

**PRIESTLEY**  
◆◆◆ COLLEGE ◆◆◆  
WARRINGTON

**PART-TIME  
LEARNERS**



# **ADULT LEARNERS' HANDBOOK**

2021 - 2022

# KEY TERM DATES - SEPTEMBER 2021 - 2022

## AUTUMN TERM 2021

- Evening GCSE Maths start Monday 13 September
- Evening GCSEs English and Biology start Tuesday 14 September
- Functional Maths and English L1/L2 classes start w/c 13 September
- Functional Maths and English Entry level classes start w/c 20 September
- Evening short courses Block 1 start w/c 20 September
- HALF TERM BREAK (no classes) 25 - 29 October
- Evening short courses Block 1 final class w/c 29 November
- Evening GCSEs, all Functional Maths and English end w/c 13 December
- CHRISTMAS BREAK (no classes) 20 December - 3 January

## SPRING TERM 2021

- Evening GCSEs, ALL Functional Maths and English return w/c 3 January
- Evening short courses Block 2 start w/c 24 January
- HALF TERM BREAK (no classes) 21 - 25 February
- Evening short courses Block 2 final class w/c 21 March
- Evening GCSEs, all Functional Maths and English end w/c 28 March
- EASTER BREAK (no classes) 4 - 18 April

## SUMMER TERM 2021

- Evening GCSEs, ALL Functional Maths and English return w/c 18 April
- Evening short courses Block 3 start tbc
- May Day Bank Holiday, no Monday classes 2 May
- Functional Maths and English Entry final class (provisional) w/c 23 May
- HALF TERM BREAK (no classes) 30 May - 5 June
- GCSE courses end with final exams – dates to be provided by tutor
- Functional Maths and English final class (exam sessions) w/c 20 June
- Evening short courses Block 3 final class tbc

Dates are correct at time of publication but may be amended during year. Your tutor will advise you of any changes.

## Welcome

Thank you for choosing a Priestley College course of study. This booklet contains essential information to help you get the best from your time with us. If you need more information please contact the Adult Team or Adult Learner Services. If you provide us with a mobile phone number, we will notify you by text of any changes to planned classes.

## Essential numbers

**Adult Learner Services**

**01925 624455**

**[adultsenrol@priestley.ac.uk](mailto:adultsenrol@priestley.ac.uk)**

**Adult College Coordinator:**

**01925 624455**

**Main College Number**

**01925 633591**

**College Website**

**[www.priestley.ac.uk](http://www.priestley.ac.uk)**

**Study Support Team**

**01925 633591 ext 144**

**Safeguarding Officer:**

**Mark Eccleston**

**01925 633591 ext 214**

## Attendance, withdrawal and transfer

1. You are expected to attend every session of your course.
2. If you are unable to attend a session, you should phone Adult Learner Services (01925 624455). You can leave a message stating the reason for your absence, the course, venue and day.
3. If you miss 2 consecutive sessions without giving notice, the College will contact you to check your circumstances and whether you wish to continue the course. We will try to speak to you in person but if that is not possible we leave a voice message or send a text or an email.
4. If you wish to withdraw from the course, please notify Adult Learner Services, giving reasons for your withdrawal.
5. If you miss 3 consecutive sessions without giving notice, you will be automatically withdrawn from the course. If you wish to return to the class after this period you should contact the Adult College Coordinator to make your request. Your

tutor will then contact you to discuss the work you have missed and whether it is feasible to return to your class and, if returning, what additional support you may require.

6. If you know at the time of enrolment that you will not be able to attend every session, you must tell us immediately. Depending on the length of the course, and the number of absences you are planning, it may not be appropriate for you to enroll. In this case you will be signposted to an alternative course at a more convenient date wherever possible.
7. We cannot enroll you if you know at the time of enrolment that you will be unable to complete the course.

## Supporting your studies

### Information Advice and Guidance

At Priestley College we understand that the path through education and employment in the UK and beyond is constantly changing. We aim to provide a comprehensive package of impartial careers information, advice and guidance to all our students. Our well qualified Advice and Guidance Team operate on the main college campus, Loushers Lane. They can support you to make fully informed decisions and plan progression to the next stage in your career.

Typical areas for discussion with our Advisors include:

- Long term career choice
- University applications
- Student finance
- Employment and training opportunities
- Professional CV and letter writing

Our Guidance Team is also able to put you in contact with other specialist support agencies if required.

## Study support

We are fully committed to equality of opportunity. We ask all students to complete a Self Disclosure Form to let us know about any learning difficulties, disabilities or conditions which might affect your learning. You may also speak to your tutor. If appropriate we can arrange an appointment with Study Support so that your needs can be assessed.

The range of support we can discuss includes advice on access to classes and help available during examinations eg extra time, a reader or large print. (Please note that as a part-time adult learner you are not funded to receive specialist in class 1:1 support.)

To apply for exam access arrangements you will need to be assessed in college, even if you were granted exam concessions in the past. Any material you hold which supports your claim, such as medical or Educational Psychologist's reports, will be useful as background evidence but you must speak to your tutor to arrange in-college assessment as soon as possible.

Study Support must be informed of any potential support needs within 6 weeks of enrolment. There are deadlines which must be met if access arrangements for exams are needed.

## Adult Learner Support Fund (Bursary)

All students on accredited courses (ie those studying for a qualification) may apply for a bursary. Entitlement depends on household income. Students must provide evidence such as current proof of benefits received. Once granted, the bursary fund is used to provide textbooks, calculators and bus fares etc as needed for the course being followed.

## **Learning Resource Centre (LRC)**

The LRC is only open to adult students by appointment. You must have college photo ID (see later) and appointments must be made via the adult college manager.

## **For your health, safety, welfare and security**

If you become aware of any matter relating to your health, safety and welfare whilst on your course, please notify your tutor immediately. Alternatively contact the Adult College Coordinator on 01925 624455.

We ask that you observe relevant Health and Safety procedures outlined by your tutor. In particular, please note:

### **Your presence on college campus**

The main campus on Loushers Lane is reserved for 16-19s during the daytime. As an adult you are not expected to be on site before 18:15pm when the evening receptionist arrives.

If you come to the campus during our main-college hours ie 08:30 - 16:30, you **MUST** sign in at either of the receptions and arrange for your tutor to meet you.

If you intend coming onto the campus between 16:30 and 18:15 you **MUST** inform your tutor and/or Adult Learner Services who will let the estates team know that you will be on site. The estates team may request that you leave the premises if you have not made prior arrangements.

### **ID Cards**

You may apply for a college ID badge which will enable college staff to check your identity. All students taking courses leading to an external qualification will need to show photo ID when attending their examination. A passport or photo driving licence is ideal. If you do not have any suitable ID you can apply for a College ID card. Please arrange with your tutor.

## **Your Personal Health**

The Self-Disclosure Form (see also Study Support) enables you to detail any medical or personal information which you feel we should be aware of. You will also be asked for an 'emergency' contact.

The information is kept in confidence and can be updated at any point during your course. We will take all reasonable steps to ensure your safety during your time at College, but it is your responsibility to seek advice and to inform the College if you are aware of any condition that may affect your time at College.

If you are taking a course which involves physical activity it is your responsibility to ensure that the activity will not damage your health.

If you have any problems with the room environment in which your class is held, please report this to your tutor (or to the receptionist on the main site) as soon as possible. The main College and all outreach centres have wheelchair access. Please let us know if you have a mobility difficulty so that we can arrange for your class to take place on the ground floor. Hearing or sight difficulties or any other physical needs should be discussed with your tutor as these may entitle you to access arrangements in exams.

## **Disposal of sharps**

The designated sharps bin is located in the study base in the LRC, and is therefore not accessible to students outside main college hours. Please therefore ensure that used sharps are securely kept in a safe receptacle, which is a closed unit for appropriate disposal at home.

You must never discard any sharps in waste bins, toilets or any area of the College where others may inadvertently come into contact with them.

Please follow this procedure for the disposal of any sharps.

If you have any questions regarding disposal of sharps please raise with Tracie Ryan/ Teresa Cullen (633591).

### **Car Parking (Main Site)**

Please ensure that you park in designated spaces only. A number of spaces are reserved for those requiring disabled parking. The car park is fully lit and monitored by CCTV. On certain evenings when the college is hosting performances or other events the main car park may be very busy. There is additional parking at the rear of the buildings, next to the sports field.

### **Bicycles (Main Site)**

If you come to College by bicycle you are advised to leave your bike in a bike shelter. Please ensure that it is securely locked.

**Note:** *The College does not accept responsibility for any loss or damage to vehicles or bicycles parked on the premises or at any of the Outreach Centres where the classes may take place.*

### **Emergency Evacuation Procedures**

**Main Site:** In the event of a fire or other emergency requiring the College to be evacuated, you will hear an alarm. You should leave the building by the nearest exit and report to your tutor outside. Tutors and students should assemble at the front of the College near the pedestrian entrance to Menin Avenue.

**Do not leave the assembly point under any circumstances until advised by Priestley staff. You are specifically requested not to move your car as this may impede access by emergency vehicles.** In the event of a power cut you should remain in your classroom until the Estate staff come to escort you out of the building.

## **Safeguarding**

All adult tutors, volunteers and adult students must be committed to safeguarding and promoting the welfare of all, and to sustaining an open and supportive culture where:

- All students can thrive and achieve
- Staff, Governors, students, volunteers and visitors can feel secure
- Everyone is assured that their welfare is a high priority

If at any time you do not feel safe on campus or in one of our Outreach venues please inform your course tutor, or contact Adult Learner Services as soon as possible.

## **Vulnerable adults, learners under the age of 18 yrs and children within associated crèches**

The College's Safeguarding Policy applies to anyone under the age of 18, including children within any associated crèche provision, and to vulnerable adults.

If you are concerned about the wellbeing of a child within the crèche, or about the wellbeing of learners who are either under the age of 18 or a vulnerable adult within your class, you have a responsibility to report your concerns immediately. You should tell one of the following:

- Your tutor
- In the case of a child within a crèche - the College Childcare Officer
- In the case of a vulnerable adult or someone under the age of 18 - the Safeguarding Officer (Mark Eccleston)

## **No Smoking**

All College buildings, the external campus areas, and the facilities we use in the community are ALL designated as smoke-free environments. Please extinguish and dispose of cigarettes before entering the site. The use of E-cigarettes is also prohibited.

## **Mobile Phones**

These should be switched off in all lessons and wherever students are studying. If you are expecting an urgent call, please let your tutor know then have your mobile switched to silent and leave the classroom to deal with it. In accordance with national regulations mobile phones and smart watches are banned from all external assessments or examination sessions. Please be aware that you may be disqualified from exams if you are found in possession of such an item. (You must use a standard calculator if one is allowed in an exam.)

## **Personal Property**

The College does not accept responsibility for loss or damage to personal property that you bring to College or to a class in an Outreach Centre. Lost property can be left at, or reclaimed from, reception on the main site or directly from the Outreach Centres.

## **Key Policies**

### **Equality Opportunity Policy / Single Equality Scheme/ Race Equality Policy**

Full versions of the College's policies and documents mentioned below can be seen on the College website.

The Governors of Priestley College, through the Principal are fully committed to equality and diversity and equality of opportunity for all. This is based on the underlying philosophy that everyone who comes to the College will be treated with respect. Outreach classes are covered by the same policies.

#### **As a student you may expect:**

- To be dealt with fairly and respectfully regardless of age, ethnicity, gender, sexuality and any disability or learning difficulty.
- Additional learning and personal support when it is needed, provided that the College is made aware of individual needs (and that funding is available).

**As a student you have responsibilities towards yourself and other members of the College:**

- To treat other members of the College with respect.
- To make yourself aware of the College Charter, and the Single Equality Scheme.
- Report any incident of bullying or harassment by following the correct procedures.
- Be aware of, and positively participate in the promotion of equality and diversity through training, publicity materials, Worldfest celebrations, curriculum and charity events.

We provide a curriculum of equality by encouraging our students to understand and respect the environment, the College, the staff and each other regardless of age, race, ethnicity, gender, sexual orientation, religion or belief, disability or learning difficulty.

**Fee Policy**

Details of the tuition fees can be found in the adult prospectuses, on the College website or obtained from Adult Learner Services. The College will refund fees paid for any course which the College cancels. However, note that for some courses which are not externally funded (eg leisure courses) we do not give refunds under any other circumstances as this may make a course unviable. Please ensure that the course you have chosen is appropriate before enrolling and paying any fees due.

**Comments, Compliments and Complaints**

We are always seeking to improve the quality of our provision and your views are important to us. At certain points in the course you will be asked to complete a questionnaire/ evaluation form. This will give you the opportunity to make your views known. You might also be invited to attend Adult

Learning Forums which are held at main College and at some Outreach venues. At these meetings, you will have the opportunity to comment on your experience and time with Priestley College.

If you have a complaint, or wish to appeal against any decisions we have made, you should initially raise this with the person concerned. If you prefer you may contact another member of the adult team or the adult college manager. You should request a copy of the College's Complaints Procedure if the matter remains unsolved.

If you have used our complaints procedure and you are still not satisfied you have the right to appeal.

### **Student Council and College Council**

The views of students are represented to the College Management by the College Council.

Any adult learner who wishes to voice issues in this way should pass their comments in writing to Adult Learner Services, clearly stating that the issues raised should be passed to the College Council.

### **European Social Fund and Co- Financing**

**The following information concerns funding of certain courses and we expected details to be revised in 20/21. However, at the time of printing as far as we are aware the following still applies. If you have any queries about policies covered in this section please contact the adult college team.**

The course or activity that you are undertaking may be partly financed by the **European Social Fund (ESF)**, through a programme called co-financing. This section aims to explain what ESF is and how it affects the support you are receiving.

The 2014 to 2020 ESF programme is part of the new European Growth Programme in England, along with the European Regional Development Fund and part of the Rural Development Fund.

Local enterprise partnerships (LEPs) have been given direct influence over most of this money by the government. LEPs have worked with local partners to develop investment strategies to use the funds to promote growth and jobs in their local areas. The ESF will fund employment, skills and social inclusion activities. LEPs are identifying what priority provision ESF should support in their area to address local needs, in a way that complements and does not duplicate National Government policies and programmes.

## **European Social Fund objectives**

Within the European Growth Programme, the ESF will focus on supporting 3 thematic objectives:

### **Promoting sustainable and quality employment and supporting labour mobility**

This will focus on access to employment for jobseekers and inactive people, and on the sustainable integration of young people into the labour market, particularly those who are not in employment or training (NEET). It will incorporate additional money from the youth employment initiative for the Inner London, Merseyside, Tees Valley and Durham and the West Midlands which had youth unemployment rates above 25% in 2012.

### **Promoting social inclusion, combating poverty and any discrimination**

This will focus on the active inclusion of disadvantaged people who are furthest from the labour market in order to improve their

employability. It will help to remove barriers to work in a holistic and integrated way, including through supporting early action, outreach activities and access to locally provided services.

### **Investing in education, training and vocational training for skills and lifelong learning**

This will focus on improving access to lifelong learning, upgrading the skills and competences of the workforce, and increasing the labour market relevance of education and training systems. It will include support for intermediate, technical and higher level skills, and skills needed by SMEs, as well as helping low skilled people to progress at work.

## **European Social Fund and Co- Financing Continued**

### **What can Co-Financing do and how does it affect me?**

ESF money is used to help deliver the types of activity shown above and provides funding for actions over and above what existing funding can support (this is called ‘added value’). Particular focus is given to those individuals who are at a distinct disadvantage either through financial, cultural or physical difficulties.

There are many different ways of showing added value and, therefore, many different types of activity which can be funded. These could range from providing: extra hours of support for people to enable them to achieve a qualification; funding complete training programmes to increase the number of people receiving training; and providing financial support to companies to enable employees to participate in a training programme.

Being part of a co-financed project might

mean that you are receiving additional support direct from ESF (as in the examples above) or it could mean that you are supported through another publicly funded programme that forms part of the larger co-financing package. This means that without including you and other people in similar circumstances in the overall co-financing package, additional benefits would not be available to any individuals as ESF has to be matched with appropriate funding from other public sources.

The fact that you have taken part in a project that was supported in this way does not affect any benefits or other entitlements you receive, nor do you have to declare it to anyone else.

If you would like to know more about ESF programmes and how they work go to: [www.esf.gov.uk](http://www.esf.gov.uk)

## Data Protection

### How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By e-mail

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

### **Policy and Procedure**

All policies and guidelines referred to in this information can be viewed on the College website, [www.priestley.ac.uk](http://www.priestley.ac.uk) or will be provided in alternative formats on request.

### **Qualifications on Entry**

Level descriptors with academic equivalents (incorporating NQF and QCF and RQF)

#### **Entry level**

QCF qualifications at Entry level, Certificate in Adult Literacy, Numeracy, ESOL at Entry level  
RQF qualifications at Entry Level, English and Maths qualifications at Entry Level such

as Functional Skills, Essential Digital Skills qualification

### **Level 1**

GCSE/O Level (at grades D-G or fewer than 5 at grades A-C), CSE grade 2 and 3, 1 AS Level (for AS qualifications regulated before 1 September 2015), QCF qualifications at Level 1, Foundation 14-19 Diploma, Functional Skills Certificate in Adult Literacy, Numeracy, ESOL at Level 1, Level 1 Key Skills, Level 1 Principal Learning, Introductory Diploma, Introductory Certificate, GNVQ Foundation, NVQ Level 1, RQF qualifications at Level 1, Technical Awards in the Key Stage 4 Performance Tables, Essential Digital Skills qualifications

### **Full level 2**

GCSE/O Level (5 or more GCSEs grades A\*-C), GCSE (9-1) (5 or more GCSEs grade 4 or above), 2 or 3 AS Levels (for AS qualifications regulated before 1 September 2015), CSE Grade 1 (5 or more), 1 A Level, Higher 14-19 Diploma, QCF Diploma level 2, QCF Certificate level 2 at 13 or 14 credits undertaken before 2014 to 2015, Level 2 Principal Learning, NVQ level 2, GNVQ Intermediate Technical Certificates in the 16-19 Performance Tables, QCF Certificate level 2 at 15 credits and above. From 1 August 2015 vocational qualifications of 150 GLH or more.

### **Full level 3**

A Levels (2 or more advanced level passes), 4 or more AS Levels (for AS qualifications regulated before 1 September 2015), QCF Diploma Level 3, QAA Access to HE, Advanced 14-19 Diploma, GNVQ Advanced, NVQ level 3, AVCE double award, Tech Levels which are in the 16-19 Performance Tables, Applied Generals which are in the

16-19 Performance Tables (from 1 August 2015), QCF Certificate at Level 3 which is 30 to 36 credits. From 1 August 2015 vocational qualifications of 300 GLH or more.

**Level 4 Certificates of higher education**

QCF Award Level 4, QCF Certificate Level 4, QCF Diploma Level 4, HNC, RQF qualifications Level 4

**Level 5 Foundation degrees**

QCF Award Level 5, QCF Certificate Level 5, QCF Diploma Level 5, HND, RQF qualifications Level 5

**Level 6 Bachelor's degrees, graduate certificates and diplomas**

QCF Award Level 6, QCF Certificate Level 6, QCF Diploma Level 6, RQF qualifications Level 6

**Level 7+ Doctorates, Masters Degrees, postgraduate certificates and diplomas**

QCF Award Level 7, QCF Certificate Level 7, QCF Diploma Level 7, RQF qualifications Level 7, QCF Award Level 8, QCF Certificate Level 8, QCF Diploma Level 8, RQF qualifications Level 8

# PRIESTLEY COLLEGE CHARTER

## **As a student or potential student at Priestley College, you may expect:**

- Access to impartial advice and guidance about courses at the College
- Information about the College, its performance and its courses, to be up-to-date, accurate and in a variety of formats to meet your individual needs
- To be guided carefully on your individual choice of programme, appropriate to your existing qualifications and desired aim, and to be guided on future progression.

## **As a student at Priestley College, you may expect:**

- To have teaching of high quality, which is enjoyable and challenging, and which enables you to improve and progress
- To have appropriate work set and marked on a timely basis, which gives you clear guidance on how to improve
- Regular performance reviews where praise is given, and targets set, which allow you to improve and progress
- Facilities and equipment of a high standard
- To experience an open and supportive culture where you can thrive and achieve and where you are assured that your welfare will be treated as a high priority
- Additional learning and personal support when it is needed, provided that the College is made aware of your individual needs, and that funding is available. (Please note that adult part-time students are not usually funded to receive additional support so it is particularly important that you declare any additional needs when enquiring about a course.)
- The opportunity to have your opinions heard and responded to through elected Student and College Councils, opinion surveys and learner forums etc.
- To be dealt with fairly and respectfully regardless of your age, ethnicity, gender, sexuality and any disability or learning difficulty
- A safe environment in which to study
- Impartial advice and guidance about applications for further education, training and employment following your time at College, and appropriate help with applications to higher education or employment

**PRIESTLEY**  
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WARRINGTON

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