. If suitable cover cannot be arranged you may be asked to work from home. In this instance, your attendance would not be negatively impacted.

We have various attendance awards throughout the year to celebrate excellent attendance - be a part of it!



If you are absent you must contact the College using one of these methods:

Absence hotline: 01772 225959

Email: absencehotline@preston.ac.uk

Online: www.preston.ac.uk/report-your-absence

ATTENDANCE CHARTER

In positively impacting on learner attendance, the college will proactively engage all relevant stakeholders, and together we will;

Learner

- Attend college every day and take part in learning, recognising that 'every lesson matters'
- To proactively inform the college if there are any barriers to learning
- To provide feedback relating to the college experience.

Delivery Staff

- Provide inspirational and engaging learning activities
- Ask learners 'what will help' if attendance drops
- Provide a range of interventions to support attendance.

College

- Ensure a safe, positive and welcoming environment
- Where appropriate, talk to parents / carers if attendance becomes a concern
- Recognise individual need and cultural diversity
- Think holistically about learner's needs
- Championing our learners, celebrating progress and walking 'side by side' with them.

Parents / Carers

- Support my child to get to college
- Encourage, advocate and engage in your child's college experience
- Ensure my child has what they need to engage positively in college
- Ask them if they have any concerns with college and talk to the college if this is the case
- To effectively communicate with the college, outlining any barriers to attendance and supporting intervention.

External Partners

- Where attendance is a concern, include it in the child's plan
- Support families to understand expectations of them
- Link with Student Coordinators when there is a concern relating to attendance
- To ensure safe and nurturing living environments
- To ensure effective and timely access to healthcare provision and support needs
- To engage positively in multi-agency planning, monitoring and intervention.

Employer Partners

- Promote attendance, behaviours and attitudes as being integral to achieving employment beyond the college
- Support the delivery of engaging and inspirational curriculum
- To provide coaching and mentorship, modelling employment skills and behaviours.

STUDENT BEHAVIOUR

Does the College have rules about student behaviour?

Yes, the College has a Positive Behaviour Framework which we expect you to follow. This is based mainly on common-sense and courtesy and can be found on the College website under Policies and Procedures.

[CLICK HERE TO VIEW THE POSITIVE BEHAVIOUR FRAMEWORK](#)

ID Badges

For your safety, when on College premises, students, staff and visitors must wear their ID badges at all times.

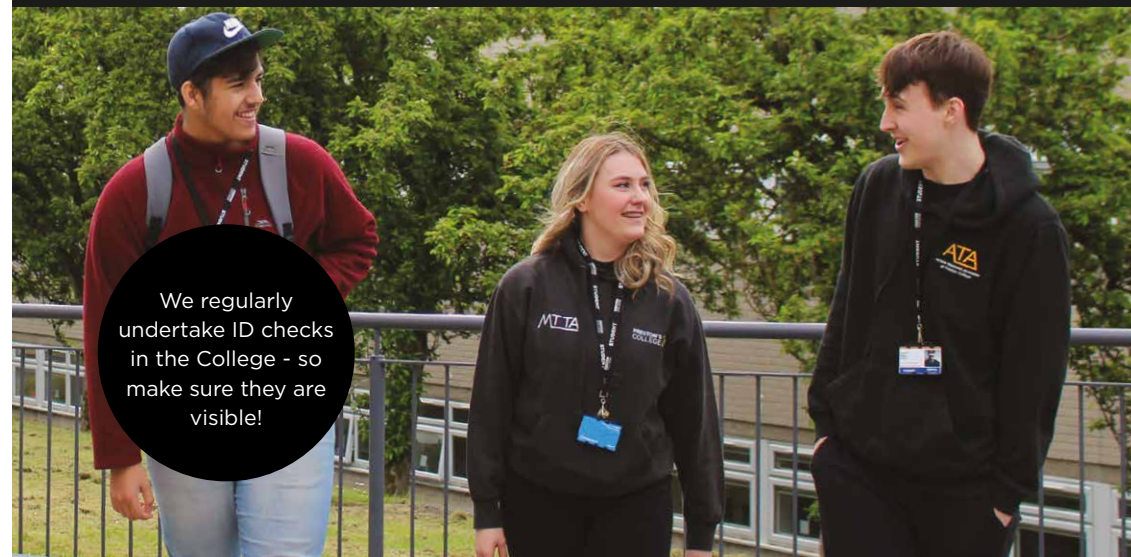
Lanyards and ID badges are provided to learners at enrolment. For occasions when you may forget your ID badge, you can obtain up to three temporary day passes from Student Services. If you lose your badge, you can obtain one free replacement from Student Services. Further replacements must be purchased at a cost of £2.00. Please be aware that failure to wear your ID badge will result in disciplinary action.

Mobile Phones

Please make sure your mobile is turned off or on silent (unless instructed otherwise) when in a classroom or workshop and remember NOT to take mobile phones into any exam. Please let the College know if you change your mobile phone number!

Working from home

There may be occasion, for example in response to staff illness, when you are asked to work from home instead of attending College. If this happens, you will be guided towards structured learning activity on Canvas, and your College attendance will not be negatively impacted. We will endeavour to communicate in advance if this situation arises, and will ensure that you still have open lines of communication with the College, as required, whilst working from home.



We regularly undertake ID checks in the College - so make sure they are visible!

SUPPORT



At Preston College, we want to ensure that you are able to talk about how you are feeling and can access emotional and academic support. The services we offer are below:

Extended Induction

Within your study programme, you will have an extended induction period, to ensure your transition into college is as smooth as possible and to help you settle in. Your curriculum tutors and student managers will be on hand to answer any questions and sign post you to internal services should you require any further help or support.

Tutorial

As part of your timetable, you will have a 45 minute tutorial session delivered by your student manager. Tutorial subjects will cover a wide range of topics and help you navigate personal, social and emotional aspects of life as well as providing you with opportunities to boost your confidence and access any further support. These sessions are specifically designed to develop your skills and equip you for life after college.

Mental Health First Aid Team

Preston College has a mental health first aid team who have received specialist training to provide assistance in times of crisis. If you feel that you need support from a member of this team, ask any member of staff to call them and they will wait with you while they arrive.

Counselling Team

The Counselling Team offer a free and confidential service. The Service is staffed by a team of professionally trained and experienced counsellors who offer a time limited service for eligible students. The service operates during term time only and is based in Student Services (EA004). You can self refer or ask to be referred by your Student Manager.

Safeguarding Team

If you feel worried about yourself or others then you can talk to your Tutor, Student Manager or a member of the Safeguarding Team. **Contact details can be found on page 17.**



Student Manager

Every student has access to a student manager, who will be with you for the duration of your course, helping and supporting your progress. Your student manager is there to guide and direct you in your personal development and oversee your journey at college. If you need any help, support or simply just have questions, your student manager is the person to go to.

Exam Access Arrangements

If you have previously had any support in your exams or you have had support for your classes, please go to 'The Point' in Student Services to see a member of the SEND Team or ring **01772 225328**. The Application for support for Higher Education Learners (SEND) is via the Disabled Students Allowance (DSA). Again, please contact the SEND Team or alternatively go directly to www.direct.gov.uk/studentfinance

Bursary applications

Bursary applications must be made online. If you wish to apply for bursary funding, please visit www.preston.ac.uk/bursary

You will need to upload recent evidence of your household income, and also supply your own bank details. Your application cannot be assessed without the appropriate evidence. Please call Student Services on 01772 225656 if you need any assistance.

Student Services

We offer advice, support and guidance to all students across college. Student Services can support you with finances and college bursary, welfare and benefits information, counselling services, homelessness, transport information, safeguarding and Prevent. We are based on the ground floor of the main building (next to Reception) and are open in term time Monday-Friday 8.30am-4.30pm.

College Parking & NHS Spaces

Please note that the Sharoe Green Lane car park within college is partly used by Royal Preston Hospital and its staff. Signage is in place across the car park to indicate where you can park your vehicle and where hospital staff can park,

Preston College Equality Statement

Preston College is committed to promoting and developing a learning and working environment that is inclusive, celebrates diversity and does not disadvantage any group.

What this means

The College will be a place where:

- You will have the opportunity to participate fully in college life and achieve your full potential
- Any physical, social and economic barriers to access are minimised
- The environment is welcoming and supportive
- Equality and diversity among staff, learners, employers and the wider community is actively promoted.

STUDENT MANAGERS

When you arrive in college, you will be introduced to your Student Manager. Details of all Student Managers are below:

STUDENT MANAGER	CURRICULUM AREA	EMAIL	PHONE
Kate Morris	Pastoral Manager	kmorris@preston.ac.uk	01772 225503
Nick Johnson	iSTEM - Engineering	njohnson@preston.ac.uk	01772 225672
Tracy Dixon	iSTEM - Automotive & Science	tdixon@preston.ac.uk	01772 225911
Emma Gupta	Digital Arts, Media & IT	egupta@preston.ac.uk	01772 225919
Helen Fish	Dance, Performing Arts & Theatrical Make-up	hfish@preston.ac.uk	01772 225913
Lou Warren	Construction	lwarren@preston.ac.uk	01772 225040
Angela Wilson	Construction	awilson1@preston.ac.uk	01772 225552
Lucy Beardwood	14-16 year old learners and Level 1 Foundation	lbeardwood@preston.ac.uk	01772 225920
Leann Stout	Health & Social Care and Childcare	lstout@preston.ac.uk	01772 225473
Victoria Irvine	Travel & Tourism, Childcare and Hair & Beauty	virvine@preston.ac.uk	01772 225826
Bobby Smith	ESOL, GCSE & Functional Skills	rsmith3@preston.ac.uk	01772 225782
Janette Clitheroe	Travel & Tourism, Childcare and Hair & Beauty	jclitheroe@preston.ac.uk	01772 225827
Lisa Topping	Business, Accounting, and Public Services	ltopping@preston.ac.uk	01772 225498
Jacob Higham	Sport	jhigham@preston.ac.uk	01772 225468

Your Student Manager will:

- Monitor your journey within college providing support or signposting as appropriate
- Set targets with you during 1:1s
- Support your weekly tutorials which aim to guide you through your journey within college and with your progression plans
- Raise your aspirations by motivating and supporting you to achieve and succeed.

SAFEGUARDING TEAM



Tina Southworth
Designated Safeguarding Lead
Office LZ003 Ext 5658
Email tsouthworth@preston.ac.uk



Sarah Nixon
Safeguarding & Prevent Officer
Office MB002 Ext 5505
Email snixon1@preston.ac.uk



Gemma Moon
Safeguarding & Prevent Officer
Office MB002 Ext 5141
Email gmoon@preston.ac.uk



Kat Fawcett
Office SE115 Ext 5328
Email kfawcett@preston.ac.uk



Kate Morris
Office Learning Lab Ext 5503
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David Elliott
Office Learning Lab Ext 5774
Email dellott@preston.ac.uk



Debbie Ireland
Office SE003 Ext 5600
Email direland@preston.ac.uk



Dan Crumblehulme
Office HW303 Ext 5743
Email
dcrumblehulme@preston.ac.uk



Kirsty Braithwaite
Office SE115 Ext 5915
Email kbraithwaite@preston.ac.uk



Annette Upton
Office SE115 Ext 5018
Email aupton@preston.ac.uk

INDUSTRY PLACEMENTS

Benefits of an industry placement:

The College will be a place where you can:

- Develop your employability skills.
- Learn new technical skills.
- Learn employment skills.
- Improve your CV ready for work.
- Gain employable opportunities (Jobs, Apprenticeships, Experience).
- Develop your interview technique and confidence.
- Learn to network and create your own network.
- Prepare for the demands and expectations in the workplace.
- Help you make an informed decision on your career.
- Improve your maturity, confidence and self-reliance.

92%
of students
believe that their
placement(s) were
valuable to their
development

LEVEL 1 COURSES:

- Required to complete 1 or 2 week taster with an employer.
- Volunteering in the community.

LEVEL 3 COURSES:

- Level 3 programmes include work experience placement.
- T Level Placements (minimum of 315 hours in the workplace).
- Volunteering in the community to improve employability skills.

Industry Placement Team

The Industry Placement team can support you in securing your placement. Your course tutor will confirm with you how many hours you need to complete.

Placements give you the opportunity to put what you have learnt on your course into practice in the workplace and can even develop into offers of employment.

ENRICHMENT

During your time at Preston College, you will be able to take part in a number of enrichment activities, specifically designed to enhance your time at college. The 'Preston Active' enrichment programme has opportunities for you to develop skills and meet other people with similar interests. You will be able to try new recreational and leisure activities including sports sessions in football, badminton, cricket, volleyball, dodgeball and fitness or join clubs including gaming and board games to name just a few on offer. There are also opportunities for you to join the student council and put forward your ideas for improvement and have your say on the College's future.

As part of your course, you will be able to access:

- trips and visits related to your programme,
- employer visits and guest speakers
- bespoke careers events for your curriculum area and industry.

**CLICK HERE
TO SEE
WHAT'S ON
OFFER**



LEARNING ZONE

The Learning Zone, housed over two floors, provides high quality support for learning outside of the classroom and a variety of individual and group study spaces.

Our learning zone team are always on hand to help you access the resources, services and support needed to develop your own independent study and research skills. The team offer a huge range of workshops on key topics including developing Harvard referencing, assignment writing and critical analysis.

The Learning Zone also offers self-issue kiosks for the borrowing and return of books, with eBooks and e-journals offered on a 24/7 access basis. The area is also home to over 90 PCs, bookable group work rooms and individual study spaces.



CAREERS



Careers Advice

Preston College is committed to developing learners knowledge, skills and awareness of careers and the local labour market. Students receive high quality Careers Advice and Guidance, support with personal development of employment skills and industry placement experience. Our Careers Team work with curriculum areas to ensure our learners have the best experience. Visit the team in the Career Zone located on the College High Street to chat to our advisors who can support you with:

- Exploring and planning career ideas.
- Changing careers.
- University applications, finance and accommodation.
- Finding out about the labour market - to explore new and expanding industries.
- Finding the right course(s) to get into a career of your choice.
- Job search - where to find jobs and Apprenticeships, plus help with CVs, cover letters, application forms and mock interviews.
- External trips and visits.
- Researching progression options after completing your course.

**OPENING
TIMES**

Monday to Friday
9am - 4.30pm

Hints & Tips for Career Planning

A good career plan typically involves setting clear goals, identifying necessary skills and knowledge, creating a roadmap for development, and regularly reviewing and adapting the plan as needed. Here are some things to consider when creating a career plan:

- What are your hobbies and interests and what skills do they develop that could be applied to your future career?
- Research jobs that are of interest to you, what skills and attributes do they require?
- Do you have any connections through family, friends or work experience that could assist you in developing your skills or open doors to employment opportunities?
- What skills and knowledge do you already have?
- Do you keep up-to-date with industry trends in your future career?
- Set yourself goals by using short and long-term actions
- Regularly review your progress to evaluate if your current path aligns to your aspirations

Book an appointment with a careers advisor by visiting the Career Zone (on the High Street) or use the College App



The Preston College campus offers an array of food and drink choices:

Food Court

Offering a weekly rotating menu with dishes from around the world, as well as familiar favourites.

Joe's Chicken Shack

Offers the ever-popular fast food chicken products and great value meal deals.

The Sandwich Bar

Here you'll find a 'Subway-style' menu where you can create your own sandwiches with various bread types, fillings, toppings and more.

Balcony Bar - Offering a more relaxed place to enjoy a panini or pizza. There are also a variety of vending machines available across the campus.

Starbucks

From barista-crafted coffees and iced lattes, to bacon sandwiches and waffles, you can enjoy a drink and catch up with others on the course in the subsidised, on-site Starbucks.

The Shop

Our on-campus shop offers everything from sweet treats to hot drinks, alongside hot and cold snacks and other essentials.

If you are studying with us in the evening, we recommend checking outlet opening times.



PROGRESSION

On your study programme timetable you will have a 45 minute 'Progress & Attainment' (P&A) session. In this session you will develop your understanding of careers within the sector you are studying and understand what your progression options are. You will also track your academic and personal progress, setting yourself SMART targets in support of achieving the best qualification outcome. These sessions are designed for you to develop wider employment skills and positive behaviours, in preparation for progression.

YOUR PROGRESSION OPTIONS MAY INCLUDE:

- Progress to the next level in your subject (e.g., from Level 1 to 2, or Level 2 to 3)
- Start a new subject area
- Start your own business
- Progress to an Apprenticeship
- Gain full or part-time employment
- Go to university.

PREPARING YOU FOR YOUR FUTURE

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E-CERTIFICATES

In recent years, colleges and educational institutions have witnessed a significant shift from traditional paper-based certificates to electronic certificates, commonly known as e-certificates. This transition represents a growing trend in embracing digital technologies to streamline administrative processes and enhance the overall efficiency and accessibility of certification systems.

The College is in the process of transitioning from paper based certificate to e-certificates. E-certificates offer staff and learners advanced efficiency, improved security, increased accessibility, and environmental sustainability. Embracing digital technologies in the certification domain reflects the ongoing digital transformation of education and highlights the commitment to modernise administrative procedures for a more seamless

PARENT SYSTEM & COLLEGE APP

Parent & Employer Portal

Your parent/carer will have access to our Parent & Employer Portal. The system allows your parents/carer and employer (if applicable) to access information such as attendance levels, enrolments, targets and comments made by staff. Your parent/carer or employer will receive information about how to access the system in the first term.

ProPortal

Students can access up-to-date information on performance, attendance and punctuality via ProPortal and OneFile. Please see your Student Manager or teachers for more information.



GET THE
FREE
PRESTON
COLLEGE
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Preston College App

The Preston College app will give you instant access to college news, your academic timetable, Canvas, course updates and much more.

You will also receive updates on college enrichment activities, online groups you can join and plenty of other opportunities to make your time at Preston College even more rewarding and enjoyable. Simply browse your app store to install.



PRESTON COLLEGE

Preston College

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