



**NOTTINGHAM
COLLEGE**

Guidance for Community Learners

Welcome to your Nottingham College Community course!

This induction booklet outlines Nottingham College requirements and expectations of adult learners. Please take time to read this – thank you!

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Welcome and Course Expectations

Welcome to your first session

Nottingham College aims to provide all learners on main site and in community venues with an outstanding learning experience.

Our Community classes offer a mix of non-accredited and accredited courses to engage adults in education to help them progress onto other courses or into employment.

We want you to enjoy this Community course and hope that it helps you to develop your skills and confidence.

What you can expect from us:

- A friendly, safe classroom environment to learn in
- Respect from all College staff and other learners
- Clear information about your course to help you decide if its right for you
- Quality teaching from well qualified and experienced tutors
- To be told what to expect from your learning
- The chance to say what sort of learning interests you and the best way for you to learn
- Have weekly feedback from tutors on how you are getting on
- Help to decide what to do next

What we would like from our learners:

- To arrive on time and attend every week
- To stick to class/group rules agreed by the group at the first session
- To come prepared to learn, with willingness to participate in sessions and work with others
- To behave in a way that shows respect to others and their right to learn
- To complete all course paperwork – enrolment form, ILP (weekly) and end of course evaluation
- To complete all work in the timescale agreed with your tutor
- To leave learning space tidy, and ready for use by the next group

Course Paperwork for Adult Learners

Nottingham College requires adult learners to complete just 3 forms during the course.

1. Enrolment form
2. Individual Learning Plan or ILP
3. End of course Learner evaluation form

A short guide to why you are asked to complete these forms:

Enrolment form:

All students attending a Nottingham College course need to complete an enrolment form.

All enrolments are kept securely by Nottingham College and your details are not shared with any other agency.

The enrolment form allows the College to claim funding from the Education and Skills Agency to run courses.

Completing the Enrolment form

If you have not already enrolled before arriving at the first class, you will be asked to complete an enrolment form by a Development Worker at the first session. The Development Worker will go through the form with you in class and explain what needs to be completed. The enrolment form must be completed in full and signed by the learner for it to be accepted by Nottingham College.

What details you need to bring to enrol?

1. **Your national insurance number** - you can find this on your pay slip or on any letters about benefits, tax or pensions. If you receive benefits, you should bring a letter from the Job Centre/Benefits Agency confirming the benefit(s) you receive. This must be dated within 3 months. Banks statements and information on mobile devices is acceptable. Ensure evidence on your mobile phone is easy to read and clear that the documents relate to you.
2. **Evidence of your Personal ID** - for example, one of the following: passport, birth certificate, driving licence, bank debit or credit card, utility bill, benefit letter.
We do not need to take copies of any of these documents. The development worker just needs to sign on the enrolment form that s/he has seen the documents when you enrol.

IMPORTANT

Please help us by providing the details outlined above at the first session. If you do not have this information with you, you must bring them by week 3 at the latest or contact a College main site to enrol.

If you do not provide the evidence needed to complete the form, you are not enrolled on the course.

Students are NOT allowed to continue to attend classes without being enrolled.

Individual Learning Plan or ILP

This form allows you and your tutor to monitor your progress and achievement throughout your course.

It should be completed each week by you and the tutor.

You can take the ILP away with you at the end of the course.

Learner evaluation form

At the end of the course, the tutor will recap with the whole class about progress made.

The tutor will refer to the "Community and Adult Employability Progression options" sheet to help you decide your next steps.

The learner evaluation form is completed during the final session.

This is your chance to provide feedback about your course and your next steps

Induction Information for Adult Learners

The following information is given to you as part of your induction as a Nottingham College learner to help you make the most of your course.

Attendance:

Once enrolled, you are expected to attend all sessions for that course. Any absences are recorded on the class register.

What to do if you cannot attend your class:

- Email your tutor (they will provide you with their College email address)
- Alternatively, you can ring the main college number which is **0115 9 100 100**. Give your name, the name of your course, your tutor's first and last name, the reason for your absence and when you expect to be back.

If you continue to be absent without contacting your tutor, you may be withdrawn from the course.

What happens if your tutor is ill or the session is cancelled?

If your tutor is ill or the College cancels the class for any reason, you will be contacted by phone or email to save you an unnecessary journey to the class. Please let your tutor and the College know if you prefer NOT to be contacted

Be prepared for your class

Students should take responsibility to ensure they have the correct resources and materials needed for their course.

Your tutor will give you advice and guidance on what you need to bring for each session.

English and Maths skills development

Nottingham College tutors are required to develop Maths and English skills where appropriate on your course. This can include highlighting the spelling of key vocabulary, correcting spelling, punctuation and grammar on written work and maths skill development relevant to your course.

If you would like to improve your English and/or Maths, please call Nottingham College on **0115 9 100 100** for more information about Functional Skills classes.

Teaching, Learning and Assessment in the classroom

Your tutor will use a variety of teaching methods, including group activities, paired and one:one work during sessions. All learners will complete an individual learning plan each week to record and review their progress with your tutor. You will receive both written and verbal feedback weekly during the course

Course Feedback and Progression Options

All learners complete "End of course evaluation" forms at the final session to provide feedback on all aspects of their course. All feedback is valued and will be used to inform and improve Community courses.

Your course tutor will talk to you about progression opportunities during the course and at the final session, using the "Community & Adult Employability Progression Options" sheet.

Community Progression Options

Your next steps

We hope that by attending the course you will have increased your knowledge, skills and understanding to help you move on and take up further opportunities open to you. Your tutor will ask you to complete the end of course evaluation sheet, which will be completed as part of a class discussion with your tutor.

By completing the evaluation form you are helping us to plan and improve our College courses. Please consider these four progression choices when completing your evaluation form.

Community Courses

We offer a range of part time options held at community venues and at main College sites. From Languages to Counselling, Personal development to Painting & Drawing, Creative Writing to creative Crafts – the choice is yours.

Your tutor will be able to discuss possible progression opportunities in the same curriculum area. These could be non-accredited or accredited courses in the community.

New courses are planned throughout the year, so please check the College website for details of up to date community courses: www.nottinghamcollege.ac.uk

Adult Employment Skills Courses

Whether you are just starting to look for a job or have been looking for a while, let the employment skills team at Nottingham College help you improve your chances of getting into employment. Our pre-employment courses are aimed at getting you into work by updating your skills, increasing your confidence and giving you the best chance to get ahead.

Courses are run on a regular basis throughout the year and include the following:

Food Safety	Computing for Beginners
First Aid in the Workplace	Internet
Health and Safety	Microsoft Office, Word, Spreadsheets and Databases
Email	

Employment skills courses are planned throughout the year, check the College website for up to date information: www.nottinghamcollege.ac.uk

Other Nottingham College Courses

Nottingham College has a wide range of part time opportunities including morning, afternoon and evening choices. So if you are looking to pursue a professional qualification to help you get that promotion at work or consider a career change or even learn something completely new, we are sure you will find something to interest you.

College campuses:

Adams Building	High Pavement	Stapleford
Basford	London Road	Wheeler Gate
Clarendon	Maid Marian Way	
Highfields	Ruddington	

The college also has a dedicated team of advisors who will also be able to direct you onto further learning by calling: 0115 9 100 100

Voluntary Work

There is a wide range of volunteering opportunities in Nottingham. Whatever volunteering you choose, you're likely to meet new people, have new experiences and get the satisfaction that you're contributing to the local community.

Who volunteers? Volunteering is for everyone. Whatever your background, interests, abilities or amount of time you want to give, voluntary services in Nottingham can usually find something interesting to suit you.

What will I get out of it? Through volunteering you can; make new friends, gain confidence, enjoy new experiences, enrich your life and that of other people, gain new skills to improve your CV.

For more information contact:

Nottingham Voluntary Action Centre:	Email: ncvs@nottinghamcvs.co.uk	Tel: 0115 9 418418
Voluntary Action Broxtowe:	Email: lindab@vabroxtowe.org.uk	Tel: 0115 9 178080

Equality, Diversity and Inclusion

Equality, Diversity and Inclusion is at the heart of what we do at Nottingham College. It is important to us that everyone is supported to learn, achieve and progress.

What do we mean by Equality, Diversity and Inclusion?

Equality	<ul style="list-style-type: none">• Equality is about ensuring that everyone has equal access to employment, education and facilities & services.• Equality is about being treated fairly and with respect.• It does not mean that everyone should be treated in the same way.• It is about recognising that everyone is different and that everyone has different needs.• It is about recognising that some people may have barriers to overcome.
Diversity	<ul style="list-style-type: none">• Diversity is about simply difference.• We are all different and our differences are important to us because they make us who we are.• At college it is important that we recognise, accept, respect, value and draw on the positive aspects of differences which make individuals unique.
Inclusion	<ul style="list-style-type: none">• Inclusion is about being there and being a part of it!• There should be nowhere where people feel uncomfortable or excluded or not valued because of who they are.• It also means that people’s needs are anticipated and barriers are dismantled, so everyone can access and enjoy education, work, training and services.

The college will:

- Make sure everyone has access to its facilities
- Make sure everyone’s individual needs are taken into account
- Work with staff and students to create a culture of respect
- Challenge any language and behaviour which may cause offence
- Celebrate the college’s diverse community through activities and events

DID YOU KNOW NOTTINGHAM COLLEGE, AS PART OF THE PREVENT DUTY, HAS A LEGAL DUTY TO PROMOTE BRITISH VALUES?

There are 4 British values:

DEMOCRACY

INDIVIDUAL LIBERTY

MUTUAL RESPECT & TOLERANCE

RULE OF LAW

The duty to promote British values builds on the college’s work to integrate equality, diversity and inclusion into every aspect of college life. It is about:

- Creating environments that are free from discrimination, intolerance and hate
- Promoting mutual respect and encouraging learners to challenge prejudice and stereotyping
- Allowing learners to be safe as who they are
- Strengthening good relationships and building community cohesion
- Preparing students to live and work in modern Britain and the world as active and responsible citizens

SAFEGUARDING - Be Safe, Feel Safe

Nottingham College is committed to safeguarding the welfare of all students.

If you or anyone you know is experiencing:

PHYSICAL ABUSE

SEXUAL ABUSE

NEGLECT

EMOTIONAL ABUSE

DOMESTIC VIOLENCE

RADICALISATION

DISCRIMINATION

BULLYING &
ONLINE BULLYING

Or any other form of harm, please **TELL SOMEONE**

If you are worried about yourself or someone you know, talk to your tutor.

Alternatively, you can call 0115 9 100 100 and ask to speak to a member of the Safeguarding Team:
Zoe Butler 07795 622890 or Diane Sparkes 07730 878528

DID YOU KNOW NOTTINGHAM COLLEGE HAS A LEGAL DUTY TO PROTECT STUDENTS FROM THE INFLUENCES OF RADICALISATION AND EXTREMISM?

This is known as the PREVENT Duty and it aims to stop people becoming terrorists or supporting extremism by helping vulnerable people at the early stages of the radicalisation process.

HOW DO PEOPLE BECOME RADICALISED?

Radicalisers can come from any background, any community, or any religion or belief. They can be young or old, male or female, rich or poor. They believe that violence or terrorism is an acceptable way of changing how others think or behave.

Radicalisers use Social Media platforms like Facebook, YouTube, Twitter, Instagram and Snapchat to spread their messages of hate.

They actively seek out individuals who are angry; may be going through a tough time at home; feel isolated or those who are seeking change/adventure. They take advantage of an individual's anger, hate and sense of isolation.

If you have a concern that someone is being or has been radicalised, you should report it, confidentially, either to your tutor or directly to one of the College Safeguarding Designates by emailing: safeguarding@nottinghamcollege.ac.uk or by phoning the named staff below:

Zoe Butler, Designated Safeguarding Lead: 07795 622890

Dianne Sparkes, Deputy Designated Safeguarding Lead: 07730 878528



Nottingham College: Induction Checklist

Have you?	Why?	Page no.
Are you clear about College expectations of all learners?	So you are clear about your course commitments.	
Are you aware of Equality, Diversity and Inclusion?	To help you and other learners get the best experience from Nottingham College	
Discussed your individual learning plan with your tutor?	Your tutor will discuss this with you on a 1:1 basis	
Are you aware of Safeguarding Procedure?	So you know what to do and who to contact if you feel unsafe	
Are you aware of the Prevent Duty and British Values?	So you know how the college legal duty to protect students	
Do you?	Why?	✓
Know what course/qualification you are taking?	So you know what you are working towards	
Do you know the learning outcomes for this course	So that you can monitor and record your progress using the ILP	
Know where to go if the fire alarm goes?	You need to get out of the building safely	
Know what to do if you can't make a class or are going to be late?	It is important that you attend classes so you get the most out of your course	
Know what will happen if your tutor/ college has to cancel a session for any reason?	The tutor will contact you by phone or text with your consent. If you do not consent to be contacted put a cross in the box <input type="checkbox"/>	

I confirm I have read and understand the induction information.

Student signature: _____

Date: _____

Staff signature: _____

Your Individual Learning Plan

This plan is for you to use during your course. It helps you and your tutor see how you are progressing and what you have achieved.

Learner Name	
Course Title	
Tutor Name	
Course Code	
Start Date	
End Date	

How to use your learning plan:

At the start of your course:

- Complete your initial assessment
- Set your personal development goals

Each week:

- Reflect and comment on your progress each session. Set your personal development goals

At the end of your course:

- Review and record your end of course achievements

Your Initial Assessment

Why did you choose to do this course?

What do I already know? Please tick box that reflects what you know about this subject.

☐

I am new to this subject

☐

I know a little about this subject

☐

I know a lot about this subject

How do you prefer to learn? Tick box(es) below

☐

Listening

☐

Watching

☐

Doing

☐

Reading

What do you want to achieve on the course?

Your tutor will talk about the course content and learning outcomes. Please list anything else you want to achieve from the course. In the “End of course progress” column, write “Achieved”, “partly achieved”, “not achieved”.

An example of a Personal Development target is given below:

	Personal Development: Targets	To achieve this I need to: (your tutor can support you if you need help)	By Date	End of Course Progress
EG	To speak in front of others	Take part in group discussions	Dec 2019	Achieved
1				
2				
3				

Your Learning Outcomes

What can I learn on this course?

- Your tutor will discuss with you the main learning outcomes for the course.
- Please list them below. Refer to the list each week to complete your Learner Record.
- This will help you review your weekly progress and see the progress you have made by the end of the course.

	Learning Outcome	I have not achieved this yet (date)	I have partially achieved this (date)	I have fully achieved this (date)
1				
2				
3				
4				
5				
6				
7				
8				

Your weekly progress record (see following pages 13, 14 & 15)

Every week take time to reflect on the session, and comment in the box provided.

What did you learn?

Write which learning outcomes/personal targets you have made progress with

What do I still need to improve?

Feedback from your tutor will help you do this if you are unsure.

Your tutor will give you feedback on:

Your strengths

Areas for development (including English and maths skills where appropriate)

Future challenges

Weekly Progress Record

Session 1	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 2	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 3	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 4	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Weekly Progress Record

Session 5	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 6	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 7	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 8	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Weekly Progress Record

Session 9	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 10	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 11	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges

Session 12	Your comments: What did you learn? What do I still need to improve?
Date:	Tutor Comments: Identify strengths/Areas for development/future challenges



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For enquiries or to enrol please contact 0115 9 100 100