HIGHER EDUCATION STUDENT HANDBOOK

2019 - 2020

Wiltshire College
& University Centre

INTRODUCTION

Welcome to Wiltshire College & University Centre. We hope you enjoy your academic journey with us. When you become a student at Wiltshire College you become a member of our Higher Education community and join a culture of mutual respect, high ambition and expectations. Wiltshire College takes all reasonable steps to remove barriers to learning to enable all students to realise their potential.

When you accept an offer of admission from Wiltshire College, you are entering into a contractual relationship between you and the College. You may also have other contractual arrangements with us (i.e. accommodation) or third parties, such as Student Finance England, or the NHS. You should make sure that you understand these separate arrangements.

Before accepting an offer of admission to Wiltshire College you should familiarise yourself with this handbook and the College's rules, regulations, policies and codes (referred to as terms and conditions). These are available on the Student Policy and Procedures page at www.wiltshire.ac.uk/policies

A student at Wiltshire College may also be a member of a partner university and therefore will be governed by separate rules and regulations. Your course handbook will detail this for you.

When you accept your offer of a place at Wiltshire College, you agree to comply with the terms and conditions of Wiltshire College, and accept your conditions of offer. Progression on your course is dependent on your academic achievement and performance; your final award is not guaranteed by just your enrolment.

IF THERE IS ANY PART OF THIS DOCUMENT THAT YOU DO NOT UNDERSTAND, OR REQUIRE FURTHER INFORMATION ON THEN PLEASE CONTACT:

HIGHER EDUCATION ADMISSIONS TEAM
Wiltshire College & University Centre,
College Road,
Trowbridge,
Wiltshire, BA14 0ES

01225 756200
HEADMISSIONS@WILTSHIRE.AC.UK

USEFUL CONTACTS

POSITION	NAME	EMAIL	TELEPHONE
HE Admissions Team		HEAdmissions@wiltshire.ac.uk	01225 756200
Head of Higher Education, Quality and Partnerships	Hilly Prendergast	Hilly.Prendergast@wiltshire.ac.uk	01225 756274
Higher Education Administrator	Matt Eacott	Matt.Eacott@wiltshire.ac.uk	01225 756288
Higher Education Support Officer	Sallie Lloyd	Sallie.Lloyd@wiltshire.ac.uk	01722 344234
LSDS		www.wiltshire.ac.uk/Student-Services/Additional-Learning-Support	
Student Finance England			03001 000607
Deputy Principal, Curriculum and Quality	Iain Hatt	Iain.Hatt@wiltshire.ac.uk	
Careers	Support services	Careers@wiltshire.ac.uk	01225 350035
Exams and Compliance Manager	Adam Bushell	Adam.Bushell@wiltshire.ac.uk	

ENROLMENT AND HOLIDAY DATES

HIGHER EDUCATION ENROLMENT

WEDNESDAY4TH SEPTEMBER 2019	Chippenham campus 9.30am–1.00pm
WEDNESDAY 4TH SEPTEMBER 2019	Trowbridge campus 1.30pm–5.00pm
THURSDAY 5TH SEPTEMBER 2019	Salisbury campus 9.30am–1.00pm
FRIDAY 6TH SEPTEMBER 2019	Lackham campus 9.00am–1.30pm
FRIDAY 20TH SEPTEMBER 2019 (BOURNEMOUTH UNIVERSITY STUDENTS)	Salisbury campus 9.00am–1.30pm
12 – 3PM	Higher Education Curriculum activities on each campus

HIGHER EDUCATION ENROLMENT

WEEK OF 9TH SEPTEMBER 2019	Classes start this week for Higher Education students (not Bournemouth University students)
WEEK OF 23RD SEPTEMBER 2019	Classes start this week for Bournemouth University students

HOLIDAY DATES

24TH – 25TH OCTOBER 2019	Staff development day- no students
28TH OCTOBER – 1ST NOVEMBER 2019	Half term
23RD DECEMBER 2019– 6TH JANUARY 2020	Christmas holiday
17TH – 21ST FEBRUARY 2020	Half term
24TH AND 25TH FEBRUARY 2020	Staff development day - no students
18TH MARCH 2020	Staff development day - no students
10TH AND 13TH APRIL 2020	Bank holidays
6TH – 17TH APRIL 2020	Easter/Spring break
4TH AND 25TH MAY 2020	Bank holiday
26TH MAY – 29TH MAY 2020	Half term

PLEASE CHECK WITH YOUR PROGRAMME TEAM THE LAST DATE YOUR COURSE FINISHES FOR THE SUMMER.

STUDENT SUPPORT, HELP AND ADVICE

Additional learning support

Equality and Diversity is at the heart of everything we do at Wiltshire College and is also one of our core values. Wiltshire College is a place where everyone can be themselves without fear of discrimination or harassment and will be supported to achieve to the best of their ability by making reasonable adjustments. If you feel you may need additional learning support it is important to contact us at the earliest opportunity so that we can discuss what support may be available to you. Please note, UK Government funding has specific criteria which may mean you need to contribute towards assessments and support, this will be discussed prior to enrolment.

Tutorial

You will receive regular tutorials from your academic team who will support you with your academic progress. Please make an appointment with your tutor if you have concerns about your progress.

Accommodation

Students are responsible for making their own arrangements for accommodation and insurance of personal belongings whilst studying at Wiltshire College. Campus based accommodation will be subject to separate agreements and contracts. Information can be found at www.wiltshire.ac.uk/policies

The Learning Resource Centre

As an enrolled student, you are entitled to become a member of our Learning Resource Centres (LRC) which extends to all four main campuses. We encourage you to make full use of the resources; however, to ensure all students have a good experience, we ask you comply with the LRC rules and regulations, which can be found in the LRC handbook. You must comply with the copying of copyright materials guidance, detailed instructions are posted near the photocopiers, please ask the LRC staff if you are not sure.

You will need your ID card to access the LRC resources. Wiltshire College enables you to have access to a large database of academic journals and books to support your study. Please ask our friendly LRC team to support you to find what you need.

Please ensure you take part in the LRC induction sessions that will be arranged for you. Our wonderful LRC staff will guide you through how to use our systems. If you need further support, please arrange a one-to-one or small group session with the LRC staff. They will be happy to help. Getting to know the library staff is very beneficial, especially when it comes to research projects!

Photocopying and printing

Your ID card is also used for any photocopying and printing you need to do. MFDs [Multi-Functional Devices] are available in the LRCs at each of the four main campuses. Please ask your tutor or the LRC staff to help you use this if you are unsure. The cost of photocopying is displayed near the machines.

Professional courses

If you have applied for a professional course such as Social Work, or a teaching qualification you may be subject to fitness to practice or teach regulations; this will be identified within your course information. Please note, you will need to continually satisfy the relevant fitness to practice regulations throughout your course. You may also be required to pass an occupational health check before enrolling on your course.

Criminal convictions

All applicants are required to declare unspent criminal convictions, certain professional courses (Teacher Training, Social Work, Early Years and Health and Social Care) at enrolment. Applicants will require an Enhanced Check with the Disclosure and Barring Service as part of their conditions of offer.

How we communicate with you

We will use your personal contact information; specifically email addresses to contact you before you enrol. Once enrolled, we will also use your college email address as a form of communication. It is your responsibility to check both your personal and college emails on a regular basis. College tutors would not normally use personal email accounts.

Placements and work experience

Mandatory or voluntary work placement or work experience is an important part of most of our Higher Education courses. If your course has a placement or work experience as part of the course, you will receive a placement handbook which will identify all the important aspects of work placement / experience. Things to note are:

- It is normally the responsibility of the student to secure a suitable work placement or work experience. This will be supported by the College if needed. However, different arrangements are in place for Social Work students due to the professional license of the course, please discuss this with the academic staff on your course and refer to your placement handbook for full information.
- Students are responsible for arranging suitable travel to and from their placements.
- It will be expected that you attend all days that are identified within your placement handbook. You must contact both the College and the placement if you are unable to attend. Please note, some courses have a minimum requirement of attendance for placement in order to pass your course of study.

Your placement handbook will identify the professional conduct expected in the placement. This will include:

- Appropriate dress.
- Reading and adhering to all policies and procedures of the placement.
- Use of language (it would not be expected that you use offensive language, or discriminative terminology).
- Punctuality (it would be expected that you arrive on time, or early, and leave at the agreed time and not before).
- It would be expected that you uphold the good reputation of the College at all times, if you have any issues with your course, you should discuss it with the appropriate people on your course and not at your placement. Similarly, you must not discuss your placement, other than in professional terms at your placement, but discuss any issues with your tutor at College.
- Where the College has arranged your placement for you, it will endeavour to locate this placement within a reasonable distance of your home wherever possible. This will be discussed with you.

POLICIES AND PROCEDURES

Positive working enviroment for all

You need to be aware of the following policies to ensure Wiltshire College stays a safe and positive environment for all to learn and thrive in. By accepting your place at Wiltshire College you agree to abide by the following policies and procedures. Full information can be found on our Policies and Procedures page at www.wiltshire.ac.uk/policies

As a member of our Higher Education community, it is expected you will conduct yourself in an appropriate and professional manner whilst on Wiltshire College premises or representing the College externally. You should have regard for the College's good name and reputation and not put this into disrepute.

You are expected to attend and engage with all learning activities that form part of your course and any absences should only be for medical or personal reasons.

Attendance means being physically present at the lecture or learning opportunity, arriving on time and staying the duration of the session.

Engagement means to be committed to and interacting with learning opportunities behaviourally, emotionally and cognitively.

Please note, some courses require a specific level of attendance to comply with awarding bodies regulations and success of that unit/course is dependent upon this. Please familiarise yourself with your course handbook which will identify these units and courses. Students are hugely disadvantaged when they do not attend learning activities and are at risk of failure.

The College has an Attendance Policy, which requires a minimum of 90% attendance.

This is to ensure you are able to meet all learning outcomes for your programme and to support you access your learning. As soon as you think you have any difficulties attending College or placement, please contact your tutor so that strategies can be found to support you and enable you to achieve your potential. Please note the flow chart regarding the procedure for non-attendance is on the following page.

The process is supportive, and only becomes a disciplinary process if students fail to meet agreed actions on action plans, or do not communicate with the College. The full policy can be found at www.wiltshire.ac.uk/policies

ATTENDANCE BELOW 90%

ATTENDANCE TUTORIAL WITH TUTOR
MEETING 1 - Action plan, support and strategies discussed.

Outcomes of tutorial noted on ProMonitor with action plan (see section 7). If attendance improves to 90% and actions met, continue to monitor and support.

ATTENDANCE NOT IMPROVED, BELOW 90%. ACTIONS NOT MET

MEETING 2, PL AND TUTOR
Action plan, support and strategies revisited. Noted on ProMonitor. If attendance improves to 90% or actions met, continue to monitor and support.

ATTENDANCE NOT IMPROVED, BELOW 90%. ACTIONS NOT MET

VERBAL WARNING GIVEN
If attendance does not improve immediately, or actions have not been met, meeting 3 booked.

Please refer to section 7, financial implications and note in warning.

MEETING 3 - If attendance does not improve or actions not met, student, PL and tutor and Head of Higher Education, Quality and Partnerships meet to discuss difficulties and further support/strategies.

Outcomes noted on ProMonitor.If attendance improves to 90% or actions met, monitor and continue to support.

ATTENDANCE NOT IMPROVED, BELOW 90%. PACTIONS NOT MET

WRITTEN WARNING GIVEN
Please refer to section 7, financial implications and note in letter.

If the student does not respond regarding meetings or to correspondance, the awarding body will be informed and the student may be withdrawn from studies on the third attempt of contact with no response. Student Finance England will be informed of withdrawal.

The Deputy Head of Department will be informed.

If attendance does not improve and actions still not met.

The College diciplinary process may be evoked to withdraw student due to poor attendance or if student continually has not met actions on action plan.

ADMISSIONS APPEALS AND COMPLAINTS POLICY

Scope and purpose

At Wiltshire College, we are committed to providing a fair and transparent admission procedure ensuring equal opportunity for all applicants, regardless of background, in order to secure admission to a suitable course. The College will assess the application for suitability to the course which includes considerations such as entry criteria, experience, academic ability, personal statement and the College's ability to make reasonable adjustments in the case of disability. Where an application is rejected, the applicant may make an appeal against this decision. An appeal is defined as a request for a formal review of the decision made on an application.

Appeals are usually made under the following circumstances:

- Where the applicant believes that the College admissions policy or procedures have been incorrectly, or inconsistently applied. Appeals cannot be made against academic judgement.
- Where there is significant new information regarding an application, which for good reason was not included on the original submission, which is directly relevant to the initial decision.

Appeals should be submitted within 30 days of the initial decision being communicated to the applicant, appeals outside of this timeframe will not usually be considered, unless specific mitigating circumstances apply and there is evidence to support those circumstances. Appeals must be submitted on the appeals form which can be obtained from the Higher Education admissions team: HEAdmissions@Wiltshire.ac.uk or 01225 756200. Please note it is the applicant's responsibility to provide evidence to support the appeal.

For full information on this policy, please go to www.wiltshire.ac.uk/policies

Assessment guidelines

By accepting your offer, you are agreeing to read and abide by the assessment rules and regulations which are identified in your course handbook. Your course handbook will identify the assessment rules and regulations of the awarding body for your course. It is important for you to understand these rules and regulations as decisions about your academic progression and what happens if you fail a unit or fail to submit work is clearly described within these. If you do not understand these rules and regulations, please ask your tutor.

It is important to ensure you understand plagiarism, which is an academic offence.

An upheld academic offence would also raise concerns regarding fitness to practice and may instigate fitness to practice procedures being applied (professional courses).

Please note that the College uses TurnitinUK which is a plagiarism software detection system.

It is important for you to familiarise yourself and understand your awarding body's assessment regulations, failure to comply with assessment regulations may results in a capped mark, failed unit or in the case of dishonesty/plagiarism, removal from the course or other sanctions. When you have read the assessment rules and regulations, please ask your tutor if there is anything you do not understand.

- Plagiarism is where a student has included published material in submitted work, but has not cited the source, therefore, falsely claiming that the work is their own.
- Plagiarism is also including another student's work in submitted work falsely claiming it is their own.
- Plagiarism can also mean using the same assessed work in a different assessment. Students can normally only use work once for assessment.

It is important to read the policy, and understand the consequences of academic theft (Plagiarism) www.wiltshire.ac.uk/policies

Fitness to study

Where behaviour is deemed to be as a result of a disability or ill health (including mental health), then the Fitness to Study procedure may be instigated in place of the disciplinary procedure. Any decisions made on a student's fitness to study will be made through a collective process of consideration of the ability to study, learn and achieve. Full information on the Fitness to Study policy can be found at www.wiltshire.ac.uk/policies

Right of appeal

Appeals will only be accepted if there is evidence of procedural irregularity, bias or failure to reach a reasonable decision, or if the student submits further material circumstances which could not reasonably have been expected to have been submitted for consideration at the case conference. The appeal should be made to the Examinations and Compliance Manager who, if in agreement with the grounds for appeal, will arrange for a further case conference.

If, after exhausting the Appeals process, the student remains dissatisfied with the college's final decision they may submit a complaint to the Office of the Independent Adjudicator for Higher Education. Contact details for the Independent Adjudicator are:

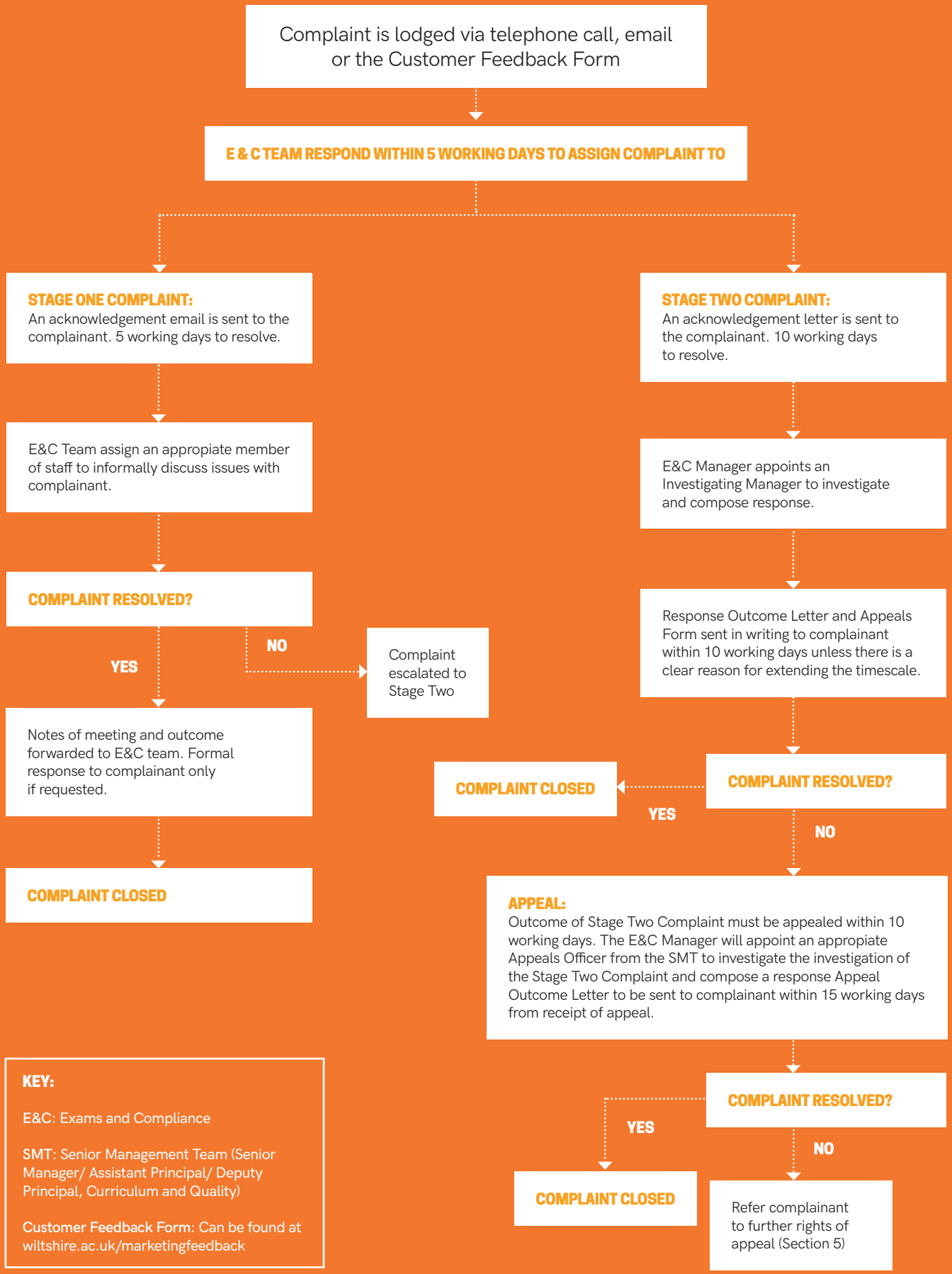
Office of the Independent Adjudicator
3rd Floor,
Kings Reach,
38 – 50 Kings Road,
Reading,
Berkshire RG1 3AA
Tel: 01189 599813
Email: enquiries@oiahe.org.uk
OIAHE – The Office of the Independent Adjudicator for Higher Education - www.oiahe.org.uk

The OIA Scheme Rules exclude complaints about admissions and academic judgment, complaints that are not brought within a given timeframe, and complaints about issues that do not materially affect the student as a student. The Rules can be found at www.oiahe.org.uk/decisions-and-publications/leaflets.aspx

The OIAHE must receive your signed OIA Complaint Form within three months of the date of the Completion of Procedures Letter which you need to obtain from the college; otherwise they may consider your complaint to be out of time.

The College has a Comments, Compliments and Complaints Procedure which can be found at www.wiltshire.ac.uk/policies. Please see the flow chart on the following page.

APPENDIX A - COMPLAINTS PROCEDURE FLOW CHART



Equality and Diversity Policy

Wiltshire College recognises and encourages the valuable and enriching contribution of all who work and learn within the College and the rights of all individuals who come into contact with the College, such as prospective students, job applicants, visitors and other stakeholders.

This policy provides the overarching College principles, values and commitments in relation to equality and diversity. It reflects the general and specific Public Sector duties placed on the College by the Equality Act 2010.

We recognise that all have a right to equality of opportunity and are particularly mindful of the nine characteristics identified by the Act:

- Race
- Disability
- Sex
- Age
- Sexual orientation
- Religion and belief
- Gender re-assignment
- Pregnancy/maternity
- Marriage/civil partnership

We are committed to eliminating discrimination, harassment and victimisation, advancing equality of opportunity between people who share a protected characteristic and those who do not, and fostering good relations between all who work or learn at Wiltshire College, or use our services.
Please see www.wiltshire.ac.uk/policies

Health and Safety

The College is the place of work for students and staff and you must abide by the College's Health and Safety Policy www.wiltshire.ac.uk/policies. You are responsible, by law, to take reasonable care to avoid injury to yourself and others, not interfere or misuse college equipment or clothing provided to protect you.

Everyone is required to meet the requirements of the Health & Safety Act, and has a legal duty to co-operate in the operation of the Health and Safety Policy by:

- Complying with college regulations and safe working practices agreed on your behalf.
- Ensuring that you understand and know how to comply with health and safety instructions given to you at induction.
- Using safety devices and protective equipment provided.
- Not tampering with measures designed for your protection.
- Not entering workshops or laboratories except in the presence of the lecturer or a technician.
- Maintaining a tidy workplace and keeping adjacent floor areas clear for access at all times.
- Wearing the prescribed safety clothing and footwear recommended for each work area or activity.
- Complying with the safe working practice and procedures in which you are instructed from time to time.
- Reporting all injuries sustained on campus or whilst on college-funded training.
- If you become suspicious or have reason to believe someone is acting suspicious, please report to a member of staff immediately.
- Follow fire evacuation procedures as indicated throughout campus. Students with mobility disabilities should notify the college with further information as soon as possible, to enable the college to put necessary evacuation procedures into place.
- If you have a medical condition which may be affected by study activities, you must notify your tutor immediately.

The College's disciplinary procedures may be invoked in the case of students breaking specific safety regulations. Faliure to follow safety rules may also result in a criminal prosecution.

Health and Safety

This policy aims to protect its users & meets the College's obligations by ensuring that its information & information processing systems are used in an appropriate manner.

Please find full policy at www.wiltshire.ac.uk/policies

General Principles:

- Information Security is everybody's responsibility.
- The college has particular responsibilities to ensure the safety of younger students and vulnerable adults, which govern the implementation of this policy.
- Wiltshire College information systems are provided to support college business.
- Use of any Wiltshire College information system for personal reasons (including email & the web) is only permitted in accordance with the guidance in this policy.
- Wiltshire College monitors many aspects of its information systems in order to protect its lawful interests. Information gathered from such monitoring may be used to instigate or support disciplinary proceedings.
- All monitoring is continuous; you should have no expectation of privacy when using Wiltshire College information systems.
- All emails & other messages posted on college systems are covered by Wiltshire College's anti-bullying & anti-cyberbullying policies.
- If your college work involves use of external systems (such as those of partner organisations, including cloud storage) & it appears that such use is in conflict with this policy, advice should be sought from a tutor or line manager.
- Anything you prepare, store, transmit or publish via any of the college's ICT systems could be subject to copyright or intellectual property law.
- Careful use of the Internet & other systems will help you to avoid mistakes that could lead to plagiarism & infringement of college academic standards.

Breach of this policy will result in disciplinary action. Depending on the severity of the breach, this may also result in:

- Criminal proceedings.
- Civil proceedings to recover damages.

This policy refers in several places to things that "Others may find offensive". These include but are not limited to:

- Pornographic or sexually explicit material.
- Racist, sexist or homophobic material.
- Extremist or radical views / materials.
- Material that by common social standards would be considered in bad taste e.g. graphic depictions of injury or animal abuse.

Breaches of the Information Systems, Acceptable Use Policy may invoke the College's disciplinary processes. It is your responsibility to read the policy and comply with it.

Student code of conduct and disciplinary procedures

The student disciplinary procedure is designed to:

- Ensure procedural fairness.
- Encourage all students to meet the standards of behaviour required by the college.
- Ensure consistent and just treatment for all regardless of disability, age, race, gender, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity.
- Ensure that the facts are established and the matter is investigated fully before disciplinary action is taken.
- Ensure that students know what is expected of them.
- Ensure that students are given access to a fair hearing.
- Set out the stages of the college disciplinary procedure.
- Outline the sanctions which may be applied as part of the disciplinary procedure.
- Clarify the appeals procedure associated with any disciplinary actions.
- I.D. cards must be carried at all times, these are used to access some classrooms, the library and it resources. Please note, there is a small charge for replacement I.D. badges.

Prevent procedure

- Prevent is a strand of the Government's Counter Terrorism strategy. Section 21 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, including schools and colleges, listed in Schedule 3, to have "due regard to the need to prevent people from being drawn into terrorism".

- Wiltshire College & University Centre is committed to prioritising and promoting safeguarding and protecting children and young people and adults from harm. The term safeguarding embraces both child protection and a preventative approach to keeping young people safe.

Social Media

Students should be aware of their professional conduct when posting anything on Social Media and the impact this can have on others and themselves. Employers may access Social Media before appointing people to positions.

- You should never comment, or mention your work placement on Social Media.

- Photographs of children or vulnerable people should not be put on Social Media.

- Some photographs from events or placement activities may be used but you must seek permission first. Please check with your tutor if you are unsure.

- You should not make offensive or derogatory comments on Social Media regarding other students or staff at Wiltshire College & University Centre. If you have issues with students or staff then you should talk to your tutor, or appropriate college staff and follow the appropriate complaints procedure.

Listening to students

Listening to our Higher Education students and having our Higher Education students involved in decisions that affect them and their learning is important.

All students have the opportunity to be involved in Student Staff Liaison Committee meetings. Guidance to SSLCs can be found on eStudy. Full time courses will hold these four times a year, part time courses three times a year.

Each campus also elects a Higher Education Student Union Officer to ensure the views of Higher Education students are heard in the College via the specific Higher Education meeting structure.

Please look out for information regarding this role. It will be highlighted on eStudy.

Higher Education Student Union Officers will be invited to attend the Higher Education Board of Studies to represent views from students on their campus. For further information, contact the Head of Higher Education, Quality and Partnerships.

The College also elects a Higher Education student as a student governor. Please look out for further information on eStudy regarding this role, information will have also been in your welcome bag. Governors can serve more than one year and they are voted on by Higher Education peers.

Disciplinary

Please refer to the full Student Code of Conduct and Disciplinary Procedures available at www.wiltshire.ac.uk/policies. By accepting your place, you agree to comply with the College's Student Code of Conduct, failure to do so may result in the implementation of the College's disciplinary procedures. (Executive summary below).

Each case is investigated on its own merits, and decisions are normally based on the balance of probability that an incident did or did not take place. The procedure applies to all individuals enrolled as a student of the College.

The Disciplinary procedure comprises of a number of stages:

Informal Stage

For non-serious or minor instances of misconduct the tutor will deal with the incident and give an informal verbal warning.

Formal Stage

- Information Gathering – Information is gathered regarding the alleged misconduct before a disciplinary interview or action is taken.
- Suspension – Suspension happens if it is deemed unsafe or disruptive for the student to remain on site whilst there is an investigation of the alleged misconduct. This should not be considered a punishment, but allows us space for the investigation. Periods of suspension will be kept to a minimum.
- Automatic Suspension – When a serious gross misconduct offense has taken place the Senior Management Team, Assistant Principal, or College Managers can immediately suspend a student.

Outcomes will be:

- No case to answer (i.e. the alleged offense has not been upheld).
- Student offered counselling and/or support.
- Allegations appears to be substantiated and there is a case to answer. This will instigate disciplinary action following the disciplinary framework.

Full detailed information please access at www.wiltshire.ac.uk/policies

BEING A HIGHER EDUCATION STUDENT

Becoming a Higher Education student is exciting, but also comes with responsibilities and expectations. You will be supported to gain graduate attributes and to become an independent learner and thinker.

GRADUATE ATTRIBUTE	DESCRIPTION
Learning for Life	Have a core knowledge of their subject area and seek out new current research independently. Will have a thirst for knowledge and skills.
Aspiration and Personal Development	Have an understanding of own abilities, and strive to achieve academic excellence and develop confidence, underpinned by honest self-awareness and reflection. Take personal responsibility for own learning and grasp opportunities for self-development.
Scholarship	Are intellectually curious and able to sustain intellectual interest. Are capable of rigorous and autonomous thinking. Are open to new ideas, methods and ways of thinking. Are able to respond effectively to unfamiliar problems in unfamiliar contexts.
Global Citizenship	Have a capacity to thrive in a globalised community, world and economy. Have an awareness of cultures beyond and different to one's own. Acknowledges difference with respect.
Communication and Leadership	Can present and explain information clearly and with confidence and integrity. Can listen to others with respect. Has developed skills for working in teams and groups, and leading others.

KNOWING YOUR LEVEL

All Higher Education courses comply with the Framework for Higher Education Qualifications which is part of the UK Quality Code for Higher Education Part A: Setting and Maintaining Academic Standards. More information can be found at www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf

This means that there are specific standards you need to meet at each level of your Higher Education qualification.

At level 4

Descriptor for a Higher Education qualification at level 4 on the FHEQ [first year]

- Knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study.
- An ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study.

Typically, holders of the qualification will be able to:

- Evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work.
- Communicate the results of their study/work accurately and reliably, and with structured and coherent arguments.
- Undertake further training and develop new skills within a structured and managed environment.

And holders will have:

- The qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

At level 5

Descriptor for a Higher Education qualification at level 5 on the FHEQ: foundation degree or Higher Nationals (second year)

- Knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed.
- Ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context.
- Knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study.
- An understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge.

Typically, holders of the qualification will be able to:

- Use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis.
- Effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences and deploy key techniques of the discipline effectively.
- Undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations.

And holders will have:

- The qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making.

At level 6

Descriptor for a Higher Education qualification at level 6 on the FHEQ: bachelor's degree with honours (third year).

Bachelor's degrees with honours are awarded to students who have demonstrated:

- A systematic understanding of key aspects of their field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline.
- An ability to deploy accurately established techniques of analysis and enquiry within a discipline.
- Conceptual understanding that enables the student to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline. To describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline.
- An appreciation of the uncertainty, ambiguity and limits of knowledge.
- The ability to manage their own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).

Typically, holders of the qualification will be able to:

- Apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects.
- Critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem.
- Communicate information, ideas, problems and solutions to both specialist and non-specialist audiences.

And holders will have:

- The qualities and transferable skills necessary for employment requiring:
- The exercise of initiative and personal responsibility. - decision-making in complex and unpredictable contexts - The learning ability needed to undertake appropriate further training of a professional or equivalent nature.

Ref (www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf)

HOW TO SURVIVE IN HIGHER EDUCATION

- Attend - students that attend all lectures, tutorials and work placements are more likely to succeed and realise their potential.

- Read - you will be given a reading list and be referred to reading during sessions. Please read; your work is only as good as the books and journals you read. Independently find information about the units and topics you are studying, use the library staff and the search tools to help you. You will be shown this in your induction. If you are not sure, ask!

- Work independently - what you learn in class is just the start of your journey. It is expected that you develop what you have learnt in class by making further notes and researching on your own. If you know you need to develop a skill, such as academic writing, then use the study skills available in the College. Bring additional notes and research back into the classroom and share with others.

- Plan - you cannot write a whole assignment in one weekend. Learn to plan both your time and your assignments. Do not leave assignments to the last minute (or three assignments in two weeks!). Plan what reading you need to do in order to answer the questions and meet the learning outcomes.

Check in good time that you understand the assignment not the day before it is due in. If you have any difficulties, ask your tutor.

Plan when you will read and revise for exams. Remember to practice writing exams, not just reading for them. Most people learn by doing. Use your peer group to support each other. Remember, it will always take longer than you think!

- Write - you need to be able to write what you have learnt and meet the academic levels and criteria of your course. These skills will develop over time, but the more you practice, the better you will get. Use your feedback from tutors.

- The College has a good range of books and resources to support students in all of the curriculum areas. The LRC will always try and support additional resource requests. However, there is an expectation that students will need to purchase books and resources themselves, especially for final year projects and dissertations.

- Enjoy - enjoy your learning, you will be discovering new things about your topics, industry and yourself. It will be hard work, but it will be worth it.