

LINK19 COLLEGE

LEARNER HANDBOOK

2026-2027

LINK19 College Ltd
Company registered in England & Wales
Company Number: 11164999
Private company limited by guarantee without share capital
Registered Charity Number 1212731

CALL US
01474 555799
Option 2

Learner Handbook

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Key Contact Information

Name	Position	Telephone Number
Mr Francis	LINK19 College Lead & Designated Safeguarding Adult Lead	01474 555799 option 2
Mrs Barry	Deputy Designated Safeguarding Adult Lead	01474 555799 option 2
Mrs Swain	Management Information, Funding & Exams Lead	01474 555799 option 2
Mrs Foreman	Finance & Office Administrator	01474 555799 option 2
Mrs Buckland	Work Related Learning, Careers and Enterprise Liaison Officer	01474 555799 option 2
Mrs Arnold-Jones	Named Safeguarding Director for LINK19	01474 365485 option 2
College Mobile		07939 165625
Maddie Arnold-Jones	Director	01474 365485
Sheila Dance	Director	01474 555799 option 2
John Gorton	Director	01474 555799 option 2
Sam Presneill	Director	01474 555799 option 2
Mark Cullen	Director	01474 555799 option 2
Clare Stoddart	Associate	01474 555799 option 2
Paul Ferguson	Company Secretary	01474 555799 option 2

Welcome

Welcome to LINK19 College, we provide a range of learning experiences to support you with developing your employability and life skills.

Aims and Values

Our Vision

Our LINK19 College Vision is to be a leading provider of specialist post-19 education.

Mission

Our LINK19 College Mission is to deliver a range of educational, employability and life skills development for post-19 learners with LINK19 College as named provision in an Education and Health Care Plan.

Aims

LINK19 College Ltd aims:

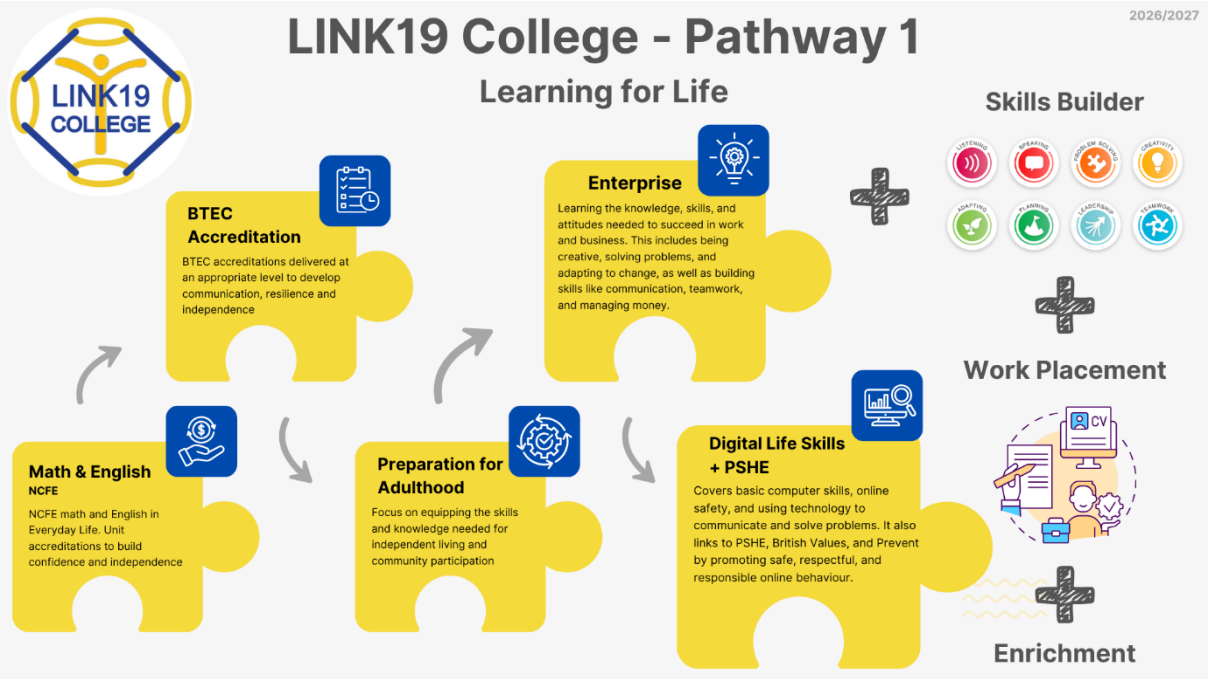
- To ensure outstanding and supportive learning and work environments
- To provide welcoming, attractive, stimulating, and inclusive learning environment
- To deliver a flexible level of support to meet assessed needs, with a highly personalised and inclusive approach to learning
- To empower learners to succeed with high self-esteem and mutual respect
- To enable confidence, pride and success in all aspects of learners' lives.

To find out more visit our college website.

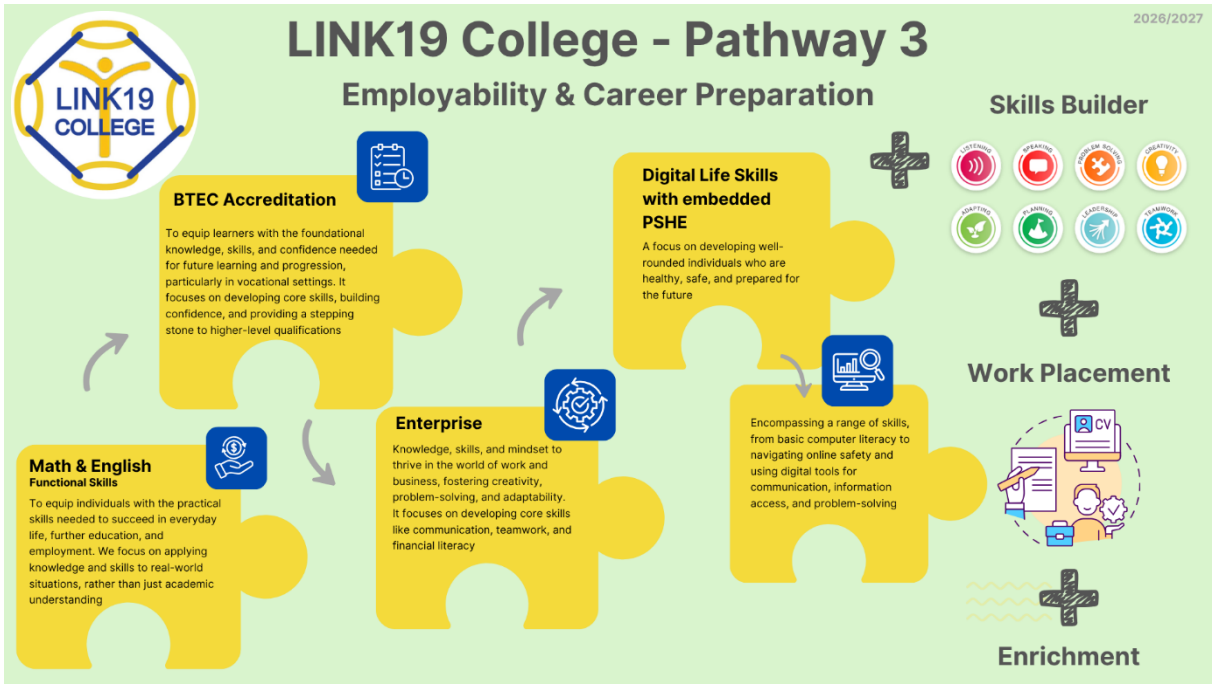
https://www.link19college.ac.uk/

College Pathways and Courses

We have a range of pathways that are designed to move you a step closer to a career that really interests you. Your pathway is individual to you and is based on your strengths, knowledge, skills and interests and the previous qualifications that you have achieved.




2026/2027
LINK19 College - Pathway 2
Life Skills & Employability
Skills Builder
BTEC Accreditation
BTEC accreditations delivered at an appropriate level to develop communication, resilience and independence
Enterprise
Learning the knowledge, skills, and attitudes needed to succeed in work and business. This includes being creative, solving problems, and adapting to change, as well as building skills like communication, teamwork, and managing money.
Work Placement
Math & English
NCFE
NCFE math and English in Everyday Life. Unit accreditations to build confidence and independence
Preparation for Adulthood
Focus on equipping the skills and knowledge needed for independent living and community participation
Digital Life Skills + PSHE
Covers basic computer skills, online safety, and using technology to communicate and solve problems. It also links to PSHE, British Values, and Prevent by promoting safe, respectful, and responsible online behaviour.
Enrichment


2026/2027
LINK19 College - Pathway 3
Employability & Career Preparation
Skills Builder
BTEC Accreditation
To equip learners with the foundational knowledge, skills, and confidence needed for future learning and progression, particularly in vocational settings. It focuses on developing core skills, building confidence, and providing a stepping stone to higher-level qualifications
Digital Life Skills with embedded PSHE
A focus on developing well-rounded individuals who are healthy, safe, and prepared for the future
Work Placement
Math & English
Functional Skills
To equip individuals with the practical skills needed to succeed in everyday life, further education, and employment. We focus on applying knowledge and skills to real-world situations, rather than just academic understanding
Enterprise
Knowledge, skills, and mindset to thrive in the world of work and business, fostering creativity, problem-solving, and adaptability. It focuses on developing core skills like communication, teamwork, and financial literacy
Encompassing a range of skills, from basic computer literacy to navigating online safety and using digital tools for communication, information access, and problem-solving
Enrichment

The LINK19 College Day

The college day begins at 8.45am

Morning Tutorial/Interventions	8.45am – 9.20am
Lesson 1	9.20am – 10.30am
Break	10.30am – 10.50am
Lesson 2	10.50am – 12.00pm
Lunch & Social Interaction	12.00pm – 1.00pm
Lesson 3	1.00pm – 2.30pm
Interventions	2.30pm – 3.00pm
Tutorial (depending on travel arrangements)*	3.00pm – 3.30pm

*Independent travellers leave at 3.00pm

Parent / Carer collections at 3.15pm

Taxi collections at 3:30pm



Behaviour and Conduct

To ensure that you are as successful as you can be at LINK19, we expect you to:

- Respect the views and beliefs of others
- Be polite and helpful to other learners and staff
- Arrive at college on time
- Let us know of any issues that could affect your learning or progress
- Attend college and work placements
- Behave appropriately at all times, being respectful of all staff and learners
- Put your mobile phone on silent and away while learning or on your work placement
- Comply with the rules relating to e-safety, smoking, alcohol and drugs. Please ask a member of staff if you are unsure
- Learners should be appropriately dressed for college, when on work placements your key worker will provide you with a uniform if required. Please look at the dress code on page 9 for more information
- Adhere to work placements
    - rules and routines
- Always do your best



As a learner at LINK19, staff will:

- Encourage mutual respect and tolerance of everyone including those with different religion or beliefs, race, sex, sexual orientation, gender reassignment or disability
- Listen to and respect your views and beliefs
- Help you to feel safe and happy
- Help you make plans for your future
- Be polite and helpful to you and your family
- Help you learn new skills

In return you can expect the following:

- An induction session at the start of your course to help you settle in
- A safe environment where you will be treated with respect by staff and other learners at all times
- A Work Placement Supervisor
- Help from any member of staff if you have a problem or questions
- Support with your communication and interaction skills
- Information about your accreditation and chosen pathway
- Outstanding teaching with written and verbal feedback on how you are progressing
- A well-structured learning environment
- A timetable which will tell you which days you are on work placement and who will be supporting you
- Regular Learner Reviews for your work placement

Dress Code

Smart / casual. Please note, no torn or ripped jeans, open toed or high heeled shoes, flip-flops or Crocs. No clothes with offensive logos. No strappy tops/vests.

If you are unwell:

At work, speak to your Work Placement Supervisor or Employer.

At college, speak to your Form Tutor or Class Teacher.

If you are too unwell to attend College, please contact 01474 555799 (Option 2) before 8.30am to report your absence.



Accidents

If you have an accident / incident while you are at college, or on your work placement it is important that you tell a member of staff straight away.





Fundamental British Values

You are expected to demonstrate Fundamental British Values that include the four main areas below. You will learn more about these while you are at college.

Democracy

- Your opinion counts

The rule of law

- No one is above the law
- Laws protect everyone
- Innocent until proven guilty



Individual liberty

- Freedom of speech

Respect and tolerance

- All background and cultures
- All ages
- All genders and sexualities
- All religions and beliefs

Safeguarding

Every learner, staff or visitor at LINK19 College can expect a safe environment, free from abuse, harassment, bullying, discrimination or threat.

To ensure this, we:

Encourage an open and supportive culture which promotes the safety and wellbeing of everyone.

LINK19 College have appointed the following Designated Adult Safeguarding staff (DASL): **Martin Francis & Maria Barry**

Martin and Maria will support all staff with carrying out their safeguarding duties. Any member of staff will be able to support you should you need to talk to someone or you can scan the QR code below to report any safeguarding concerns.

Martin Francis – Designated Adult Safeguarding Lead

Maria Barry – Deputy Designated Adult Safeguarding Lead

Maddie Arnold-Jones – Director responsible for Safeguarding.



Prevent

LINK19 College is actively involved in Prevent, which is the duty to have due regard to the need to prevent people being drawn into terrorism.

If you feel somebody is trying to draw you towards sharing extreme opinions and beliefs which make you feel uncomfortable or you are worried, please talk to a member of staff or scan the below QR code.

Online-Safety

LINK19 provides IT equipment. Access to the Internet is provided.

LINK19 College encourages all learners to remember the following when using the Internet:

- You will share what you are doing online with staff
- You keep your personal information safe
- You will tell a member of staff if something online makes you feel unhappy or unsafe



Gaming

Gaming is one of the most popular online activities for young people. It is a fun way to spend time with friends and family members and can create opportunities for you to develop teamwork, concentration skills and problem-solving.

Many games have an interactive online element, that enables you to play against other people online. You can chat, send messages or make purchases. But, this can also mean that you are at greater risk.

- You may think that someone is being unkind to you
- You may see things that upset you or worry you
- Someone may ask you to do things that make you unhappy or uncomfortable
- You may be asked to spend money that you do not have
- You may think that you spend too much time gaming
- You might get messages form people you do not know

Please speak to a member of staff if you are worried or want to ask questions or scan the above QR code to report a concern.

Criminal exploitation

Someone might be offering you money, friendship or even threaten you to do something that you know is wrong or against the law. If you are worried and think that this is happening to you, please talk to a member of staff.

Understanding how to keep yourself safe is very important. Staff will help you to understand how to keep yourself safe in these and many other different situations. **This will be the most important thing that you learn.**



GDPR (General Data Protection Regulation)

General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) is the law that protects your privacy and upholds your rights. It applies to anyone who handles or has access to people's personal data.

The college collects a large amount of personal data every year including:

- learner records
- staff records
- names and addresses of those who ask for a prospectus information about examinations and accreditation
- references
- fee collection as well as the many different types of research data used by the college.

In addition, it may be required by law to collect and use some types of information to comply with statutory obligations of Local Authorities (LAs), government agencies and other bodies.

The principles set out in the GDPR policy must be followed when processing personal data.

1. Personal data must be processed in a lawful, fair and transparent way.
2. Personal data will be collected for specified, clear and genuine purposes and not further used in a way that is contrary to the original purpose.
3. Personal data will be adequate, relevant and limited to what is necessary.
4. Personal data will be accurate and where necessary kept up to date. Inaccurate information will be removed as soon as possible.
5. Personal data will be kept no longer than is allowed and is necessary.
6. Personal data will be kept securely to protect your rights. It will be shared only with people who need to know the information. It will not be used in any way other than for its original intention. If we accidentally lose data, damage our systems or the information is destroyed in error, we will tell you and report this to The Information Commissioner's Office (ICO) who are the independent regulatory office in charge of upholding information rights in the interest of the public.

Exams / Qualifications

You will have an introduction and induction with the LINK19 College Lead prior to joining. At the induction your pathway will be agreed based on your interests, ability and skills.

When you join LINK19, your tutor will discuss, if relevant, the possibility that you may be able to claim credit for some of your previous learning. This is known as Recognition of Prior Learning (RPL).

You and your tutor will decide which qualifications you will be taking.

You and your parents/carers will be informed of the exam timetable. This tells you when and where your exams will take place. It is very important to be there on time.

LINK19 has a Learner Appeals Policy that relates to examinations that you or your family can ask for.

Our exam centre number is 61178 for Pearson which includes Edexcel Functional Skills and BTEC accreditation.

Our exam centre number is 9001624 for NCFE accreditation.

The LINK19 College Head of Centre is Martin Francis, the Exams Officer is Adele Swain.

Careers Information, Advice and Guidance

Careers information is available and is an important part of your learning. You will be given opportunities to access careers advice and guidance. You will learn how to write a CV, complete a job application, prepare for an interview and work towards finding paid employment. As part of your time at college you with learn essential employability skills and undertake a work placement for a minimum of two days each week.

About Skills Builder Partnership

During the academic year learners will be encouraged to develop core employability skills as identified by the Skills Builder Partnership and evidence these skills within class, out in the community or within their work experience

placement. This will help learners recognise that we use these employability skills in our everyday lives and that we can link these skills to careers and employability.

Skills Builder Partnership is a global movement of employers, educators, and impact organisations working together to ensure that one day, everyone builds the essential skills to succeed.

Useful Contacts

Adele Swain, College Administrator: 01474 555799, option 2

College Mobile Number: 07939 165625

Useful Contacts outside of college if you are worried:

- Samaritans (Medway, Gravesham, Swale): 0330 094 5717
- Kent Adult Safeguarding: 03000 41 61 61
- Release the Pressure Helpline: 0800 107 0160
- MIND (North Kent): 01322 291380
- Family Matters: 01474 536661
- Walk Tall: 01474 560834

Term Dates

Autumn 2026

Term 1 : Thursday 3rd September - Friday 23rd October 2026

Term 2 : Monday 2nd November - Friday 18th December 2026

Spring 2027

Term 3 : Monday 4th January - Friday 12th February 2027

Term 4 : Tuesday 23rd February – Thursday 25th March 2027

Summer 2027

Term 5 : Monday 12th April - Friday 28th May 2027

Term 6 : Wednesday 9th June - Wednesday 21st July 2027