

2024-25

STUDENT HANDBOOK

leicestercollege.ac.uk

Your first day at college

Date:

Time:

Campus:

Your tutor

Your tutor's
contact details

Notes:

Welcome to Leicester College

We're thrilled that you have chosen to study with us. Your time with us is a partnership – we'll support you to get your qualifications and gain the skills you need to succeed. In return, you need to come to college regularly and do the work set for you.

You should wear your ID badge at all times when in college. If you need your student number you will find it on your badge.

You don't need to come to college until the time you are timetabled to start each day, for example if your first class is at 11am you don't need to be at college until then. You can find your classrooms easily by looking at the campus, building, floor and room number.

For example: AP|A|1|.23

Abbey Park Campus

A block | 1st floor

Our student pledge

We will

- **provide inspiring ways to study**
- **support your aspirations**
- **support you to get ready for work**
- **provide high quality careers advice and guidance**
- **make sure you have a safe environment to learn**
- **help you to stay healthy**
- **promote equity and inclusion**
- **ensure everyone can share their views.**

You will

- **come to college regularly and on time**
- **have high expectations to succeed**
- **take part in activities to enhance your development**
- **put into practice what you have learnt to prepare for work**
- **help to keep yourself and others safe**
- **respect everyone and their differences**
- **help us to improve by sharing your views.**

Student Union

We have a thriving student union which allows you to get involved in events, campaigns and much more!

The Student Union is "run by students for students".

This allows for your rights to be advocated for, and also to ensure you're comfortable at Leicester College and will leave with a range of transferable skills to take to the workplace.

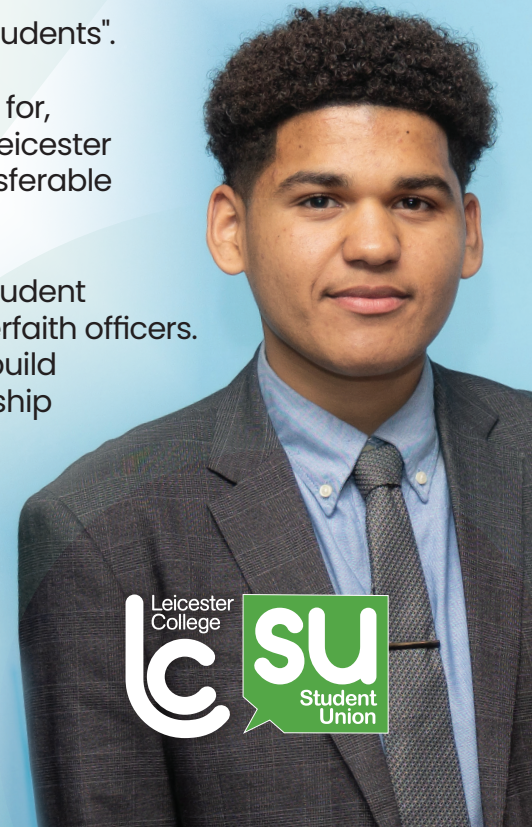
We have 22 roles and this ranges from 2 student governors all the way to our BAME and interfaith officers. The Student Union gives you a chance to build confidence by presenting to senior leadership and being a leader yourself!

To find out more check us out on Instagram @lcsunion

Brandon Powell

Student Union president

Supresident@leicestercollege.ac.uk



Learning resources

We have a library at each campus and our dedicated staff are there to support you with your learning and studies. All our libraries offer course textbooks, materials and support resources for courses delivered on that site, along with a good selection of other resources such as DVDs and general fiction.

You can also access our wide range of quality online resources – accessible from College or from home.

The libraries are a great space to study and provide places for quiet study. PCs are available for you to just drop in and use, or book and reserve in advance. We can also loan you a laptop to help you with your studies.

And we are about much more than books! We offer workshops to help you with new skills and events throughout the year, some for fun and some to support you on your course and beyond.



Moodle

Moodle is our virtual learning environment for all students. It has stacks of resources to help you learn. It's also packed with information from teams such as the student enrichment team, the Student Union (SU) and careers to make your time at Leicester College fun and as great as it can be.



Scan to go
to Moodle



Email and Teams



You will be given a student email account and have access to Teams using this account. You should check your email regularly as well as the student Teams channel. You will probably be added to other Teams by tutors and other staff to help them to keep in touch with you.

IT'S ALL ABOUT ME & E

(MATHS AND ENGLISH)

English and maths are important for all careers. If you haven't already got a grade 4 or above in maths and/or English you will need to study for these qualifications again (either a functional skills qualification or GCSE).

Even if you have got maths and English GCSEs we'll help you to continue to develop these skills to support you in your chosen study area. Employers want people who have good communications and numeracy skills.

Attendance matters

It's important to come to college regularly. Students who attend 90% or more of classes are more likely to achieve a distinction or merit than those who only attend less than 70% of classes. We have the same expectations of you as your future employer will.

We'll monitor your attendance. It's important if you are unable to come to college, for example because you are ill, you let us know by using ProPortal.

Your parents/guardian will also receive a text and email when you are absent so that they know that you are not in college.

If you are finding it hard to come to college regularly don't be afraid to speak to your learning coach or tutor. There is help available to support you, from financial support for things like bus tickets to counselling.



Student Enrichment Team

Our student enrichment team organises a fantastic calendar of events for you to take part in and enjoy. These include fun and wonderful trips to places like Harry Potter World and Alton Towers, and opportunities to volunteer and discover more about other cultures, faiths and communities. Many activities are free or low

cost to ensure that as many people as possible can take part.

There's also a range of sports that you can get involved with.



See more

Learner Support Fund

We know that one of the biggest worries for our students is finance. If you are struggling with things like getting to college, buying food at college, paying for equipment or uniforms you may be able to get help from the Learner Support Fund.

You can still apply even though you have started at the college, if you are eligible.

There is additional support available for young people who are care experienced, young parents and independent students.



See if you are eligible

Equality and diversity

We are committed to treating people of all faiths, religions, races and backgrounds equitably.

feel is not right, you can report it to any member of staff.

We do not tolerate discrimination of any kind. If you witness or experience something that you

There are student groups to support and take feedback on different issues including disabilities and LGBTQ+.

Your safety

We want the College to be a safe and welcoming place for everyone – staff, students and visitors.

There's lots that you can do to help keep yourself and others safe. One important thing is to wear your lanyard whenever you are on

campus. That way we know who is meant to be in our buildings.

If you are worried about something, or concerned about a friend you can talk to any member of staff who you trust. Or you can contact the safeguarding team by calling 07825 175729 or emailing safeguarding@leicestercollege.ac.uk

Smoking and Vaping

Smoking and vaping are not permitted in any of our buildings, or on campus. If you wish to smoke or vape you must leave the campus and car parks.

If you want help to stop smoking or vaping there's helpful advice available from the NHS



**LOVE
YOUR
LANYARD**

- ♥ Keep you and others safe
- ♥ Identify quickly who should be on campus
- ♥ Get access to services

Wear your lanyard for a chance to win one of 6 £50 Amazon vouchers. Pick up your reward card from student services.

Wellbeing matters

We have specialist staff who are skilled and qualified to support people in lots of ways, including with dyslexia, physical and medical conditions, autism spectrum conditions and other learning difficulties.

We also have learning coaches who help you with your studies, get the most out of college, and help prepare you for your next steps.

If you think you need any extra help you can speak to them whenever you need to.

Additionally, our wellbeing services provide support to students to manage their mental health and wellbeing.

The services include counselling, mental health support (Aspire), and learning mentors.

Our counselling service offers talking therapy, where counsellors work with students to explore and understand their thoughts, emotions, and behaviours, and how this impacts wellbeing.

Aspire provide specialised mental health support to help students develop tools and strategies to manage their mental health problems.

Learning mentors work to support students in identifying and overcoming learning barriers while also offering emotional support.



Scan the QR code to self-refer to the Wellbeing Services

Student Voice

Your views are really important to us to ensure we are giving you the best experience possible whilst at college.

You can speak to your tutors, learning coach, learning mentors or student services at any time about any feedback or concerns you have.

You can also use our comments and complaints procedure and there is more information about this on Moodle.

Student Voice

We have a range of ways in which you can get more involved in the way that the College is run, from being a course representative to being an officer within our Student Union. We run regular meetings at a course and College level to find out your views on a range of topics.

We also hold specific focus groups to explore particular topics and the student enrichment team or your course rep will let you know how to get involved in these.

Student surveys

These provide valuable feedback from you about your experience at the College. We carry these out at various times of the year and on a range of topics.

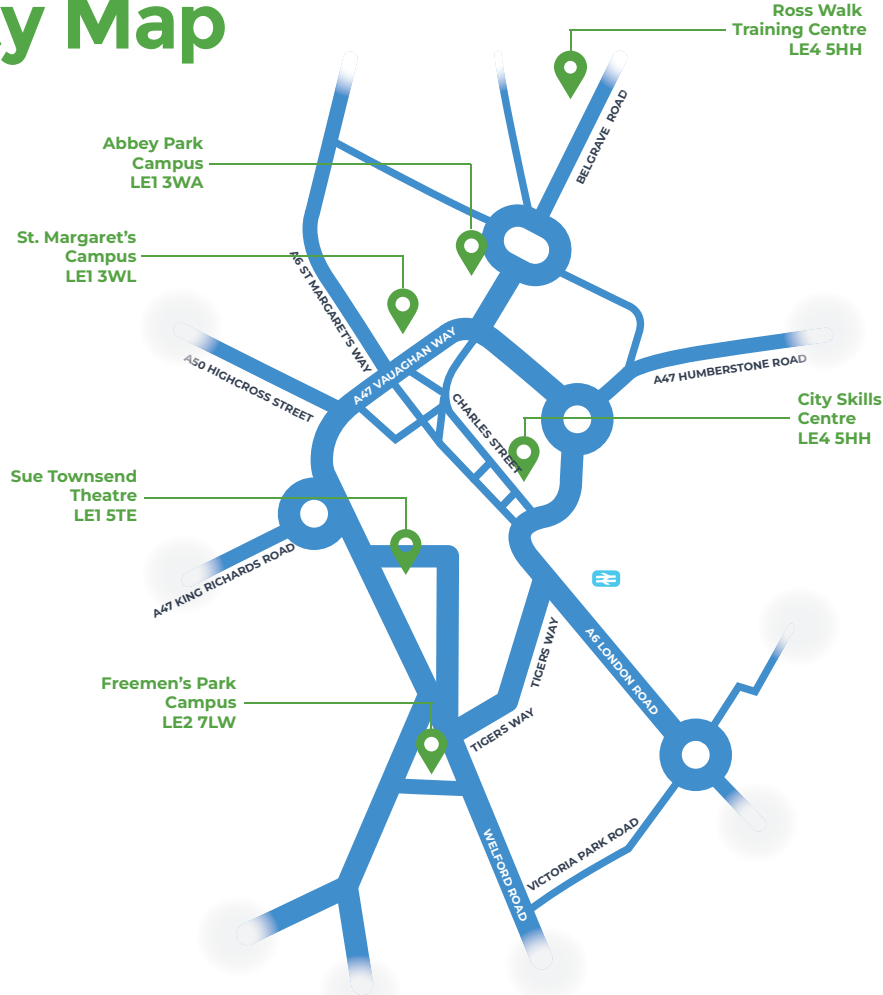
They are anonymous so please give your honest views!

The information from these surveys helps us shape the College and give us specific themes to work on with our Student Union and Student Voice groups.



Scan the QR code to find out more about Student Voice and surveys

City Map



Evacuation in case of emergency

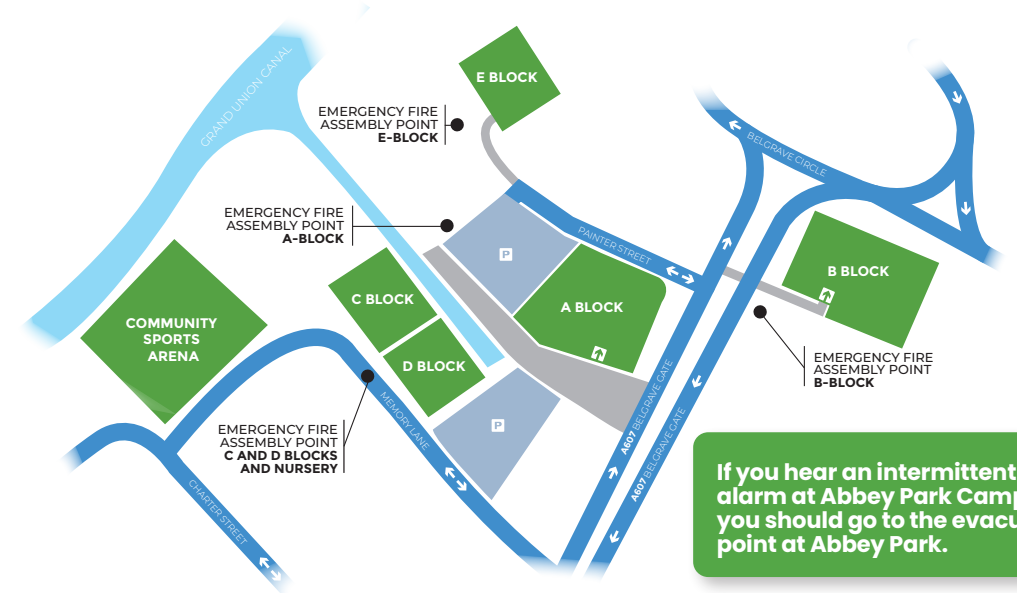
If there is a fire alarm (which is a continuous alarm sound) then you should go to the nearest assembly point. Follow any directions or instructions given to you by staff. Do not go back into any buildings until you are told it is safe to do so.

If you hear an intermittent alarm you should take your belongings with you, if it is

safe to do so and they are close by. Then follow instructions from staff and go to the evacuation point

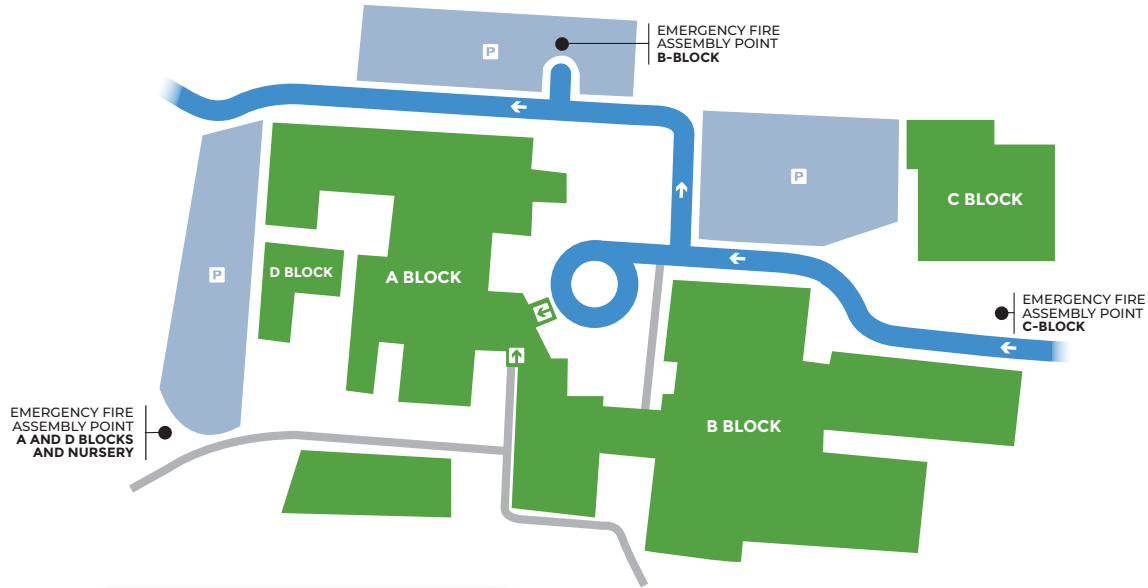
If you have any mobility or access concerns you should speak to your tutor to complete a Personal Evacuation Plan so that all staff are aware of what support you need to stay safe.

Abbey Park Campus



If you hear an intermittent alarm at Abbey Park Campus you should go to the evacuation point at Abbey Park.

Freemen's Park Campus



If you hear an intermittent alarm at Freeman's Park Campus you should go to the evacuation point at Nelson Mandela Park.

St Margaret's Campus

If you hear an intermittent alarm at St Margaret's Campus you should go to the evacuation point behind the church.



Jobs and careers

Even though you are just starting your journey at Leicester College, you may already be thinking about your next steps. We'll talk to you in classes about how to progress from your chosen course.

If you want more advice and guidance you can contact our free and independent careers team, who

can help with lots of things including how to job search, writing a CV, mock interviews and university application support.

If you have second thoughts about your course once you have started, our careers team can talk to you about other options that might be better suited for you.

Keep an eye out on social media, your student email and Teams for news and information about what's happening across the college. If you need any general support or advice you can pop along to any students service reception.



Scan to see more about our Careers Services

Abbey Park Campus
Painter Street
Leicester
LE1 3WA

Freemen's Park Campus
Welford Road
Leicester
LE2 7LW

St Margaret's Campus
St John Street
Leicester
LE1 3WL

Join the conversation #LeicesterCollege

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