

JOINING INSTRUCTIONS 2019/20

Your Essential Guide to
City College Plymouth



**BE PART
OF IT**



TERM DATES 2018/19

Autumn term starts	Monday 16 September
Half term week	Monday 21 October
Autumn term ends	Thursday 19 December
Spring term starts	Monday 6 January
Half term week	Monday 17 February
Spring term ends	Friday 27 March
Summer term starts	Tuesday 14 April
Summer term ends	Monday 25 May

Please note: due to staff training, the College will be closed on the following days ...

- Wednesday 13 November 2019
- Wednesday 10 March 2020
- Thursday 9 July 2020
- Friday 10 July 2020.

REPORTING ABSENCES

It is really important that you let us know if you are unable to attend College for any reason. Please notify us as soon as possible by e-mailing absences@cityplym.ac.uk or call the Admin Hub on **01752 305290/305835**.

USEFUL CONTACT NUMBERS

Higher Education Team	01752 305786
Learning Support	01752 305885
Reception	01752 305300
Student Funding	01752 305381
Admin Hub	01752 305290/305835

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.



EXAM RESULTS ADVICE SESSIONS

Friday 23 August
10.00am - 4.00pm | Kings Road

If you change your mind about the course you have chosen, or do not receive the GCSE or A Level grades you expected, please don't worry. Give us a call or come along to our event on 23 August - we can help!

The College offers a wide selection of courses at a variety of levels. So if you need to rethink your options or decide to try something completely new, our team can help you find the perfect fit for your course/career.

GETTING YOUR PLACE THROUGH CLEARING

Clearing officially starts on Thursday 15 August 2019.

Call our Clearing hotline on **01752 305786** or contact he@cityplym.ac.uk.

Thursday 15 August, 8.30am - 4.30pm

Friday 16 August, 8.30am - 4.30pm

Saturday 17 August, 10.00am - 2.00pm

Sunday 18 August, 10.00am - 2.00pm

After these dates, the clearing hotline will be available between 8.30am - 5.00pm Mondays to Thursdays and 8.30am - 4.30pm on Fridays.

Alternatively, you can come along to one of our information events, drop in to speak to our Information team, or take a look at Next Steps South West's Clearing Handbook.

Congratulations on choosing to study at the South West's number one college!* You are about to take the next steps towards your dream career.

This guide has been written to help you with your first few weeks at the College. It gives information and useful signposts for the wide range of support and services we provide you with while you settle into your course, and throughout your time as a City College student.

You are encouraged to make the most of your time at the College, and there are plenty of opportunities to get involved with activities that will add to your CV as well as ensuring that you have fun while you are here.

Part of the College experience is about helping you to help yourself. City College is committed to ensuring that you will leave us with the depth of skills and knowledge required for your specialist area, but also with a breadth of employability and enterprise skills to help you succeed with whatever you turn your hand to. Throughout your time at the College we will support you to achieve to the best of your ability, encouraging you to push yourself and take responsibility for your learning.

City College is vital to Plymouth and the wider region, and plays a key role in providing the local economy with a highly-skilled workforce that has excellent employability and enterprise skills.

We wish you every success in your studies.

* National Achievement Rate Tables 2017/18 (colleges)





YOUR FIRST WEEK AT COLLEGE

At City College we want to make you feel welcome and part of the College community as soon as you walk through the door.

Starting college is an exciting time, but it can also be a daunting experience. So here are a few tips that may help you in your first week ...

- make sure you have the right materials/equipment/uniform on your first day - this includes a pen and paper!
- try not to be late on your first day
- get to know your fellow students and make new friends
- don't be afraid to ask anyone for help
- make sure you get involved with all of the induction activities on offer
- familiarise yourself with your timetable and use the campus maps provided to find your way around
- be respectful, polite and friendly to your fellow students and staff.

Date for your diary: Freshers' Fair

Wednesday 25 September
10.00am - 2.00pm
Sports Hall

INDUCTION

The first week of term is known as 'induction'. During this time your tutor will show you around and introduce you to other College staff, arrange a programme of activities to help you settle into the College, your course and life as a higher education student.

Your induction may include:

- meeting your tutor, lecturers and other students on your course/study programme
- enrolling on your course/study programme and getting your student ID card and lanyard (which you need to wear at all times when at College)
- an outline of your course/study programme, assessment methods and a timetable for your course/study programme
- an introduction to Student Central (the gateway to all learning platforms and student support services)
- an overview of the faculty you are joining, including information on useful people to contact
- a tour of the College
- an introduction to the library and computer facilities, and any specialist learning resources for your course/study programme
- an introduction to our Work Placements team and how our links with employers can benefit you
- more information on:
 - financial support for students, including meal support
 - careers education and guidance
 - travel and subsidised travel passes
 - being safe in the College
 - how to change course/study programme if you are not happy
 - the College's Students' Union and activity teams
- a fun team-building exercise, which could be off-site
- for University of Plymouth students, an introduction to the support, facilities and events available to you through the University.

Throughout induction you will be given plenty of opportunities to ask College staff questions. We are here to help you get the most out of your experience.



STEP-IN

In your second week of term you will start your teaching timetable. In addition, during this time your group will be invited to join in a number of 'STEP' activities to support your transition into higher education. Whether you have come straight from A Levels or are returning to education for a career change, we want to make the transition as smooth as possible for you.

STEP activities may include:

- study skills support
- team building activities
- motivational talks
- subject specific masterclasses
- budget management
- IT support
- site visits
- talks from employers/industry experts.

TRAVEL

During term time, the College operates a FREE bus service running between the City Centre, Plymouth rail station and Kings Road (Stagecoach service 36). If you live further afield in Plymouth, Devon and Cornwall, you may be eligible for some financial assistance to help with travel costs.

Driving to College

There is a student car park with limited parking spaces available. Disabled parking is located by the main entrance (for blue badge holders) and there are some designated areas for motorcycle/moped parking. To park your car on-site, students must either purchase a parking permit (£10 per term) or pay and display on a daily basis (50p for four hours, £1 all day) until 5.00pm. You can purchase your car permit from the car park management company (TPS) via www.cityplym.ac.uk/help-advice/personal-support/travel/ and will need to include your student ID number on the application.

Please note: a permit does not guarantee you a parking space.

Charges apply for all parking spaces, including disabled spaces. Failure to have a permit or pay and display ticket on clear view will result in fines being imposed by the parking company. This also applies if you park in the staff parking areas with a student permit.

The College takes no responsibility regarding the parking charges/fines imposed by the parking company and encourages car sharing where possible.

College Free Bus

Until the end of September you can use the College free bus without showing your student ID card if you have not been issued it.

Cycling to College

The College provides a number of bike storage lockers which are available to rent on an annual basis. There is also a large bike shed where you can lock up your bike. The College accepts no responsibility for the loss or damage of your bike if you choose to use these facilities.

There are also showers and changing rooms available.

Throughout the year, the College works with local companies to provide bicycle skills and maintenance workshops and safety checks.

FOOD AND DRINK



The College has a number of places to buy food and drink. You can buy anything from a slice of pizza to fresh sandwiches or a three-course meal.

The College also offers a Breakfast Club for ALL students during term time so you can have a FREE healthy breakfast to start your day. If you are aged 16+ and from a low income household, you could also get a free hot meal during the day (you will need to meet certain criteria).

PL1 Restaurant and Deli

Run by students, PL1 showcases fresh, seasonal produce and offers delicious dining at bargain prices. Open Monday to Friday during term time for lunch and Wednesday and Thursday for dinner. Takeaway is also available.

See www.cityplym.ac.uk/pl1 for the latest menu and opening times.



ENJOYING COLLEGE

Students' Union

The SU is your independent, student-led organisation which gives you a voice and provides a host of activities throughout the year.

So, what do you get?

- Student Centre (recreational common room)
- The College gym and activities to support your physical wellbeing.
- Student discounts - with your NUS TOTUM discount card, bag a bargain at the cinema and in hundreds of high street or online shops. Cards are available at a cost of £12 - get yours early to gain a full year's worth of discounts!

If you'd like more information about the SU and the Student Liaison team, e-mail studentliaison@cityplym.ac.uk.

Activities and sports

At City College there is a team of enthusiastic staff who work hard to make sure you have a range of activities and trips to enjoy during your time here - from dance fitness and creative sessions, to Thorpe Park and shopping trips to London!

The College also has a gym and dedicated Health, Fitness and Sports team. Their role is to offer sports and physical activity opportunities, working with various national sporting

organisations and local clubs to help increase participation whilst encouraging a healthy lifestyle. If there is something you fancy having a go at, make sure you let the team know.

Student Centre

Play table tennis, pool, Xbox, catch up with friends or just relax between lectures in our recently refurbished Student Centre.

As a higher education student you will also have exclusive use of the Higher Education Common Room, IT Suite and Study Room.

Welfare and wellbeing

We have a team of dedicated Student Liaison Support Workers to support you with any issues, worries or challenges you may have that are impacting on your time at the College.

The team can offer advice and support, and signpost you to other sources of help. They work closely with a number of external organisations to ensure the best support is available for you both at the College and outside.

Support Workers can be found in the Student Centre.



GETTING YOU READY FOR WORK

We want to make sure that what you learn at College is relevant when you go out into the workplace - that is why local employers have an input into how our courses are designed.

We also make sure you have access to valuable experiences to boost your knowledge, your CV and your confidence - so you really will stand head and shoulders above the competition!

Our Work Placements and Careers teams offers a wide range of activities focused on ensuring you gain the skills that employers want, including:

- employer lectures, giving you an insight into particular jobs and the progression opportunities available
- workshops where you can develop your CV writing and presentation skills
- industry visits and tours
- support with finding relevant work experience*, CV writing, interview techniques and job applications.

The teams also provide impartial information, advice and guidance on all your career options. They can help you with advice about lots of different topics including careers advice, help finding work, volunteering, work experience or going to university.

To book an appointment with a Careers Advisor call **01752 305388** or e-mail careers@cityplym.ac.uk.



HE STUDENT ACCOMMODATION

Although the College does not own any student accommodation, there is a vast range of student accommodation within the City of Plymouth which is available for our students. A selection of these options is outlined below. The College is not in a position to recommend specific accommodation.

It is advisable to arrange viewing of your accommodation prior to signing a contract and/or making payment of a deposit and to seek independent legal advice where appropriate.

Private accommodation companies

There are several private companies providing student focused accommodation across Plymouth. This is just a small selection - more can be found online.

Clever Student Lets

2 Queen Anne Terrace, North Hill, Plymouth, PL4 8EG
01752 500511
accommodation@cleverstudentlets.com
www.cleverstudentlets.com

The Student Housing Company

Beckley Point, 39 Cobourg Street, Plymouth, PL1 1SP
01752 531090
BeckleyPoint@thestudenthousingcompany.com
www.thestudenthousingcompany.com/locations/plymouth/

Student Accommodation UK

0800 078 9659
support@accommodationforstudents.com
www.accommodationforstudents.com/plymouth

Letting agencies specialising in student accommodation

Letting agencies offer accommodation from different landlords. There is a vast range of letting agencies in Plymouth, many of which are based in the city centre.

Home and Student Link

24 Queen Anne Terrace, North Hill, Plymouth, PL4 8EG
01752 221186
plymouthstudentliving@your-move.co.uk
www.homeandstudentlink.co.uk

Unity Lets

96 North Hill, Plymouth, PL4 8EX
01752 223354
enquiries@unitylets.co.uk
http://unitylets.com/student-properties

Student Rooms 4 U

Fairmead Court, Vollards Lane, Hatt, PL12 6PT
01752 686333
info@studentrooms4u.co.uk
https://www.studentrooms4u.co.uk/

SUPPORT SERVICES

Career preparation and development

If you are studying a full-time course/study programme you'll be allocated a personal tutor.

Trained to give you support and guidance whilst on your course/study programme, your tutor will work with you to review your progress each term.

Learning support

Our dedicated team assists all students with additional support needs to have equal access to the curriculum and work towards meeting their full potential with our support.

The need for additional learning support may arise from a learning difficulty and/or disability.

Our team has experience and knowledge of a range of learning difficulties and/or disabilities. They will identify and arrange the necessary support to enable students to achieve their individual learning goals.

The College can also provide a professional, confidential counselling service.

Maths and English

If you are studying a full-time course and have not yet achieved GCSE grade 4/5 (C) in either maths or English, the College will help you work towards gaining these vital qualifications.

We offer both GCSEs and Functional Skills (these are GCSE equivalent qualifications in practical maths and English skills) alongside your course.

SUPPORT SERVICES

Student Funding

The Student Funding team provides information, advice and guidance about a range of student funds.

Our team can also help you with your application to these schemes.

Funds may be available to help you with any ancillary course costs and the cost of books and equipment, travel, childcare costs and emergency hardship.

Applying for student finance?

If you are applying for student finance and have not yet started your application, please do so as soon as possible to avoid a delay in payment.

The easiest way to apply is online at www.gov.uk/studentfinance.

Please see the enclosed 'HE Money Matters' flyer for more information on HE Student Funding.

Safeguarding - Being Safe at College

Your safety and well-being is extremely important to us and the College is committed to providing a safe learning environment.

There is a designated team of Safeguarding Officers to support and advise you in all matters of safety, protection from abuse or exploitation, concerns about bullying and well-being.

Childcare - Curious Kittens Day Nursery

If you are a parent, our on-site nursery will enable you to study knowing that your children are being looked after in a stimulating and caring environment.

Curious Kittens caters for children aged six months to school entry age, subject to availability.

Most students will be eligible for some help with childcare costs - the Student Funding team and Nursery staff will be able to offer advice on this.



STUDY FACILITIES

Library

Find all the information and materials you need for your course or personal study in a variety of formats from print and media (including TV recordings) through to online resources, such as e-books, e-journals and databases.

Equipment can be borrowed to support classwork and extra-curricular activities. Spaces in the library are provided for silent and group work.

Computers

You will receive a personalised computer log-in and e-mail account.

Your log-in gives you access to Student Central, your gateway to College information and campaigns, software packages, online resources, the internet, printing and course materials and activities on learning platforms including Moodle and Google.

There are computers throughout the College in classrooms, library and study areas, and printers in the library and across the College site. Some laptops and Chromebooks are available to borrow onsite.



BECOME AN HE STUDENT REP

Every year of every course has at least one Student Representative. Course Reps fulfil a valuable role, linking between the student body and the College. Course Reps are part of an important process to ensure that the students on your course have a clear voice, and help to bring about changes to improve the student experience.

The first step to becoming a Course Rep is to get chosen by your group. You will then be invited to attend training, please make sure you come along! Course Reps are involved in a number of our quality processes throughout the year such as student rep meetings, programme committee meetings and away days.

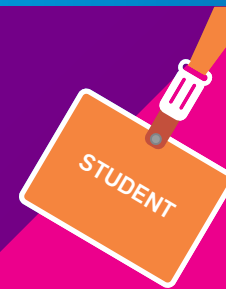
EARN WHILE YOU LEARN!

Our HE Student Ambassadors are PAID to promote the College's higher education provision. Applicants will need to complete an application form, undertake a short interview and if successful, complete a full DBS check.

Whether it's helping us out at open days, offering campus tours, working with international students as part of a buddy scheme or sharing your higher education experiences with younger students, the role is great to add to your CV.

COLLEGE CODE OF CONDUCT

To ensure our College is a safe and supportive place which promotes and encourages learning and develops employability skills we kindly ask our students to follow these rules



College Expectations

When on the College site you are expected to:

- wear your College ID at all times
- follow reasonable instructions from staff members
- treat everyone with respect and care
- pay attention to health and safety
- use bins and keep areas tidy
- avoid filming or making images of others without their consent
- report any bullying, harassment and / or discrimination
- use the designated smoking and vaping areas
- be part of the College community.

#Bepartofit



Learning Expectations

When in a learning environment you are expected to:

- attend all timetabled lessons and exams on time
- always remember the correct equipment and resources for your lesson
- remove outerwear while in lessons or study areas
- refrain from eating or drinking, except water
- listen to each other, respect opinions and use appropriate language
- complete and submit assignments on time and apply academic rigour
- use mobile devices only when instructed
- adhere to any health and safety regulations
- challenge yourself and set targets to reach your potential.

#Readytolearn



Behaviour Expectations

As a College student you are expected to:

- uphold the reputation of the College
- behave in a thoughtful considerate and responsible manner
- avoid using inappropriate language, bullying, harassing, or offending
- follow ICT regulations and be responsible for your own safety online
- be kind, considerate and helpful
- improve employability skills and develop industry standards and behaviours
- ask for help and support when you need it
- treat everyone with respect and as an individual.

#Bepositive

DISCLAIMER

Whilst every effort has been made to ensure that this guide is correct at the time of going to press, due to circumstances beyond the College's reasonable control, changes may occur to the services and facilities offered.

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To find out what's happening at City College, like us on [facebook.com/cityplym](https://www.facebook.com/cityplym) or follow us on twitter.com/cityplym and [instagram.com/cityplym](https://www.instagram.com/cityplym).