

LEARNER INFORMATION **FULL-TIME** 2022/2023



CONTENTS

WELCOME	3
TERM DATES	4
MISSION & WORKPLACE VALUES	5
ABSENCE & HOLIDAYS	6
PROCEDURES & POLICIES	7
FACULTY STRUCTURE	9
LEARNER SUPPORT	11
SERVICES & FACILITIES	14
SAFEGUARDING	16
BRITISH VALUES	17
PREVENT	18
YOUR NEXT STEP	19
COLLEGE MAP	21
YOUR FUTURE	22

WELCOME TO EASTLEIGH COLLEGE!

Congratulations on reaching this new stage on your learner journey! Whatever your ambition, whether you are taking your first steps towards a specific career or you're still not sure what you want to do long-term, we will support you.

This guide provides you with information to help you settle into College life. It sets out what you can expect from us, and what we expect from you in return. If you have any concerns or need extra information, please reach out to your tutor for help and advice. Our Learner Mentor team can also give you extra support if you need it.

We look forward to celebrating your successes with you as you progress to an Apprenticeship, further study at College or university, or directly into employment.

Please embrace everything we have to offer and work hard.

Paul Cox
Chief Executive and Principal



TERM DATES

The term dates for the 2022/2023 academic year are detailed below.

Autumn Term

Monday 12th September – Friday 23rd December 2022
(end of term for learners is Friday 18 December)

Half-term: Monday 24th October – Friday 28th October 2022
(end of term for learners is Friday 15th December)

Spring Term

Tuesday 3rd January – Friday 31st March 2023

Half-term: Monday 13th February – Friday 17th February 2023

Summer Term

Monday 17th April – Friday 14th July 2023

Half-term: Monday 29th May – Friday 2nd June 2023

MISSION & WORKPLACE VALUES

Our Vision

By 2024 be the first choice technical and professional college for learners, employers and staff across the Solent and South Hampshire.

Our Mission

Successful careers, business prosperity and strong communities through excellence and opportunity in technical and professional education, training and apprenticeships.

Workplace Values

Eastleigh College expects its staff and learners to be:

RESPECTFUL

polite, tolerant, honest, friendly, supportive

PROFESSIONAL

punctual, prepared, lead by example, meet deadlines

AMBITIOUS

aim high, be your best, exceed targets, be inquisitive

RESILIENT

commit, be determined, keep going however hard it gets, manage own wellbeing

ABSENCE AND HOLIDAYS

We expect learners to attend all of their lessons and workshop sessions, and any absences must be reported to the College by 9:00 AM, on each day you are not in.

We take any unexplained absence seriously. Driving lessons should be taken outside of College hours, and holidays should not be taken during term-time. Every effort should be made to attend appointments, such as with a doctor or dentist, outside of College hours.

The College will contact you if they do not know why you are not in College.

Learner absence reporting

Learner absence and lateness are to be reported to the Learner Mentor team using one of the absence report lines below. If nobody is available, please leave a voicemail.

Absence Report Line 1: 023 8091 1016

OR

Absence Report Line 2: 023 8091 1228

PROCEDURES & POLICIES

In addition to committing to Eastleigh College's workplace values, learners will be asked to sign a learning agreement to comply with the College's policies and procedures, which can be found on our website: <https://www.eastleigh.ac.uk/policies>

Learner Code of Conduct

All learners must adhere to the Learner Code of Conduct; failure to do so may result in the Disciplinary Procedure being applied.

Customer Complaint & Feedback

Eastleigh College places significant emphasis on customer feedback and views the complaints process as a valuable tool to drive improvements in the quality of its services. The College will respond to all suggestions, whether positive or negative, in a prompt and courteous manner. All complaints will be treated seriously.

A problem raised can be informal (issue) or formal (complaint). An issue (or informal complaint) is a matter which a customer wants to raise with a member of College staff without using the formal complaint process. Issues are usually quick to resolve and unlikely to require an in-depth investigation.

The College defines a complaint as an expression of dissatisfaction about:

- the standard of service received from a teaching or support department
- action or lack of action by the College or its staff

In the first instance issues should be raised with the person who has day-to-day responsibility for the area in which the matter occurs. If the complainant remains dissatisfied following the response, they should make the complaint formal as detailed in the College Customer Complaint & Feedback Policy.

Assessment & Grading Appeals

The Appeals Procedure has been created to provide an effective system to deal with disputed outcomes of assessment and grading.

Any learner who disagrees with an assessment or grading decision should discuss this with their lecturer as soon as they can. The learner will be supported and given full feedback so that they understand the basis upon which the assessment or grade was made and how they can make improvements. If it is appropriate the lecturer could provide an opportunity for additional work to be carried out.

If the learner is still dissatisfied they can then take their appeal to the Internal Quality Assurer for that programme.

FACULTY STRUCTURE

**Engineering, Maths, Refrigeration
& Motor Vehicles.**

Curriculum Manager:
Julie O'Carroll

PJ

T: 02380 648744

E: jocarroll@eastleigh.ac.uk

English, ESOL & Built Environment.

Curriculum Manager:
Rudi Kochanowski

PS

T: 023 8091 1039

E: rkochanowski@eastleigh.ac.uk

**Plumbing & Domestic
Heating.**

Curriculum Manager:
Gary Hancox

PJ

T: 02380 911000

E: ghancox@eastleigh.ac.uk

Supported Learning.

Curriculum Manager:
Sharon Baxter

PS

T: 023 8091 1740

E: sbaxter@eastleigh.ac.uk

PJ

Deputy Principal

Peter Joddrell

T: 023 8091 1018

E: pjoddrell@eastleigh.ac.uk

PS

**Vice Principal – Quality,
Compliance and Improvement**

Paul Stannard

T: 023 8091 1794

E: pstannard@eastleigh.ac.uk

Access to HE, Counselling & Professional Studies.

Curriculum Manager:

Jackie Beavis

PJ

T: 023 8091 1070

E: jbeavis@eastleigh.ac.uk

Art, Design & Media, Digital Industries & Event Management.

Curriculum Manager:

Caroline Perrett

PJ

T: 02380 911163

E: cperrett@eastleigh.ac.uk

Beauty Therapies, Hair & Media Make-up & Hairdressing.

Curriculum Manager:

Kelly Small

PJ

T: 023 8091 1097

E: ksmall@eastleigh.ac.uk

Enterprise Skills, Kick Start & Traineeships.

Curriculum Manager:

Karl Billington

PJ

T: 023 8091 1254

E: kbillington@eastleigh.ac.uk

Head of Adult + Online Learning, ATT & CIPD.

Curriculum Manager:

Jo Landon

PJ

T: 023 8091 1152

E: jlandon@eastleigh.ac.uk

Electrical, Carpentry & Joinery.

Curriculum Manager:

Ashley Vaughan

PJ

T: 023 8091 1060

E: avaughan@eastleigh.ac.uk

Hospitality & Catering, Marketing, Travel & Tourism & Fitness and Uniformed Public Services.

Curriculum Manager:

Sue Lyons

PJ

T: 023 8091 1093

E: slyons@eastleigh.ac.uk

Early Years, Health and Social Care, Dental, Education & Initial Early Teacher Training.

Curriculum Manager:

Natasha Curzi-Micallef

PJ

T: 023 8091 1196

E: ncurzimicallef@eastleigh.ac.uk

PJ

Deputy Principal

Peter Joddrell

T: 023 8091 1018

E: pjoddrell@eastleigh.ac.uk

PS

Vice Principal – Quality, Compliance and Improvement

Paul Stannard

T: 023 8091 1794

E: pstannard@eastleigh.ac.uk

LEARNER SUPPORT SERVICES

The move from school to college can appear daunting at first, which is why we have specialist staff available to support school-leavers, as well as those studying with us after attending other colleges, helping you to settle into your new environment quickly.

Information, Advice & Guidance

Our friendly Learner Recruitment team is located in main reception, and are able to support you with your application and course choices.

Please contact the team on 023 8091 1000 or email BeBetter@eastleigh.ac.uk

Academic & Personal Support

All learners are allocated a Personal Tutor to help them settle into College life and provide support. Your tutor will be the first point of contact for help and advice when dealing with your day-to-day and long-term needs. Our Learner Mentor team can also give you extra support if you need it:

Call: 023 8091 1016 or 023 8091 1228

Additional Learning Support

Eastleigh College is an inclusive College which provides a range of courses suitable for learners with learning difficulties or disabilities. The Additional Learning Support team provides support to learners who require help to succeed on their course. This can be one-to-one with a support tutor, in-class support for a number of learners, or joining one of our small group workshops. It can include help with assignments, organisational and study skills, support with literacy and numeracy, screening for dyslexia, access to assistive technologies or special exam arrangements.

Learners who believe they would benefit from additional learning support or who have a learning difficulty/disability may request support at any time.

Please contact the team on 023 8091 1237.

Financial Support

Every effort is made to help learners overcome any finance related barriers to progressing on their course. Government funded financial support may be available for travel, equipment, kit, fees and childcare, depending on personal circumstances. Some learners may also be entitled to a bursary.

Funds are limited so we ask that you apply as soon as possible to increase your chances of entitlement.

For more information contact the Financial Support team on 023 8064 1743.

Learner Hub

The Learner Hub provides a large range of up-to-date resources for study and leisure, and a place for individual and group study. Learners can book out Chromebooks, top up printing credit cards and access additional pathways.

For more information call 023 8091 1026.

Counselling Service

The Counselling team provides confidential, impartial and free counselling for learners who need someone to talk to about any topic causing them to feel unsettled, upset, angry or anxious, or that may be affecting their ability to concentrate or study.

Our qualified counsellors are experienced in providing support, helping to find solutions to whatever problems you may have. We have access to information and advice regarding personal and sexual health, and financial topics. We can also network with external agencies if required.

You can contact the team by emailing counselling@eastleigh.ac.uk or calling 023 8091 1127 or 07535 056 856.

Faith and Reflection

The College has a Faith and Reflection room. Learners can get a key from the Learner Hub.

Travel and Parking

There is no parking on-site for learners prior to 5pm. After this time spaces are taken on a first come, first served basis. The College is located within walking distance of Eastleigh Town Centre and Eastleigh and Southampton Parkway train stations. Free parking is available at Places Leisure Centre which is only a ten minute walk to the College. For specific route information on how to get to us via bus or train, please visit **www.eastleigh.ac.uk/about/campus**.

Eastleigh College Travel Bursary

The College offers a Travel Bursary Scheme to support learners. If you live more than two miles from the College (AA route planner) you could be entitled to financial assistance to support your travel costs. Funds are limited so we ask that you apply as soon as possible to increase your chances of entitlement.

For more information, contact the Learner Finance team on 023 8064 1743.

Careers and Work Experience

We have a Careers and Work Experience team, who provide advice, guidance and support on careers, employability and next steps. As part of this, the Work Experience and Careers team is available to support learners with a range of activities which help to increase your employability skills.

Find out more on page 21.

SERVICES & FACILITIES

Learners are encouraged to make full use of the services and facilities available. In addition to the Learner Support Services outlined on page 12 learners can also benefit from:

Gym and Fitness Suite

Our well-equipped gym and fitness studio, which runs a range of fitness classes, is available to all learners as part of the College's enrichment programme.

WiFi

Free Eduroam WiFi is available to learners across the campus.

Refectory and Coffee Shop

Our Costa Coffee shop and College refectory are open during termtime for learners to purchase a variety of hot and cold food, drinks and snacks.

East Avenue Restaurant

This fine dining restaurant is staffed by learners studying Hospitality and Catering at the College, and provides exceptional service at very reasonable prices.

Avenue Hair & Beauty Salon

A professional hair, barbering and beauty salon, which is run by the College's Hairdressing and Beauty Therapies learners to provide a full range of services and treatments at subsidised prices.

Motor Vehicle Workshop

Learners who have cars can utilise this workshop which is run by Motor Vehicle staff and learners to provide MOT testing, servicing and diagnostic testing at subsidised prices.

(All subject to COVID-19 restrictions and updates subject to Government Guidelines).

Places Leisure Centre

This modern leisure centre provides discounted membership rates for learners who are enrolled with Eastleigh College.

Printing

Learners are provided with a £3.00 credited account for printing and can purchase additional credit from the Learner Hub and Reception.

E-Support

The College uses a range of online support systems for learners including Pro Portal, Moodle and Google Classroom.

The Student Union

This belongs to the learners at Eastleigh College and gives you the opportunity to have your say and change the way the College works.

Learner Voice

The College provides opportunities for learners to give feedback on various aspects of the College and College life. This is carried out via learner surveys, four by four questionnaires, focus groups and the Learner Council.

The Learner Council includes various roles to which learners can be elected, and is a great forum allowing representatives to share the views of the other learners on their course. There is always something to get involved in, from awareness-raising activities to fundraising events.

SAFEGUARDING

Eastleigh College holds, as one of its highest priorities, the health, safety and welfare of all young people and vulnerable adults involved in courses or activities that the College are responsible for. We are committed to promoting practices that protect young people and vulnerable adults from abuse, neglect or significant harm and to the creation of a safe environment for young people and vulnerable adults through robust safeguarding practices.

Safeguarding is the action that is taken to promote the welfare of children and young people and protect them from harm, including:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

We recognise the importance of supporting our learners to develop the skills and knowledge to stay safe both in and outside of College; understanding that safeguarding concerns can occur in a variety of settings including the digital environment.

College staff recognise and accept their responsibility to develop an awareness of the risks and issues involved in safeguarding. As an education provider and in accordance with the relevant government legislation the College is committed to working with Hampshire Safeguarding Children Partnership and other agencies to ensure the safeguarding of its learners.

BRITISH VALUES

Eastleigh College and its learners have a duty to promote and embrace the British Values detailed below:

Democracy

Democracy is a system of government in which the supreme power is vested in the people, and exercised directly by them, or by their elected agents, under a free electoral system.

The rule of law

The rule of law is simply defined as a principle that all people and institutions are subject to and accountable to law, that is fairly applied and enforced.

Individual liberty

The state of being free; enjoying various social, political, or economic rights and privileges outside of government control.

Mutual respect and tolerance of those of different faiths and beliefs, and those without faith.

The ability to recognise and tolerate the opinions or behaviours of others, regardless if one dislikes or disagrees with them.

The College seeks to create an environment that:

- enables learners to become valuable and rounded members of society, who treat others with respect and tolerance, regardless of background
- celebrates difference and promotes diversity

In order for Eastleigh College to promote our commitment to British Values, your tutor will discuss this with you more topically during your course.

PREVENT

The Prevent Duty

All schools and colleges are subject to a duty under section 26 of the counter-terrorism and Security Act 2015 (the CTSA 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent Duty.

Preventing Radicalisation

Eastleigh College uses the following accepted Governmental definition of extremism which is:

Vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

As a College we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for learners and so should be addressed as a safeguarding concern. The College also recognises that failure to challenge extremist views may lead to failure to protect College learners. Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people. Education is a powerful weapon against this; equipping young people with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

Eastleigh College will provide a broad and balanced curriculum, delivered by skilled professionals, so that our learners are enriched, understand and become tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalised.

The College is aware that young people can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and media, including via the internet, and at times learners may themselves reflect or display views that may be discriminatory, prejudiced or extremist. Any prejudice, discrimination or extremist views, including derogatory language, exhibited by learners or staff will be challenged and where appropriate dealt with in line with the College's disciplinary procedures for learners and staff. Refer to the Equality and Diversity Policy and Procedure.

YOUR NEXT STEP

Your education doesn't necessarily stop at College. You may choose to go on to university, learn on the job in an Apprenticeship, or start learning the ins and outs of a career path once you start work.

Last year, our full-time learners went on to:

- Employment - 19%
- Apprenticeships - 3%
- Study another course - 54%
- University - 11%

Careers and Work Experience

As a learner at Eastleigh College you will benefit from a wealth of advice and guidance to help prepare for your next step whether this is into employment, an apprenticeship or further study within an industry area or at university.

The Learner Hub is a dedicated learner space providing all our learners - including part-time learners and apprentices - with careers advice and employability opportunities. Whatever your future plans, we'll help you lay the foundations to achieve a career that's right for you. From attending careers events and drop-in sessions to taking part in volunteering or work experience, you will have opportunities to further enrich your employability skills and help make you work-ready.

The team offers help with:

Work Experience Industry Placements

All learners on a full-time course will be required to undertake work experience as part of their course, which can include a work placement. The team will help you to organise quality work placements to complement your course.

Careers Advice

Impartial careers advice is available to all learners, helping you make informed choices about your future progression. Drop-in sessions and confidential guidance interviews are also available.

Higher Education

Many of our learners choose to progress onto university following completion of their Level 3 course. Support is available for learners considering Higher Education, including help with researching universities, UCAS applications and personal statements.

Employment & Apprenticeships

Learners who wish to progress onto an apprenticeship or into employment can take part in confidential guidance interviews, and find out about apprenticeship vacancies.

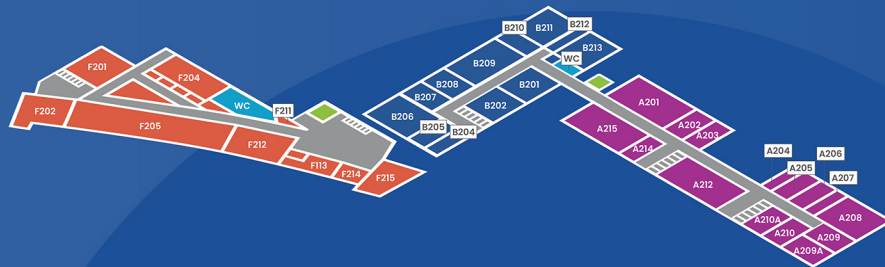
Other services include:

- Promoting part-time job vacancies to fit around College studies
- Finding volunteering opportunities or charity work
- Supporting vulnerable learners, as a partner of the Southern Universities Network (SUN)
- Signposting to relevant external resources and opportunities

To keep updated with events and opportunities, learners and apprentices currently enrolled at Eastleigh College can follow The Hub on social media or visit the team in The Learning Centre.

**For further information, contact the team at:
careers@eastleigh.ac.uk or workexperience@eastleigh.ac.uk**

A diagram of a D200 data storage unit, represented as a green diamond shape with the text "D200" inside, set against a blue background.



-  Block A
-  Block B
-  Block C
-  Block D
-  Block E
-  Block F
-  Block G
-  WC
-  Lift
-  Staircase
-  Access Control Gates

The floor plan shows a complex layout of the East Avenue Restaurant and its associated facilities. The restaurant area (red) includes rooms F101 through F117, with a large outdoor area (A107) and a bar (B101-B126). The bar area (blue) includes rooms B101 through B126. The staff offices (green) include rooms D100 through D133. The lounge area (purple) includes rooms A101 through A116. The bar area (orange) includes rooms C109 through C116. The plan also shows various restrooms (WC) and changing rooms (F108, F109).

1st Floor

The 1st floor plan is divided into several color-coded zones:

- Faculty of Business (Red):** Includes rooms F001 through F011, with F001 designated as the Avenue Hall & Beauty Reception.
- Faculty of Health (Purple):** Includes rooms G001 through G011, with G001 as the main reception area.
- Faculty of Engineering (Blue):** Includes rooms B001 through B025, with B001 as the main reception area.
- Faculty of Science (Green):** Includes rooms D001 through D033, with D001 as the main reception area.
- Faculty of Arts (Orange):** Includes rooms A001 through A039, with A001 as the main reception area.
- Faculty of Education (Teal):** Includes rooms E001 through E007, with E001 as the main reception area.

Key areas and facilities include:

- Entrances:** Front Entrance, Rear Entrance, and Car Park.
- Support Spaces:** WCs, Changing Rooms (Male/Female), Kiosk, and Reception.
- Common Areas:** Main Hall, Quad, and A001 Learner Hub.
- Facilities:** Refectory Kitchen, Refectory / Coffee Shop, and A001 Learner Hub.

YOUR FUTURE

- ACCOUNTANT
- AEROSPACE ENGINEER
- AIR CABIN CREW
- ARCHITECT
- BEAUTY THERAPIST
- CARPENTER
- CHEF
- COMPUTER PROGRAMMER
- DENTAL NURSE
- DESIGN ENGINEER
- EARLY YEARS TEACHER
- ELECTRICIAN
- GAS ENGINEER
- GRAPHIC DESIGNER
- HAIR STYLIST
- ILLUSTRATOR
- MARKETING ASSISTANT
- MOTOR MECHANIC
- NURSE
- PERSONAL TRAINER
- PLUMBER
- SURVEYOR
- TEACHER
- WEDDING COORDINATOR



Eastleigh College
Chestnut Avenue, Eastleigh SO50 5FS
T: 023 8091 1000
E: BeBetter@eastleigh.ac.uk
www.eastleigh.ac.uk

