



# LINK19 College



## Learner Handbook

**2020-2021**

LINK19 College



## Learner Handbook

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## Key Contact Information

| <b>Name</b>    | <b>Position</b>   | <b>Telephone Number</b> |
|----------------|---|-------------------------|
| Miss Moore     | Head of LINK19 College & Designated Safeguarding Adult Lead | 01322 629733            |
| Mrs Swain      | Office Administrator  | 01322 629733            |
| Mrs Elliott    | Work Experience Co-ordinator                                | 01322 629733            |
| Miss Jones     | Named Safeguarding director for LINK19                      | 01474 365485            |
| College Mobile |   | 07939 165625            |
| Abigail Birch  | Director  | 01474 365485            |
| Maddy Jones    | Director (Safeguarding)                                     | 01474 365485            |
| Clare Stoddart | Director  | 01474 365485            |



## 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

We aim to provide an outstanding and supportive learning environment that allows everyone to achieve their best, developing high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

We believe that every individual is unique and special and learners will share our values of being respected, supported, challenged and successful.

You will be allocated a key worker, although any member of staff will be able to support you if you have questions. It is really important that you are given the right support so that you are successful, please let us know what we can do to make LINK19 College the best it can be.

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.

You will access all of the learning in the table below

| English   | Mathematics                                       | Employability, including impartial careers advice  | Life and Living Skills                     | Personal and Social Development, including sport                                  | Extended work placement                                 | Vocational Subject linked to work placement | Additional elements e.g. work place first aid |
|---|---|--|--|---|---|---|---|
|   |   |  |  |   |   |   |   |
| <b>Accreditation/Qualification</b>              |   |  |  |   |   |   |   |
| Functional Skills Entry Levels and Levels 1 & 2 | Functional Skills Entry Levels and Level 1-2/GCSE | ASDAN Employability Certificate Entry Level 1-3/Level 1 Bridging the Gap & CXK Programme | LINK19 College Certificates of Achievement | ASDAN Personal Social Development Entry Level 1-3 Personal Progress Award Entry 1 | Linked to your Vocational Subject. See table below<br>↓ | See table below<br>↓                        | See table below<br>↓                          |

You will choose one of these vocational subjects

| Retail   | Catering  | Horticulture and Animal Care                            | Hospitality                                  | Construction and Grounds Maintenance  |
|--|---|---|--|---|
|  |   |   |  |   |
| <b>Accreditation/Qualification</b>   |   |   |  |   |
| Where possible these vocational options will be linked to an award or qualification appropriate to your ability. |   |   |  |   |
| Highfield Level 1 Award In Retail Knowledge  | AIM Qualifications Entry Level 2 Award in Suite of Skills for Working in Catering Industries<br>-----<br>BTEC Level 2 in Barista Skills | City & Guilds Entry Level 3 Award in Land Based Studies | BTEC Entry Level 3 Award in Vocational Study | Highfield Level 1 Award in Health & Safety within a Construction Environment<br>-----<br>Training to gain CSCS Card |

You may need to complete courses that will help you to achieve you ambition. Some of these would be completed online. These include:

| Workplace First Aid | Health and Safety at Work | Food Hygiene Course | Unconscious Bias training | Safeguarding e.g. Whistleblowing | Travel Training | Digital Skills |
|---------------------|---------------------------|---------------------|---------------------------|----------------------------------|-----------------|----------------|
|                     |                           |                     |                           |                                  |                 |                |



## The college day

The college day begins at 8.45am – Doors open at 8.30am

|              |                   |
|--------------|-------------------|
| Registration | 9.00am – 9.15am   |
| Lesson 1     | 9.15am – 9.55am   |
| Lesson 2     | 9.55am – 10.35am  |
| Break        | 10.35am – 10.50am |
| Lesson 3     | 10.50am – 11.30am |
| Lesson 4     | 11.30am – 12.10pm |
| Lunch        | 12.10pm – 12.40pm |
| Break        | 12.40pm – 1.00pm  |
| Registration | 1.00pm – 1.20pm   |
| Lesson 5     | 1.20pm – 2.00pm   |
| Lesson 6     | 2.00pm – 3.00pm   |
| Tutorial     | 3.00pm – 3.30pm   |

The college day ends 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 key worker
- 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 experience 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. No clothes with offensive logos. No strappy tops/vests.

## **If you are unwell:**

At work, speak to your Work Place Support Worker or Employer.

At college, speak to your Class Tutor.

If you are too unwell to attend College, please contact 01322 629733 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 lead (DASL): **Denise Moore**

Denise 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.

**Denise Moore** – Designated Adult Safeguarding Lead

**Maddy 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.

## 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 from people you do not know

Please speak to a member of staff if you are worried or want to ask questions.

## Criminal exploitation

Someone might be offering you money, friendship or even threatening 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 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 Head of LINK19 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 by the end of Term 1.

You and your parents/carers will be informed of the exam timetable. This tells 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.

The LINK19 College Head of Centre is Denise Moore, 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 will learn essential employability skills and undertake a work placement for two days each week.



## Useful Contacts

Adele Swain, College Administrator: 01322 629733

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 416 161
- Mental Health Matters Helpline: 0800 107 0160
- MIND (North Kent): 01322 291380
- Family Matters: 01474 536661
- Walk Tall: 01474 560834



## Term Dates

### Autumn 2020

**Term 1** Thursday 3<sup>rd</sup> September- Friday 23<sup>rd</sup> October 2020

**Term 2** Monday 2<sup>nd</sup> November - Friday 18<sup>th</sup> December 2020

### Spring 2021

**Term 3** Monday 4<sup>th</sup> January -Friday 12<sup>th</sup> February 2021

**Term 4** Monday 22<sup>nd</sup> February - Thursday 1<sup>st</sup> April 2021

### Summer 2021

**Term 5** Monday 19<sup>th</sup> April - Friday 28<sup>th</sup> May 2021

**Term 6** Mon 7<sup>th</sup> June - Friday 16<sup>th</sup> July 2021