



WELCOME TO
PRESTON COLLEGE
NEW LEARNER GUIDE

WELCOME

We are really pleased that you have chosen Preston College to help you achieve your ambitions and this welcome guide is designed to give you all the information you need to make the best possible start towards achieving your goals.

We have brilliant teaching and support staff who are committed to ensuring you achieve the success you strive for. You can expect us to challenge you to be an excellent achiever as well as supporting you to develop personally, alongside your academic achievement. We will expect you to attend regularly and punctually and to make the most of the many opportunities that Preston College will provide.

We have many industry standard facilities, good links with employers and everyone who teaches on our courses will be an industry professional as well as a great teacher.

Once you've completed your course, you'll be in a strong position to progress either to a higher level of study, an apprenticeship or indeed into employment – whatever your route, we'll help you get there.

On behalf of all the staff at Preston College, I wish you every success.



SIMON NIXON

Principal and Chief Executive

This guide provides you with an insight into the College. For more detailed information, please log onto the online handbook through Canvas.



THE RIGHT PROGRAMME

PREPARING YOU FOR YOUR FUTURE

At Preston College we will ensure that you receive impartial initial advice and guidance to make sure that you are on the right programme.

From your very first day our focus is on helping you to achieve the highest standards, whilst facilitating your progression to further training, higher education and employment.

Preston College is committed to providing you with an outstanding educational experience by delivering high quality teaching and learning in order that you succeed on your chosen course.

E-CERTIFICATES

In recent years, colleges and educational institutions have witnessed a significant shift from traditional paper-based certificates to electronic certificates, commonly known as e-certificates. This transition represents a growing trend in embracing digital technologies to streamline administrative processes and enhance the overall efficiency and accessibility of certification systems.

From September 2023, Preston College will begin the transition from paper-based certificates to e-certificates. E-certificates offer staff and learners advanced efficiency, improved security, increased accessibility, and environmental sustainability. Embracing digital technologies in the certification domain reflects the ongoing digital transformation of education and highlights the commitment to modernise administrative procedures for a more seamless and sustainable future.





PROGRESSION

On your study programme timetable you will have a 45 minute 'Progress & Attainment' (P&A) session. In this session you will develop your understanding of careers within the sector you are studying and understand what your progression options are. You will also track your academic and personal progress, setting yourself SMART targets in support of achieving the best qualification outcome. These sessions are designed for you to develop wider employment skills and positive behaviours, in preparation for progression.

YOUR PROGRESSION OPTIONS MAY INCLUDE:

- Progress to the next level in your subject (e.g., from Level 1 to 2, or Level 2 to 3)
- Start a new subject area
- Start your own business
- Progress to an Apprenticeship
- Gain full or part-time employment
- Go to university.



KIM

DESTINATION > **UNIVERSITY**

Kim joined Preston College from Moor Park High School and has studied the T-Level in Science. Kim is progressing to Manchester Metropolitan University to study Biomedical Science.



DOVYDAS

DESTINATION > [APPRENTICESHIP](#)

Dovydas has studied Level 1 & 2 in Automotive (Vehicle Inspection) and has successfully progressed to an Apprenticeship in Automotive at Biffa.



LOUIS

DESTINATION > PROGRESSION

Louis has excelled during his painting and decorating course and found a passion for interior design. He is progressing to Level 3 in Art and Design at Preston College with plans to go to Manchester Metropolitan University to study Interior Design.



LOIS

DESTINATION > EMPLOYMENT

Lois has completed her studies in Beauty Therapy gaining qualifications in beauty, spray tanning and gel polish. Lois is now setting up her own mobile beauty business.

YOUR FIRST DAY

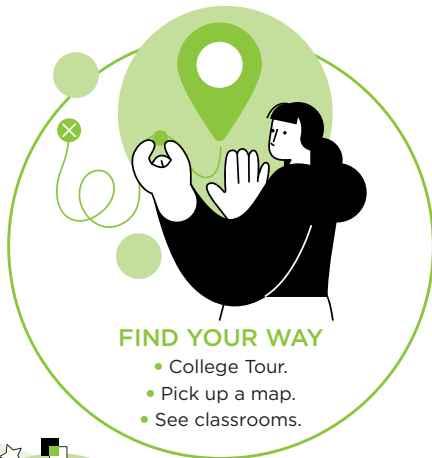
MEET PEOPLE

- Tutors.
- Heads of School.
- Students.



FIND YOUR WAY

- College Tour.
- Pick up a map.
- See classrooms.



EXPERIENCE CAMPUS LIFE

- Grab your lunch or buy it from college outlets.
- Have fun in the Chill Zone.
- Soak up the atmosphere.



RECEIVE IMPORTANT INFORMATION

- Get your timetable.
- Induction Presentation.
- Classroom Expectations.



NEED TO KNOW

- Bring a pen and paper.
- There are a lot of staff around, if you need any help just ask!
- Mobile phones are allowed but you must follow tutor instructions for usage during lessons.



ATTENDANCE & PUNCTUALITY

College policy states that attendance and punctuality must be above 90%, with the expectation that you have 100%.

You must contact the College if absent via Proportal. Alternatively, you may use the absence hotline number: 01772 225959 or email: absencehotline@preston.ac.uk

Why is attendance so important?

There is a strong relationship between high attendance and high achievement. Students who attend regularly have been shown to achieve at higher levels than those who don't. In addition, good attendance in college, supports future progression into employment and higher education.

How can I access my timetable?

You can access your timetable via the Student Portal or Preston College App. If you are unsure, just ask your Student Manager or Subject Tutor.

What do I do if I'm ill?

Make sure that you let college know. You can call the absence hotline number, visit the web page, email or call your Student Manager. If you are leaving a message, make sure that you are clear on your reasons for absence.

Absence hotline: 01772 225959

Report absence online here: www.preston.ac.uk/report-your-absence

We have various attendance awards throughout the year to celebrate excellent attendance - be a part of it!

What do I do if I miss the bus?

Call college and advise that you will be late in, using the absence hotline number, email or call your Student Manager.



STUDENT MANAGERS

When you arrive in college, you will be introduced to your Student Manager. Details of all Student Managers are below:

STUDENT MANAGER	CURRICULUM AREA	EMAIL	PHONE
Nick Johnson	iSTEM - Engineering	njohnson@preston.ac.uk	01772 225672
Tracy Dixon	iSTEM - Automotive	tdixon@preston.ac.uk	01772 225911
Kate Morris	iSTEM - Science	kmorris@preston.ac.uk	01772 225503
Vicky Leach	Digital Arts, Media & IT	vleach@preston.ac.uk	01772 225919
Helen Fish	Dance, Performing Arts & Theatrical Make-up	hfish@preston.ac.uk	01772 225913
Sally Pilkington	Construction (Level 1)	spilkington@preston.ac.uk	01772 225040
Lucy Beardwood	14-16 year old learners	lbeardwood@preston.ac.uk	01772 225920
Leann Stout	Health & Social Care and Childcare	lstout@preston.ac.uk	01772 225473
Janette Clitheroe	Travel & Tourism, Childcare and Hair & Beauty	jclitheroe@preston.ac.uk	01772 225827
Bobby Smith	ESOL, GCSE & Functional Skills	01772 225473	01772 225782
Georgie Reid	School of Construction & the Built Environment	greid@preston.ac.uk	01772 225755
Clare Brown	Business, Accounting, and Public Services	cbrown@preston.ac.uk	01772 225226
Jacob Higham	Sport	jhigham@preston.ac.uk	01772 225468

Your Student Manager will:

- Monitor your journey within college providing support or signposting as appropriate
- Set targets with you during 1:1s
- Support your weekly tutorials which aim to guide you through your journey within college and with your progression plans
- Raise your aspirations by motivating and supporting you to achieve and succeed.



SUPPORT

At Preston College, we want to ensure that you are able to talk about how you are feeling and can access emotional and academic support. The services we offer are below:

Counselling Team

Free and confidential service – you can self refer or ask to be referred by your Student Manager.

Safeguarding Team

If you feel worried about yourself or others then you can talk to your Tutor, Student Manager or a member of the Safeguarding Team. **Contact details can be found on page 19.**

Student Manager

Every student has a Student Manager - they will deliver weekly tutorials and are a key point of contact for any queries.

Exam Access Arrangements

If you have previously had any support in your exams or you have had support for your classes, please go to 'The Point' in Student Services to see a member of the SEND Team or ring **01772 225328**. The Application for support for Higher Education Learners (SEND) is via the Disabled Students Allowance (DSA). Again, please contact the SEND Team or alternatively go directly to **www.direct.gov.uk/studentfinance**

Bursary applications

Bursary applications must be made online. If you wish to apply for bursary funding, please visit www.preston.ac.uk/bursary

You will need to upload recent evidence of your household income, and also supply your own bank details. Your application cannot be assessed without the appropriate evidence. Please call Student Services on 01772 225656 if you need any assistance.

Student Services

We offer advice, support and guidance to all students across college. Student Services can support you with finances and college bursary, welfare and benefits information, counselling services, homelessness, transport information, safeguarding and Prevent. We are based on the ground floor of the main building (next to Reception) and are open in term time Monday-Friday 8.30am-4.30pm.

College Parking & NHS Spaces

Please note that the Sharoe Green Lane car park within college is partly used by Royal Preston Hospital and its staff. Signage is in place across the car park to indicate where you can park your vehicle and where hospital staff can park.

Preston College Equality Statement

Preston College is committed to promoting and developing a learning and working environment that is inclusive, celebrates diversity and does not disadvantage any group.

What this means

The College will be a place where:

- You will have the opportunity to participate fully in college life and achieve your full potential
- Any physical, social and economic barriers to access are minimised
- The environment is welcoming and supportive
- Equality and diversity among staff, learners, employers and the wider community is actively promoted.



STUDENT BEHAVIOUR

Does the College have rules about student behaviour?

Yes, the College has a Positive Behaviour Framework which we expect you to follow. This is based mainly on common-sense and courtesy and can be found on the College website under Policies and Procedures.

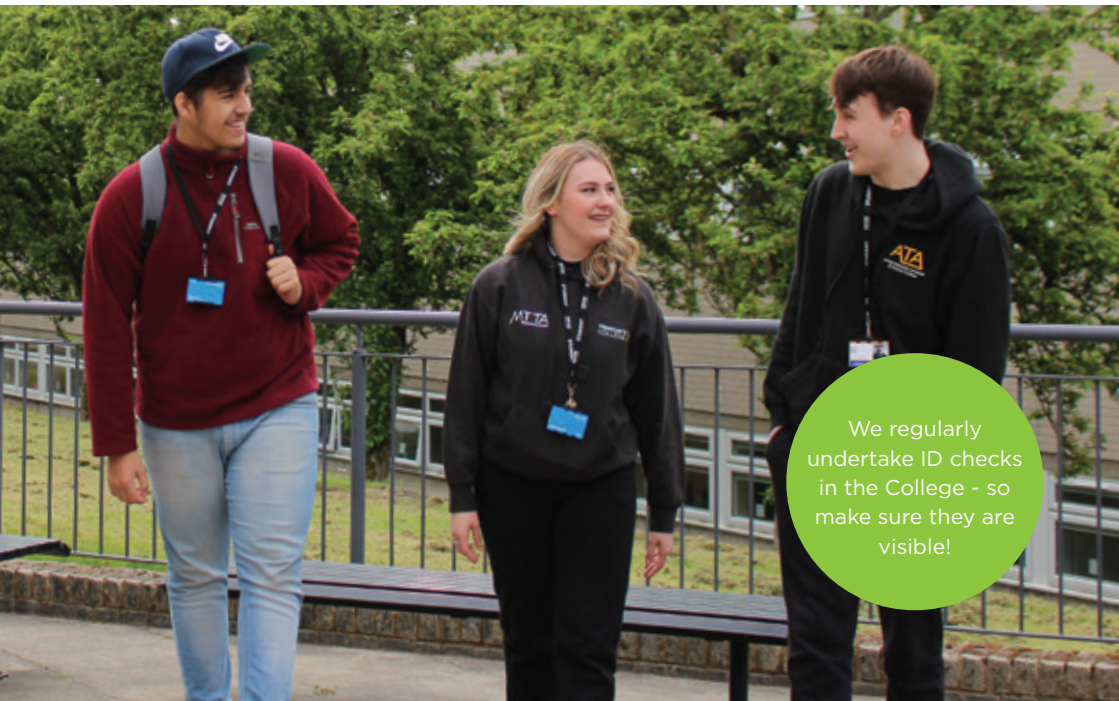
Mobile Phones

Please make sure your mobile is turned off or on silent (unless instructed otherwise) when in a classroom or workshop and remember NOT to take mobile phones into any exam. Please let the College know if you change your mobile phone number!

ID Badges

For your safety, when on College premises, students, staff and visitors must wear their ID badges at all times.

Lanyards and ID badges are provided to learners at enrolment. For occasions when you may forget your ID badge, you can obtain up to three temporary day passes from Student Services. If you lose your badge, you can obtain one free replacement from Student Services. Further replacements must be purchased at a cost of £2.00. Please be aware that failure to wear your ID badge will result in disciplinary action.



We regularly undertake ID checks in the College - so make sure they are visible!

ENRICHMENT

Preston College has an exciting Student Enrichment Programme. There is a very wide range of sport/leisure clubs, trips and societies that you can participate in, many of which are free.

Activities take place every week and information is made available via email, bulletins, teachers or notice boards.

Last academic year there were over 100 enrichment activities that took place across the College involving more than 2,000 learners.

Come and be a part of it.



LEARNING ZONE

The Learning Zone, housed over two floors, provides high quality support for learning outside of the classroom and a variety of individual and group study spaces.

Our learning zone team are always on hand to help you access the resources, services and support needed to develop your own independent study and research skills. The team offer a huge range of workshops on key topics including developing Harvard referencing, assignment writing and critical analysis.

The Learning Zone also offers self-issue kiosks for the borrowing and return of books, with eBooks and e-journals offered on a 24/7 access basis. The area is also home to over 90 PCs, bookable group work rooms and individual study spaces.





FOOD OUTLETS

The Preston College campus offers an array of food and drink choices, including the Food Court - Offers a weekly rotating menu with dishes from around the world, as well as familiar favourites. Joe's Chicken Shack - Offers the ever-popular fast food chicken products and great value meal deals. The Sandwich Bar - Here you'll find a 'Subway-style' menu where you can create your own sandwiches with various bread types, fillings, toppings and more. Balcony Bar - Offering a more relaxed place to enjoy a panini or pizza. There are also a variety of vending machines available across the campus.

Starbucks

From barista-crafted coffees and iced lattes, to bacon sandwiches and waffles, you can enjoy a drink and catch up with others on the course in the subsidised, on-site Starbucks.

The Shop

Our on-campus shop offers everything from sweet treats to hot drinks, alongside hot and cold snacks and other essentials.

If you are studying with us in the evening, we recommend checking outlet opening times.

COLLEGE EXPECTATIONS

You can expect...

- To feel safe, listened to and respected
- Us to use professional language when addressing others
- To be set stretching targets
- Regular feedback on your learning progress
- To make excellent progress and be prepared for future study or employment
- To receive an enjoyable learning experience
- Industry standard facilities and resources
- Us to support your learning needs
- Enrichment opportunities
- Work experience opportunities
- Careers guidance and next steps support

We expect learners...

- To make the most of every learning opportunity and to achieve your full potential
- To be engaged and make a positive contribution
- To use appropriate and inoffensive language
- To show respect and consideration
- To arrive on time for lessons
- To be prepared for learning
- To dress appropriately
- To keep yourself and others safe e.g.;
- Follow instructions
 - Wear your ID badge
 - Smoke and vape only in designated areas



SAFEGUARDING TEAM



Tina Southworth
Designated Safeguarding Lead
Office LZ003 Ext 5658
Email tsouthworth@preston.ac.uk



Annette Upton
Safeguarding & Prevent Officer
Office MB002 Ext 5505
Email aupton@preston.ac.uk



Gemma Moon
Safeguarding & Prevent Officer
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Dan Crumblehulme
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Email
dcrumblehulme@preston.ac.uk



Kirsty Braithwaite
Office SE115 Ext 5915
Email kbraithwaite@preston.ac.uk



CULTURE DAY
Wednesday
22 May 2024

THEMED LEARNING WEEKS

WEEK COMMENCING	THEME
30 October 2023	Progress & Target Setting
6 November 2023	Safeguarding
8 January 2024	Health & Wellbeing
19 February 2024	English & Maths
20 May 2024	Employability

Progress & Target Setting

All learners will have an individual review to agree short and medium term targets in-line with their aspirations.

Health & Wellbeing

A week of health and wellbeing activities in your classes and on campus. Plans are being in put in place and are not quite ready to share. However, in the past we've had a range of activities you can take part in such as petting zoo, forest crafts and sport. You will also have the opportunity to learn more about health and wellbeing from guest speakers and interactive activities.

Maths & English

Maths and English skills are essential to so many careers and in everyday life. This week will focus on linking the specialist skills and knowledge you have developed in maths and English to your main college course.

Employability

A skills-focussed week which promotes both reflection and aspiration, you will be reviewing the skills you have developed, and linking them to the next stage of your journey, whether that be further study, an apprenticeship or employment.

PARENT SYSTEM & COLLEGE APP



Parent & Employer Portal

Your parent/carer will have access to our Parent & Employer Portal. The system allows your parents/carer and employer (if applicable) to access information such as attendance levels, enrolments, targets and comments made by staff. Your parent/carer or employer will receive information about how to access the system in the first term.

ProPortal

Students can access up-to-date information on performance, attendance and punctuality via ProPortal and OneFile. Please see your Student Manager or teachers for more information.



Preston College App

The Preston College app will give you instant access to college news, your academic timetable, Canvas, course updates and much more.

You will also receive updates on college enrichment activities, online groups you can join and plenty of other opportunities to make your time at Preston College even more rewarding and enjoyable. Simply browse your app store to install.

Download the
free Preston College
app onto your phone
or tablet today!



CAREERS

Careers Advice

Preston College is committed to developing learners knowledge, skills and awareness of careers and the local labour market. Students receive high quality Careers Advice and Guidance, support with personal development of employment skills and industry placement experience. Our Careers Team work with curriculum areas to ensure our learners have the best experience. Visit the team in the Career Zone located on the College High Street to chat to our advisors who can support you with:

- Exploring and planning career ideas.
- Changing careers.
- University applications, finance and accommodation.
- Finding out about the labour market – to explore new and expanding industries.
- Finding the right course(s) to get into a career of your choice.
- Job search – where to find jobs and Apprenticeships, plus help with CVs, cover letters, application forms and mock interviews.
- External trips and visits.
- Researching progression options after completing your course.

**OPENING
TIMES**

Monday to Friday
9am – 4:30pm

Career Planning

A good career plan typically involves setting clear goals, identifying necessary skills and knowledge, creating a roadmap for development, and regularly reviewing and adapting the plan as needed. Here are some steps to consider when creating a career plan:

- **Self-Assessment:** Start by understanding your interests, values, strengths, and weaknesses. Reflect on what motivates and fulfils you, and consider your long-term aspirations and lifestyle preferences.
- **Goal Setting:** Based on your self-assessment, set specific, measurable, achievable, relevant, and time-bound (SMART) goals. For example, your goals could include reaching a specific position or level of responsibility, switching to a different industry, starting your own business, or acquiring new skills.
- **Research:** Conduct thorough research on industries, job roles, and career paths that align with your interests and goals. Consider factors such as job market trends, salary expectations, growth opportunities, and work-life balance. Gather information through online resources, networking events, informational interviews, and job shadowing.
- **Skill & Knowledge Development:** Identify the skills, qualifications, and knowledge required to succeed in your desired field. Determine if you need additional education, certifications, or training programs. Plan how you will acquire these skills and stay updated with industry developments. Consider both formal education options and informal learning opportunities such as online courses, workshops, conferences, or mentorship programs.
- **Networking & Building Relationships:** Build a professional network by connecting with individuals in your target industry or field. Attend industry events, join professional organisations, and engage in online communities. Networking can help you gain valuable insights, uncover job opportunities, and receive guidance from experienced professionals.
- **Short-Term & Long-Term Action Steps:** Break down your goals into actionable steps. Create a timeline with short-term milestones that align with your long-term goals. These steps might include gaining relevant work experience, volunteering, internships, or securing specific certifications.
- **Implementation & Adaptation:** Start taking concrete steps toward your goals. Continuously evaluate and adjust your plan as needed. Be open to new opportunities and be willing to revise your plan based on changing circumstances or new information.
- **Continuous Learning & Development:** Successful career planning requires ongoing learning and development. Stay updated with industry trends, seek feedback, and proactively look for ways to enhance your skills and knowledge. Consider mentoring relationships or coaching to help guide your professional growth.
- **Regular Review:** Regularly assess your progress, revisit your goals, and evaluate if your current path aligns with your aspirations. Make adjustments as necessary and celebrate milestones along the way.

Remember that a career plan is a flexible guide, and it's important to remain adaptable to changing circumstances and opportunities that may arise.

INDUSTRY PLACEMENTS

Benefits of an industry placement:

The College will be a place where you can:

- Develop your employability skills.
- Learn new technical skills.
- Learn employment skills.
- Improve your CV ready for work.
- Gain employable opportunities (Jobs, Apprenticeships, Experience).
- Develop your interview technique and confidence.
- Learn to network and create your own network.
- Prepare for the demands and expectations in the workplace.
- Help you make an informed decision on your career.
- Improve your maturity, confidence and self-reliance.

92%

of students
believe that their
placement(s) were
valuable to their
development

LEVEL 1 COURSES:

- Required to complete 1 or 2 week taster with an employer.
- Volunteering in the community.

LEVEL 3 COURSES:

- Level 3 programmes include work experience placement.
- T-Level Placements (minimum of 315 hours in the workplace).
- Volunteering in the community to improve employability skills.

Industry Placement Team

The Industry Placement team are based on the High Street and there to support you in securing your placement. Your course tutor will confirm with you how many hours you need to complete.

Placements give you the opportunity to put what you have learnt on your course into practice in the workplace. They can even develop into offers of employment – just like it has for these students!



OLIVERA

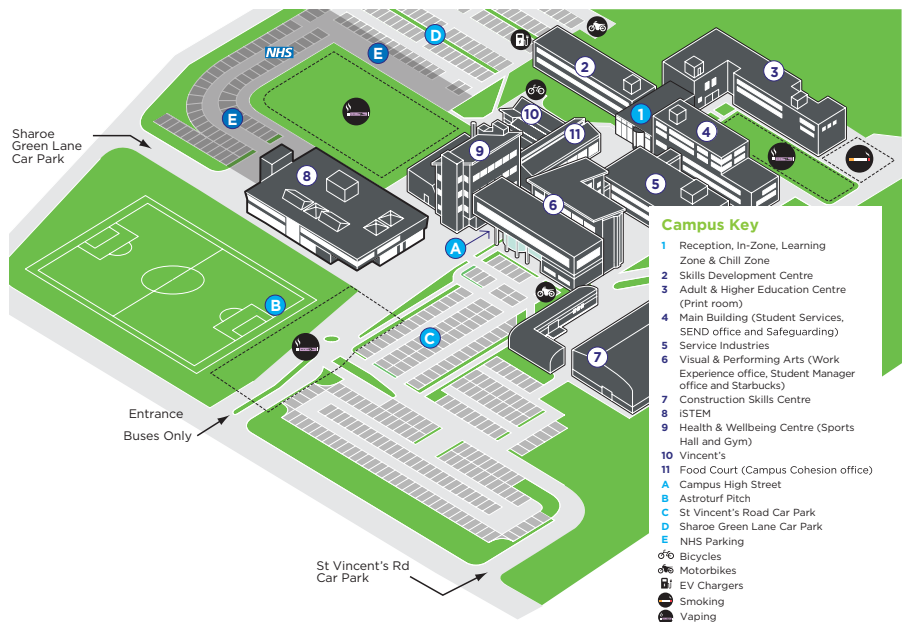
Olivera studied Level 2 Childcare and Level 3 Early Years at Preston College. Olivera's placement was at Busy Bears Nursery and this helped her gain a full-time position at the nursery when she completed her studies.



DANIEL

Daniel completed his industry placement with a local construction company and was offered an Apprenticeship in Property Maintenance.

CAMPUS MAP



TERM DATES 2023/24

AUTUMN TERM 2023	
Monday 11 September 2023	Term 1 starts
Monday 23 October - Friday 27 October 2023	Mid Term Break 1
Wednesday 20 December 2023	End of Term

SPRING TERM 2024	
Monday 8 January 2024	Term 2 starts
Monday 12 - Friday 16 February 2024	Mid-term Break
Thursday 28 March 2024	End of Term
Friday 29 March & Monday 1 April 2024	Easter Bank Holidays

SUMMER TERM 2024	
Monday 15 April 2024	Term 3 Starts
Monday 6 May 2024	College Closed Early May Bank Holiday
Monday 27 May 2024	College Closed Spring Bank Holiday
Monday 27 May - Friday 31 May 2024	Mid Term Break
Friday 28 June 2024	Term 1 starts
Monday 23 October - Friday 27 October 2023	End of Term

SOME COURSES RUN OUTSIDE OF OUR MAIN TERM-TIME DATES

PRESTON COLLEGE

Preston College

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