

2024/25



FIND YOUR FUTURE

STUDENT GUIDE

Please find below details of your first class:

Start Date: Time:

Campus: Room Number:

Contact Name: Personal Tutor:

WELCOME

We're delighted you've chosen to study with us here at the college for technical excellence.

During your induction, we'll introduce you to the teaching teams and the college facilities, including the Learning Resource Centres, Heads of Studies offices and FAB Futures.

This guide will help you find out more about our community and the support we'll provide for you.

You should find this guide useful, especially during the first few weeks, as you settle in to college life.

A more detailed Student Handbook is available on the college Virtual Learning Environment (VLE).

If you've any queries contact us on: 01942 761600.

HEAD OF STUDIES

There are lots of people at college to help during your time as a student, including your Personal Tutor. The Head of Studies team and Student Liaison Officers.

The Head of Studies team plays an important role supporting you to:

- Have fun through enrichment and volunteering activities, but also succeed on your course.
- Monitor and manage attendance.
- Push your grades to above the minimum expected.
- Set, monitor and review targets for improvement.
- Develop resilience.
- Apply for student leadership roles.
- Overcome difficulties
- Stay safe.
- Support you with cost of living, wellbeing, housing and health related issues.

They also co-ordinate a range of activities including:

- freshers fayre
- induction
- assemblies and guest speakers
- careers and progression events
- clubs, societies and volunteering
- learner voice meetings
- Student Council and lead groups
- enrichment.



Maxine Mealey
Assistant Principal



Dawn Coles
Head Of Studies



Richard Hughes
Head Of Studies



Chris Gandy
Head Of Studies

STUDENT GOVERNOR

This is a unique opportunity for you, if elected, to experience the leadership of the college at boardroom level.

As an elected representative, you speak from your fellow students' perspective, to the governing board and help shape the direction of the college.

The Student Council also invites you to sit on their group with student leaders from all course areas.



CODE OF CONDUCT

When you join the college community, you automatically become an ambassador representing the college and its values to the wider world. These include Fundamental British Values and FREDIE values of Fairness, Respect, Equality, Diversity, Inclusion and Engagement.

You'll sign up to agree to a set of standards we expect you to follow, as you go about your business inside and outside college.

As part of these standards, you'll agree to:

- Attending college lessons punctually and meeting assignment deadlines.
- Reporting all absences, or lateness on the absence reporting number 01942 761 600 – option 4 - before first class, or by 10am on each day you can't attend.
- Understanding that all absences affect your attendance score and we expect you to attend every class on your timetable.
- Completing assignments without cheating, copying or plagiarising (using someone else's work from the internet, another student or a book or magazine, and pretending it's your own).
- Wearing your student identity card so that the photograph is on view at all times, showing it when asked, and never letting anyone else use it.
- Not smoking (including vapes), anywhere on college premises except designated smoking areas. This includes entrances and exits.
- Respecting the wellbeing of others and treating college property with care.
- Keeping mobile devices on silent and non-vibrate mode, or switched off in learning areas and using only with permission of the staff.
- Respecting students and staff, behaving in a thoughtful, caring and responsible manner.
- Being responsible online and not sharing images of anyone else without consent.
- Avoiding violent or discriminatory behaviour, harassment, bullying or foul and abusive language. This includes wearing or displaying logos or slogans that could offend other people.
- Safeguarding the reputation of the college both on and offline.
- Agreeing to the IT User Policy, using computer facilities only to support learning.
- Observing Health & Safety regulations, paying attention to your own and other people's health and safety, and following staff instruction.
- Not possessing drugs or their paraphernalia, including legal highs, alcohol or weapons on college.

If you fail to follow this Code, we may take disciplinary action in accordance with the Student Disciplinary Procedure. This may lead to us excluding you from college.

If you're in receipt of Learner Support Funding (i.e. 16- 19 Bursary, 19+ Discretionary Learner Support, 20+ Childcare or Advanced Loans Bursary), and your attendance drops below 100 per cent, or you fail to meet the terms of the Code of Conduct we may stop your funding.



IT user policy



Health & Safety Regulations



Student Disciplinary Procedure

DIGITAL

We use the following online platforms to connect with you. We'll help you access them if they're unfamiliar to you.



Microsoft Teams

An app and website for online groups connecting to your classes. You can share and access files, chats, assignments and a variety of other apps. You can make group and individual audio/video calls, usually at the start of each lesson.

Access by logging in using your college log in (Microsoft 365) account details. We recommend downloading the MS Teams app to your phone, so we can keep in touch throughout the academic year.



Nearpod - For interactive presentations

An app and website for lesson presentations. Lots of interactivity - questions, drawings, 360-degree field trips, video and matching tasks.

Tutors will share a unique code for each lesson for you to join the session.



VLE - Virtual Learning Environment

A web page for course resources - also has additional interactive elements.

Access from the college website. Use your usual college username and password to log in.



ProPortal

A web page to view and edit assessment grades and individual learning plans.

Access from the college website, with your usual college username and password to log in.



STUDENT REPRESENTATIVES (REPS)



Student Reps are the link between you and the college. They listen to your thoughts and ideas and feed this back to Student Council. Student Reps represent you at every level of the decision-making process, so they really are your voice in shaping the future of the college. Telling your Student Rep how you're feeling about your course, or other areas of college life, can drive positive change to make sure you are getting the best experience you can.

You can become a Student Rep by nominating yourself to your Personal Tutor or the Head of Studies Team.

- This is your chance to get involved with something challenging, rewarding and exciting.
- Students need a variety of voices and views to represent them, so nominate yourself now.
- You don't need experience and we provide training.

ENRICHMENT

There are lots of clubs and groups for you to join to enrich your college experience, meet people with similar interests and have some fun along the way.

Choose from:

ACADEMIC

- Book club/quiz
- Debating Society
- Languages
- Mock Bar Trial

LOOK GOOD FEEL GOOD

- Beauty
- Fashion
- Nail Art

MENTAL WELLBEING

- Meditation
- Mindfulness

BE ACTIVE SPORTS

- Basketball
- Cycling
- Football
- Martial arts
- Rugby
- Running
- Swim
- Yoga
- Zumba



BE CREATIVE

- Arts, cinema, comedy, music and drama at the Old Courts
- Chess
- Photography
- Choir



SOCIAL AND COMMUNITY

- Computing and tech
- Disability Awareness
- Equality and Diversity Forum
- First Aid
- Friendship group
- LGBTQ+ group
- Student Council
- Young Carers



PROMOTIONAL AND FUNDRAISING EVENTS

- Boot Camp
- Careers Fairs
- Children in Need
- Comic Relief
- Culture Days
- Good Financial Health Events
- Macmillan Coffee Mornings
- Mental Health Awareness Events
- Race for Life
- One World Week
- Period Poverty
- Wigan & Leigh Hospice
- Wellbeing Week

GETTING WORK READY

- CVs
- Duke of Edinburgh scheme
- Job Club
- Medical Society
- Student magazine

VOLUNTEER OR CHARITY WORK AT:

- The Brick
- Charity shops
- Trust in Leigh
- Veteran's Society
- Wigan Leisure and Culture Trust
- Wigan Youth Zone

STUDY DAYS

Study days form an important part of your weekly timetable. It's time set aside for you to:

- Attend enrichment and work ready activities.
- Get online with Pathways, National Online Safety and Blended Learning Consortium platforms.
- Practice, revise, reflect and be creative.
- Complete coursework.
- Attend work placements.
- Run your own club or group and join in with existing ones.

To find out more speak to your Personal Tutor or the Head of Studies Team.



Computing

Subject Information
Access Script
Calculating Profit Shares
Computer Animation
Computer Games
Computer Security
Data Protection Law
Database Management
Programming
Social Computing
Using Personal Information
Maintenance
Management
Marketing
Digital
Media
Production

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FREE

BUS PASS

FOR 16-18 YEAR OLDS

FOR STUDENTS WHO LIVE OUTSIDE GREATER MANCHESTER

FOR STUDENTS WHO LIVE WITHIN GREATER MANCHESTER

You can get a free student bus pass if you're enrolled at Wigan & Leigh College on a full-time course up to Level 3.

You must live outside of Greater Manchester and aged 16-18 before the 31 August. You'll need 90% attendance to get your spring and summer passes.

You'll get your pass at the start of term in September. If you lose it you'll have to pay for a replacement.

You can get a free OURPASS if you're enrolled at Wigan & Leigh College. You'll need to live in Greater Manchester and aged 16-18.

You'll pay a £10 admin fee to Transport for Greater Manchester, if you're eligible for our college bursary we'll give you back that money in your first term.

Apply for Our Pass: www.ourpass.co.uk

If live outside Greater Manchester apply for our college student bus pass instead.



FIND OUT MORE

wigan-leigh.ac.uk/free-bus-pass

PARKING

If you study at our Wigan campuses you can park at Water Street Car Park.

Parking at college is only for staff, as we are currently undergoing a campus re-development, and parking is limited.

You can get your pass from from receptions.



COLLEGE BURSARY

You may be eligible for help **if you meet certain criteria** on a full-time, fully-funded course and are:

- 16 and over but under 19 on 31/08/2024 or
- 19 on 31/08/2024 and continuing into a second year of study on the same course or
- 19 - 24 and have an Educational, Health and Care Plan (EHCP)

AND

- Meet the Discretionary Bursary Criteria (household with an income up to £32,000) and 19 - 24 with (EHCP) living independently or
- Meet the Vulnerable Bursary criteria (household income of £32,000 and aged 16 and over but under 19 on 31/08/2024) 16 and over but under 19 on 31/08/2024).



Scan the QR code to apply

If you need any further assistance please speak to a member of the Funding Team
thefundingteam@wigan-leigh.ac.uk

WE CAN HELP YOU WITH

Vulnerable Bursary

You may be entitled to help towards travel support, equipment, materials, uniforms and trips based on financial assessment.

Discretionary Bursary

You may be entitled to help towards travel support, equipment, materials, uniforms and trips based on financial assessment.

Free College Meals

On attendance days, free college meals may also be available for students dependent on financial assessment.



WELLBEING

If you struggle with anxiety or stress we've got your back.

Our wellbeing team can help you cope with life's hurdles offering:

- tips to help develop confidence and self esteem
- strategies to develop resilience
- meditation and breathing exercises
- mindfulness techniques.

Contact Head of Studies to find out more.



Our team offers impartial advice to help you make decisions about how to get work ready and plan further study options after your course.

You can meet us to find out more about:

- How to change course or get an apprenticeship.
- UCAS applications.
- Student Finance applications.
- Applying for higher education at our University Centre.
- Job searches, CVs, letters and job applications.
- Co-ordinating work placements.
- Identifying and building the skills to get ahead.
- Researching and planning to support your career ambitions.
- Funding and welfare.
- Support agencies.

HARVEY KNOWLES

Former school: Albany Academy

Course: T Level Civil Engineering

Harvey had a fantastic experience on his placement with VolkerWessels UK applying the skills he learned on his course.

Specialising in flood defence systems in the Preston area, he's had a hands on experience.

"My knowledge of equipment has improved - taking readings with the total stations, setting up lasers, and helping out the engineers. I got to work on my own top soil section along the River Ribble, where I had to work out the surface area.

"I've also helped with general surveying on a flood risk management scheme in Penwortham. They've really made me feel part of the team."





Career planning

We provide experiences to support you in achieving your dream career.

We hold guest speaker sessions from industry experts, visits to workplaces and opportunities to work on employers' live briefs and projects.

We use up-to-date labour market information to help you explore careers in your chosen industry, find out more about salary and earnings, growth opportunities and the skills you need to get work ready.

wigan-leigh.ac.uk

Work experience

As a full-time student you'll do a placement or work experience to get work ready.

Work placements vary depending on your course.

You'll find out more about the type of work experience you'll have during your induction period.

A work placement can help you decide on the careers or industries you want, or don't want to work in. It can also help to:

- Develop skills for careers
- Develop your professional behaviour.
- Discover new talents.
- Strengthen your CV.
- Improve your industry knowledge.
- Put learning into practice.

To book an appointment speak to the reception team or call:

Parsons Walk Campus: 01942 761 681

Pagefield Campus: 01942 761 819

Leigh Campus: 01942 761 487

Meet the employer events

You can meet local, regional and national employers who are recruiting for apprentices, or jobs, at events held at our Centre for Advanced Technical Studies and our Pagefield Campus.



STUDENT COUNCIL

The Student Council is a formal way for you to have a say on what happens at college.

If you decide to join the Student Council, you'll attend meetings to discuss what's happening with a member of the senior management team.

It's a great way to find out about the college's different departments and job roles. You'll meet members of staff and hear about what they do and how they impact on you.

We've influenced local and national agendas too, collaborating on campaigns and voting to drive significant change for students.

We hold elections every year for vacant posts and the team meets once a term to make key decisions for the Council.

We hold student forums once a term to represent your views. You can pass on suggestions or issues to your course reps.

The Student Council also supports and arranges enrichment events to raise awareness of community and national issues that are important to you, often raising money for charity.

If you want to be part of the Student Council, contact your Head of Studies.



DIARY DATES



Student Progress Evenings for
all Year 2 Level 3 Students

**Monday 4 and Tuesday 5
November 2024**

Student Progress Evenings for
all Year 1 students studying
Entry, 1, 2 or 3 Levels

**Monday 25 and Tuesday 27
November 2024**

NOTES

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TERM DATES

| | |
|--------------------|---|
| AUTUMN TERM | Monday 02/09/24 – Wednesday 18/12/24 |
| Classes Start | Monday 02/09/24 |
| Half Term Holiday | Monday 21/10/24 to Friday 25/10/24 |
| Classes Finish | Wednesday 18/12/24 |
| Winter Holidays | Thursday 19/12/24 to Friday 03/01/25 |
| SPRING TERM | Monday 06/01/25 – Friday 4/04/25 |
| Classes Commence | Monday 06/01/25 |
| Half Term | Monday 17/02/25 to Friday 21/02/25 |
| Classes Finish | Friday 04/04/25 |
| Easter Holidays | Monday 21/04/25 - Monday 21/04/25 Good Friday – 18/04/25 Easter Monday – 21/04/25 |
| SUMMER TERM | Tuesday 22/04/25 – Wednesday 02/07/25 |
| Classes Start | Tuesday 22/04/25 Early May Bank Holiday – 05/05/25 |
| Half Term | Monday 26/05/25 to Friday 29/05/25 Bank Holiday - Monday 27/05/24 |
| Classes Finish | Wednesday 02/07/25 |

HOLIDAYS DURING TERM TIME ARE NOT PERMITTED

PARENT/GUARDIAN EVENING - ALL CAMPUSES AND BY INVITATION

Monday 30/09/24

01942 761 111
wigan-leigh.ac.uk