

PRESTON COLLEGE

CELEBRATING 50 YEARS

THE ADULT STUDENT WELCOME GUIDE

2024-25

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www.preston.ac.uk

WELCOME

We are delighted that you have chosen Preston College to help you achieve your ambitions. This welcome guide will give you all the information you need to make the best possible start on this journey.

At Preston College, we believe in transforming lives through education. Our core values include being supportive, aspirational, and accountable for our actions. You can expect us to always uphold these values in our teaching and other services. My request to all our students is that you do the same, and together we will achieve our goals.

We recognise the challenges often faced by adults in education, particularly when it comes to time commitment and attendance. We will always work with you to overcome any obstacles, but it is important to remember that "Every Lesson Matters". Regular attendance is key to making the most of your time with us.

As a college of Sanctuary, we take pride in being more than just an educational institution; we are a vibrant, supportive, and inclusive learning community. Our mix of students reflects the richness and diversity of Preston, and we are proud to support every individual to truly achieve their full potential.

Whether you are here to enhance your career prospects or to learn new skills, we are here to guide you every step of the way.

Welcome on behalf of all the staff at Preston College, and I wish you every success.

SIMON NIXON

Principal and Chief Executive





Preparing you for your future

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.

IMPORTANT INFORMATION

Have you signed your student agreement?

Make sure you sign your student agreement before the start of your course. Not signed? Don't worry - [click here](#) to complete today!

Find Your Way

You will receive a text message before your course begins with important details for your first day, such as the building name, classroom number, and your tutor's name.

ID Badges

For your safety, all students, staff, and visitors must wear their ID badges at all times while on College premises. You will receive a lanyard and ID badge during enrolment. If you forget your badge, you can request up to three temporary day passes from Student Services. In the event of a lost badge, Student Services will provide one free replacement, with any further replacements costing £2.00. Please be aware that failure to wear your ID badge may 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!

E-Certificates

In recent years, colleges and educational institutions have increasingly moved from traditional paper-based certificates to electronic certificates, or e-certificates, as part of a broader adoption of digital technologies. The College is currently transitioning to e-certificates, which provide enhanced efficiency, better security, easier access, and contribute to environmental sustainability.



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



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.



FINDING YOUR WAY

Preston College is situated in the heart of the community and benefits from a convenient location with easy access to various amenities and transport links.

Public Transport

Preston College is easily accessible and well-served by multiple bus routes. We recommend that you explore the various options available, considering factors such as travel time, frequency, and proximity to your location. Additionally, Preston Train Station is a short, 10-minute walk from the city's bus station. If you have any travel-related questions, our Student Services Team is here to assist you on 01772 225656.

Student Parking

Preston College provides free parking for all students and visitors in dedicated car parks, accessible from St Vincent's and Sharoe Green Lane. Parking is offered on a first-come-first-served.

Please be aware that a portion of the Sharoe Green Lane car park is also used by Royal Preston Hospital staff. Signage in place across the car park indicates the designated areas for college students and hospital staff.



Please contact the **Student Services Team** with any travel enquires on **01772 225656**.

FIVE As OF AMBITION



Attitude

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



Attendance

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



Accountability

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



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.

EVERY LESSON MATTERS

We recognise that every day at College will contribute to your learning, and that every lesson attended will lead to higher achievement on your chosen qualification(s), improving your chances of progressing to further study, continuous professional development (CPD) or, employment.

We are committed to making your College experience as positive as possible, and our 'Attendance Charter' outlines your responsibilities and the College's role in helping you succeed and achieve your goals. **Click here** to view the Every Lesson Matters framework.

Our ambition is that you attend 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 am unable to attend my course due to illness?

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



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





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.

SUPPORT

At Preston College, we are committed to providing support services to you throughout your studies, ensuring you have everything you need to succeed. Whether you require financial assistance, mental health and well-being support, or tailored learning assistance, we're here to help.

If you would like to speak to a member of the Student Services team prior to starting your course you can contact them on **01772 225656** or **studentservices@preston.ac.uk**

Bursary Applications

Did you know, that you may be entitled to a bursary to support with specific financial difficulties that may otherwise prevent your access to learning? Depending on your circumstances, you may be eligible to receive a bursary towards travel expenses and childcare. Apply online at www.preston.ac.uk/bursary.

You do not need to wait until your course begins to make an application. Please note, your application cannot be assessed without the appropriate evidence. You will need to upload recent evidence of your household income, and also supply your bank details. Please call our advisors on **01772 225522** if you need any assistance.

Mental Health & Wellbeing

At Preston College, we understand the vital role mental health and wellbeing play in your success. To support you in overcoming any challenges, we offer a variety of resources including:

Counselling Team

Our team of professionally trained and experienced counsellors provide a free and confidential service with time limited support for eligible students.

Mental Health First Aid Team

This team of specially trained staff is available to provide assistance in times of crisis.

Safeguarding

If you have a safeguarding concern about yourself or others, you can talk to your tutor or a member of the Safeguarding Team. Contact details can be found on page 15.

Learning Support

If you need help with your course, the teaching staff will be your first point of contact. They are available to support you with all aspects of your learning and any questions you may have about the programme.

SEND (Special Educational Needs and Disability Support)

Preston College adopts an inclusive approach to learning. We understand that some students may require additional support, and our dedicated team of specialists is here to assist with a range of diagnosed and undiagnosed learning difficulties. To discuss your support needs with a member of the team, please call **01772 225328** or email **transition@preston.ac.uk**

STUDENT LIFE

Preston College offers a range of facilities designed to enhance your learning experience. From industry-standard equipment to specialised training environments, you'll have access to everything you need to succeed in your studies. As a student, you can also register with UniDays and Student Beans, giving you access to the latest free and exclusive discounts and deals tailored just for students.

Learning Zone

The Learning Zone spans two floors and offers high-quality support for learning beyond the classroom, featuring a range of individual and group study spaces. Situated in the main building, the Learning Zone provides self-service kiosks for borrowing and returning books, with 24/7 access to eBooks and e-journals. The area also includes over 90 PCs, bookable group work rooms, and dedicated individual study areas.

Digital Innovation Hub

As a regional partner of the Lancashire and Cumbria Institute of Technology (IoT), we offer a range of IoT courses tailored to address skills gaps and boost digital literacy across key industries, including counselling, health and social care, construction and engineering.

The Digital Innovation Hub is a cutting-edge facility aimed at equipping you with the latest digital skills and technologies. Guided by industry-experienced tutors, you can explore emerging technologies and gain practical skills relevant to today's modern workplace. Find out more at:

www.preston.ac.uk/higher-education/institute-of-technology

Elements Hair & Beauty Salon

The campus also has the added benefit of offering hair, barbering and beauty treatments to you, should you wish, at the Elements Hair and Beauty Training Salon. The salon is operated by Level 2 and 3 students and supervised by experienced, professionally qualified tutors, ensuring that high standards are consistently maintained.

Please note: All clients requiring colouring services must have a skin test at least 48 hours prior to their appointment. Drop-in skin test sessions are available on Mondays and Fridays between 10am and 3pm.

For treatments and prices, visit: **www.preston.ac.uk/the-college/facilities/elements**

Sports Centre

Preston College Sports Centre offers a sports hall, training hall, training rig, squash court, and football pitches. In addition, the on-campus gym provides access to the latest exercise machines, all at highly competitive rates. With the support of highly qualified staff, you can confidently pursue your fitness goals in a welcoming and professional environment.

Monthly memberships start from £7.50 for students at Preston College. All members must undergo an induction from one of our qualified staff which is charged at £5. For more information go to: **www.preston.ac.uk/the-college/facilities/sports-centre**

FOOD OUTLETS



Preston College 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.

Monday to Friday

Breakfast	8.30am - 9.15am
Morning break	11.15am - 11.30am
Lunch	12.30pm - 2.30pm

The Sandwich Bar

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

Monday to Friday 11.00am - 2.00pm

Starbucks

Whether you're craving a barista-crafted coffee and bacon sandwich, or frappuccino and waffles, you can enjoy a drink and catch up with others on your course in the subsidised, on-site Starbucks.

Monday to Thursday 8.30am - 8.00pm
Friday 8.30am - 3.30pm

The Shop

For a quick snack, the on-campus shop offers everything from sweet treats to hot drinks, alongside hot and cold snacks and other essentials.

Monday to Thursday 10.00am - 4.30pm
Friday 10.30am - 3.30pm

PROGRESSION

If you are seeking more in-depth career advice or guidance on your next steps our staff and tutors are here to help. They can advise you on the range of progression opportunities available, whether that's advancing in your career, or continuing your education.

Industry-experienced Tutors

Whilst on your course, you will benefit from the invaluable expertise of your industry-experienced tutor, who is dedicated to guiding you through your educational journey. With extensive knowledge of the field, your tutor will provide practical insights and tailored advice to help you navigate your future progression. By using this expert guidance, you can confidently explore and determine your next steps.

Student Managers

If you are studying on one of our evening courses, a dedicated student manager will be assigned to support you throughout your time at the College. Your student manager will provide guidance, monitor your progress, help keep you on track and signpost you to any further services if required. You will meet your student manager during your induction session.

Qualified Career Advisors

Our qualified career advisors, offer comprehensive independent careers advice and guidance. Their aim is to empower you to make informed decisions about your career and learning choices by providing the information, advice and guidance you need. Before you start your course and during your time at college, you will have access to our team of course advisors.

Course advisors will:

- Offer impartial advice and guidance to help you choose the right course for you based on career goals, interests and qualifications
- Provide information on course fees, funding options, and financial support available tailored to your individual circumstances
- Support you throughout the application and enrolment process



COURSE ADVISOR	CURRICULUM AREAS	EMAIL	PHONE
Asma Nakhuda	<ul style="list-style-type: none"> • Computing & IT (Digital Skills) • ESOL & TESOL • Creative • Maths • English • Spanish & French • Photography & Web Design 	anakhuda@preston.ac.uk	01772 225510
Debbie Lowe	<ul style="list-style-type: none"> • Automotive Technologies • Motorcycle • Engineering • Barbering, Beauty & Hairdressing • Fashion, Theatre, Hair and Media Make Up • Science 	dlowe@preston.ac.uk	01772 225519
Julie Rudd	<ul style="list-style-type: none"> • Business • Accounting (AAT) • Leadership and Management (ILM) • Teaching, Training and Assessing • Teaching Assistant • Welding • Children and Young People's Mental Health 	jrudd@preston.ac.uk	01772 225025
Lisa Lochhead	<ul style="list-style-type: none"> • Construction Trades • Construction Management • Health (NEBOSH) 	llochhead@preston.ac.uk	01772 225267
Ruth Calderbank	<ul style="list-style-type: none"> • Health & Social Care • Counselling • Mental Health First Aid • Education & Teaching • TAQA 	rcalderbank@preston.ac.uk	01772 225464

USEFUL CONTACTS

General Enquiries	01772 225500	info@preston.ac.uk
Course Enquiries	01772 225522	info@preston.ac.uk
SEND	01772 225528	transition@preston.ac.uk
Student Services	01772 225656	studentservices@preston.ac.uk
Sports Centre	01772 225429	fitness@preston.ac.uk
Elements Salon	01772 225452	dmesghali@preston.ac.uk
Counselling Team	01772 225656	counselling@preston.ac.uk
Safeguarding Team	01772 225656	safeguarding@preston.ac.uk

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Preston College

St Vincent's Road
Preston
PR2 8UR

W www.preston.ac.uk

T 01772 225500

E 0info@preston.ac.uk

   [/prestoncollege](https://www.instagram.com/prestoncollege)