



**BE
INDIVIDUAL**



A Warm Welcome To All

At City College Plymouth we believe further education should be accessible to everybody.

Whether you are an existing student here, you are studying elsewhere, or you are a parent assisting your child with what to do next, you are all invited to use this guide to help you make these important decisions. You are all invited to 'Be Part Of It'.

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If you would find it easier to read this guide in larger type or a different format, please call **01752 305300** or e-mail **info@cityplym.ac.uk**.



Proud To Be Inclusive

We pride ourselves on the support and opportunities we offer to people from all walks of life.

Our latest Ofsted report said that our College 'provides a very inclusive environment' where 'learners with learning difficulties and/or disabilities integrate well'. We are closing the gap between disadvantaged students and others - always trying to improve the accessibility of our facilities to all. City College Plymouth is made up of unique individuals, but we are a community.

A step forward in education, work and life ...

It is our job to ensure our students meet and surpass their potential and we are very proud of our record for helping them to do this.

Working Together, Supporting Individuals

We have a friendly, dedicated team that are specially trained in supporting those with a wide range of challenges to their learning. Our team comprises of experienced Personal Tutors, specialist Learning Support Assistants, Work Placement Coordinators and a dedicated School Transitions Coordinator.

In addition to this, students have access to a wide range of facilities and services to support their student journey. We are available for a chat before students join us, as well as throughout their programme, and we have a designated mentor who is trained to support students with issues both in and outside of the classroom.



Who can I talk to before I apply?

Call **01752 305286** or **01752 305300** to talk to one of the Skills Development team.

Preparing For Adulthood

The Preparing for Adulthood outcomes are based on what disabled young people say is important to them, including:

- employment
- independent living
- community inclusion
- health.

Ultimately, young people want to have full lives with choices about their future and control of their support. The Preparing for Adulthood agenda challenges us to believe in and realise the potential of all young people. City College Plymouth helps to raise aspirations and aims to help young people reach their goals by recognising their strengths, interests, skills and resources.

Applying for a course

NEXT STEPS

STEP 1

Start by completing an application form. You can get one from the College or from the full-time course guide, or online. At section D, you may wish to say you might need extra help.

STEP 2

Send the completed form to:

Freepost RRGZ-EALH-SACS, Applications Office City College Plymouth, Kings Road, Devonport, Plymouth, PL1 5QG

STEP 3

You will be invited to attend a taster session to sample aspects of your chosen programme and to decide which Skills Development course is right for you.

STEP 4

You will be invited to meet with a course tutor so you can talk about what help you need. We will treat any information you give sensitively.



Education, Health & Care Plans

Some young people with more complex educational needs receive support through an Education, Health & Care Plan (EHCP) which is a legal document that describes a young person's special educational, health and social care needs. It explains the extra help that will be given to meet those needs and how that help will support the young person to achieve what they want to do in their life.

The EHCP is drawn up by the local authority and can be issued between the ages of birth and 25 years.

Getting ready for College - transition

If you are interested in studying at the College, we can work with your school so that you can spend some time at the College first. This is called **transition**. Transition is personalised to ensure starting at the College is a smooth process for you.

This can include:

- attending school review/EHCP meetings and multi-agency meetings
- planning a personalised transition programme with you in mind
- bespoke packages for Monterey House applicants
- taster sessions and College tours/visits
- attending our transition week in February.



Independence and Community Skills

Course Code SDF

Days/times

Tue, Wed and Thu, 9.00am-3.00pm
Fri, 9.00am-12.15pm

Level

Pre Entry Level - Entry 1

Qualifications

Award in Personal Progress & Functional Skills qualifications in English and Maths

This programme aims to develop independence for young people with severe learning difficulties who need very high levels of support. Students will learn basic everyday skills and develop an awareness of the wider community.

What next?

- Supported learning
- Community learning
- Preparing for adulthood



Independence and Work Skills

Course Code SDG

Days/times

Mon, Tue and Wed, 9.00am-3.00pm
Thu, 9.00am-12.15pm

Level

Entry Level 2 - Entry Level 3

Qualifications

Award in Employability & Functional Skills qualifications in English and Maths

The Independence and Work Skills study programme is for young people with moderate to severe learning difficulties and disabilities. It is ideal for those who need to learn within a supported environment and want to develop their skills in preparation for work and independent living.

The course incorporates vocational tasters, personal development activities and life skills as well as English and maths.

What next?

- Preparing for adulthood
- Employment
- Cross College provision



Monterey House

Course Code SDH4

Days/times

Mon, Tue, Wed and Thu, 9.00am-3.15pm

Level

Individualised Programmes

Qualifications

Award in Employability & Functional Skills qualifications in English and Maths

Monterey House is a purpose-built, safe and structured specialist learning environment offering bespoke programmes with one-to-one support for young people with autism.

These courses are designed to support transition into further education, teaching social and independent living skills with opportunities to develop work skills, undertake vocational training and explore the local community as well as developing English and maths skills.

Places are allocated by the Local Education Authority in conjunction with Careers South West.

What next?

- Monterey Model following the same format
- Skills Development courses



Preparing for Work and Life

Course Code SDH2

Days/times

Mon, Tue and Wed, 9.00am-3.00pm
Thu, 9.00am-12.15pm

Level

Entry Level 3

Qualifications

Award in Employability & Functional Skills qualifications in English and Maths

The Preparing for Work and Life programme is designed to support young people with mild to moderate learning difficulties. Developed to help students gain an insight into College life, the course provides a transition from school to further education.

This study programme incorporates English and maths skills, work skills, work placements, independent living skills, building self-confidence and enterprise skills to best prepare students for life and work.

What next?

- Vocational access and employability
- Cross College provision
- Workstart



Vocational Options and Employability Skills

Course Code SDH3

Days/times

Mon, Tue and Wed, 9.00am-3.00pm
Thu, 9.00am-12.15pm

Level

Entry Level 3

Qualifications

Extended Award in Employability & Functional Skills qualification in English and Maths

The Vocational Options and Employability Skills programme is designed to support young people with mild to moderate learning difficulties who are not yet ready to undertake a full vocational study programme.

Students will find out their strengths, discover the areas of work that are best suited to them, and gain confidence in all aspects of working life, from application to workplace. They are expected to take on a work placement, sample a range of vocational areas and work toward their own personal goals.

What next?

- Workstart
- Cross College provision
- Plymouth City Council Internships



Workstart

Course Code SDH1

Days/times

Mon, Tue and Wed, 9.00am-3.00pm
Thu, 9.00am-12.15pm

Level

Entry Level 3

Qualifications

Functional Skills qualification in English and Maths

Workstart is a course which is based upon three extended work placements over the academic year.

Students have work placements for three days of the week which can be inside the College or with outside agencies. The half-day course is dedicated to improving functional skills.

What next?

- Project Search
- Plymouth City Council Internships



Preparation for Adulthood

Course Code SDJ

Days/times

Thu and Fri or Mon and Fri, 9.00am-3.30pm

Level

Entry Level - Level 1

Qualifications

Award in Employability & Functional Skills qualifications in English and Maths

A part-time course (two days per week) for post-19 students with mild/moderate learning difficulties.

There are two pathways to choose between: independent healthy living skills or employability. Whichever pathway is chosen, one day is focused towards achieving English and maths qualifications at entry level or above. The programme aims to secure sustainable outcomes in employment, volunteering and independent living.

What next?

- Community learning
- Volunteering
- Employment

01752 305300



Project Search

Course Code SDH5

Days/times

Mon to Fri, 9.00am-4.00pm

Level

Level 1

Qualifications

Diploma in Employability & Functional Skills qualification in English and Maths

An award-winning project which aims to prepare young adults with learning disabilities for employment.

City College Plymouth works with Derriford Hospital, PLUSS and Serco to provide work experience and support through 'supported internships'. The interns work a College year in the hospital with the support of City College Plymouth and PLUSS staff.

The students also complete a Level 1 Diploma and develop their English and maths skills.

It is a requirement that students are between 18-24 years old, have an EHCP and reside in the Plymouth local authority area.

What next?

- Employment

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Plymouth City Council Internships

Course Code SDH8

Days/times

Wed and Thu - Internship placement
Fri - in College - 9.00am-3.00pm

Level

Entry Level 3

Qualifications

Award in Employability & Functional Skills qualifications in English and Maths

This course is based on various work placements in partnership with Plymouth City Council.

Students have work placements for two whole days and one day spent in the classroom working towards a City & Guilds Employability Award and studying English and maths functional skills. These students may be able to move on to undertake further vocational training, volunteering, Project SEARCH or go into employment.

What next?

- Employment
- Vocational training



Duke of Edinburgh and Ten Tors

All students have the opportunity to take part in the Duke of Edinburgh (DofE) Award Scheme and Ten Tors as part of their Skills Development course.

We have been working in partnership with the DofE for over 20 years and Ten Tors for 31 years. We believe that these experiences provide excellent opportunities for personal and social development through building confidence and raising self-esteem - essential skills required for the workplace.

Please note that small fees apply for these programmes.

Getting To College

There is a free bus service for students with a City College Plymouth student ID card that runs regularly throughout the day. This service will start from Theatre Royal and stops at:

- Drake Circus, Charles Street
- The Railway Station
- City College Plymouth.

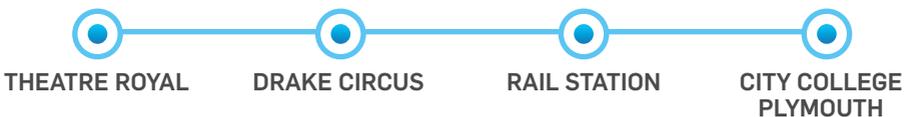
The bus route also runs in reverse so students can travel away from the College when their study is finished for the day. The buses run more regularly between 8.00am to 9.30am and 4.30pm to 6.00pm.

Students can access the bus timetable on Student Central (the student intranet site) or can ask staff at the Information and Careers Desks to help with this. There are disabled parking spaces close to the entrances of the College and ramps to the doors with handrails.

For those who cannot travel independently, school transport can be applied for by parents/carers.

E-mail school.transport@plymouth.gov.uk or call **01752 308770** for more information.

City College Plymouth bus route



Accessibility And Support

Most of the College can be reached in a wheelchair except for some mezzanine floors. There are accessible toilet facilities in most areas, some with showers.

Our premises have been assessed by DisabledGo and you can check our accessibility on the DisabledGo website for Plymouth. We are constantly trying to improve access to the College and would welcome your suggestions. Please e-mail these to estates@cityplym.ac.uk.

Personal care suites

Skills Development has two personal care facilities located on the ground floor, both equipped with hoists and showers.

All Skills Development groups have a personal tutor and dedicated learning support staff. We can support you if you have a disability or difficulty such as:

- autism
- dyslexia
- dyspraxia
- hearing impairments (signer communicators available)
- continuing illness (epilepsy, ME, diabetes etc.)

- mental health condition (one-to-one confidential support, one hour meetings a week, peer support group drop-in sessions)
- physical disabilities
- behavioural difficulties
- visual impairments.

The support we can provide for students:

- SEND and Education, Health and Care Plan advice, guidance and support
- transition support; from school to college
- individual sensory support (signer communicators, learning support assistants) where appropriate
- diagnostic and formalised assessment
- exam access arrangements
- liaison with other community agencies on your behalf, as necessary
- specialist advice and guidance
- assistive technology support
- individual learning programmes.





Contact us on **01752 305366**
if you would like to know more

Where can I get support for studying?

Membership to the College library is automatic on enrolment and your College ID card also functions as your library card. The library provides resources in a variety of formats - there are newspapers, magazines, DVDs and, of course, books - some of which are available electronically so you can log in from anywhere 24/7 outside the College.

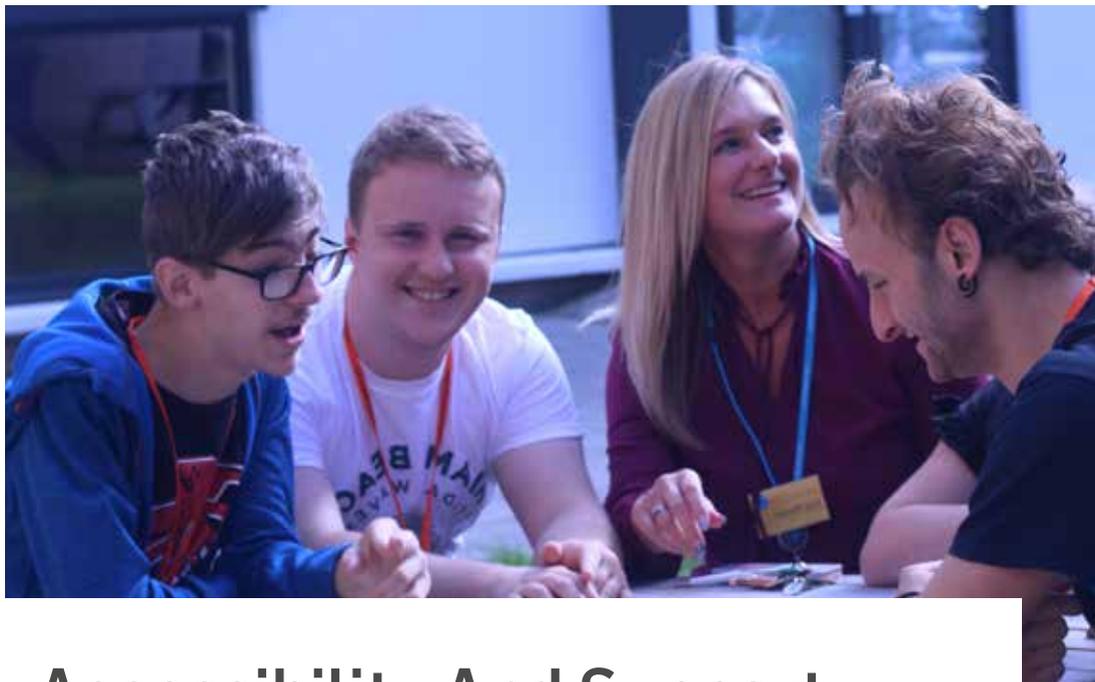
They are also responsible for lending specialist equipment to you to support your learning. For example: assistive equipment such as laptops and digital recorders, depending on availability. Coloured paper and transparencies are also available for those who find ordinary text hard to read on paper or on a screen.

The shelves are clearly labelled to make things easier to find and staff are available to help. The library is also well equipped with PCs and Wi-Fi access for students with laptops. There is also some space for group and silent study. Adjustable chairs and tables are available. There is a further PC suite (The Learning Centre) in room KW036, in the Construction Building; this also has an adjustable desk.

Black and white and colour printing is available but there is a charge. Your views on the service are sought and will, wherever possible, be acted on.

Being fit to study

City College Plymouth understands that being healthy, safe and well is important for everyone and it helps students to learn better to be able to enjoy and get the most from their education. It is important for you to know what you must do to learn and work in the right way. This is called '**being fit to study**'.



Accessibility And Support

City College Plymouth can make changes to help you with different needs and disabilities. This is called a 'reasonable adjustment'.

Sometimes you may have health needs or start to behave in a way that puts yourself and other people at risk. If this happens, we will need to decide what should happen next, with your input. We will talk to you and act in a fair way. The College will treat you the same when they are using this procedure.

If you would like more information or if you have any questions then please speak to our team on **01752 305300**.

Assistive technology

If you have problems with studying, reading and/or writing then assistive technology can allow you to develop ways to overcome these difficulties and enhance independence. Our range of assistive technology includes:

- 'My Study Bar'
- reader pens
- adaptive keyboards, mice and monitors
- software such as Inspiration.

We provide specialist assistive technology training to help you understand the functions and how to relate this to your learning.

What do our students say? ←

"I need help to recognise words and meanings" - a dictionary and thesaurus with built in text to speech can help.

"I find black on white hard to read but changing the settings every time is a pain and sometimes isn't allowed" - EduApps lets you change your preferences, any student can make changes to their settings.

'My Study Bar'

'My Study Bar' forms one of the EduApps special collections of software to support difficulties such as dyslexia etc. It's free for anyone to download at eduapps.org.

Memory sticks with 'My Study Bar' downloaded software may be borrowed from the College library. Included are free guides and help sheets.

Reader pens

Students who have reading difficulties such as dyslexia can independently take exams knowing that they can read and understand the questions. The C-Pen Exam Reader is a totally portable, pocket-sized device that reads text aloud with a human-like digital voice and has been approved for use in exams.

Specific learning difficulties

When you attend the College, you will have an initial assessment which will help us understand what your levels of reading and maths skills are. You will also carry out a short assessment, to find out how you learn best and whether you might have dyslexia. If these assessments suggest you would benefit from extra help, you will be invited to a further assessment.



Other College Services

There are a number of teams available to help you whilst at College. Staff can help with a range of queries, including:

- money and travel
- counselling support
- sport and activities
- wellbeing
- having your voice heard at College
- careers and employment.

Please visit the Information and Careers team based on the main corridor where staff will be happy to help.

Careers education and guidance service

Here you will find a range of services to help you make the right choices now and while you are at the College. It will also help you plan your next steps. The College works in partnership with the personal advisors at Careers South West. Again, you can make appointments through the Learning Support office - e-mail learningsupport@cityplym.ac.uk.

Counselling

The College provides a professional counselling service accessible to all students who wish to use it. Sessions take place during term time and support a range of issues. Pop into the Learning Support office if you'd like to make an appointment.

Student funding

We can help you when you need information, advice and guidance on grants, travel costs, childcare costs and other expenses.

The team can help you apply for grants such as:

- Discretionary Learner Support
- childcare schemes
- higher education funding
- transport costs
- Advanced Learner Loans.

The College offers all students a free breakfast. You may also be eligible for a free meal during the day.

There is more information on all of these support services in our funding booklet. You can also find information on the College website cityplym.ac.uk/support.





Childcare support

If you need help with childcare costs we may be able to help you.

Discretionary Learner Support Fund: this fund is open to students over the age of 20 at the start of the academic year to help pay for registered childcare costs while you are in guided learning.

Care to Learn: this fund is open to students under the age of 20 and can help pay childcare costs during full or part-time study. Sometimes help with travel costs is also available.

College Nursery - Curious Kittens

You need to apply as early as possible as the nursery is popular and spaces are limited. Please call

01752 305345/305872.

If there are no vacancies please refer to the POD - Plymouth Online Directory - at Plymouth City Council, or contact Advice Plymouth on **03444 111444** for information and details of registered childcare providers in the City.

Alternatively, for childcare provision in Cornwall or Devon, the Family and Childcare Trust has details of local Family Information Services - visit **findyourfis.familyandchildcaretrust.org** for more information.

The College nursery was judged 'good with outstanding features' by Ofsted in May 2016.



Feedback

Tell us what you think ...

You will have the opportunity to let us know what you think via student surveys. Other ways you can raise any comments and concerns are:

- tell your course rep
- talk to your tutor
- talk to any member of staff
- talk to your Students' Union Executive team, which is based in the Student Centre
- be involved in focus groups
- talk to a mediator or a counsellor
- e-mail comments on the premises to **estates@cityplym.ac.uk**
- you can ring the College on **01752 305300** and ask to speak with the Learning Support Manager or Head of Skills Development.

There is a formal complaints procedure. You can read this on the College website at **www.cityplym.ac.uk**. If you want to use this please ask for a 'Talkback form' at the reception desk, in the library or you can download one from the website.

If you prefer, you can e-mail your concerns to **talkback@cityplym.ac.uk**.

Should you wish to discuss any issues with a member of the Senior Leadership Team, please e-mail **talkback@cityplym.ac.uk**.



Get In Touch

You are welcome to drop in and visit the College when it is most convenient for you. Please contact us if you would like to arrange a tour or if you just want to have a chat about our courses and facilities.

City College Plymouth, Kings Road,
Devonport, Plymouth, Devon, PL1 5QG

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