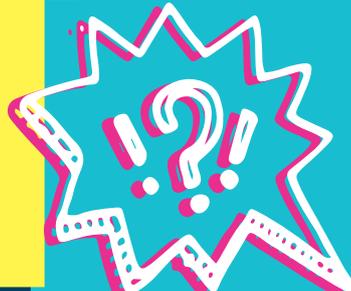




# STUDENT

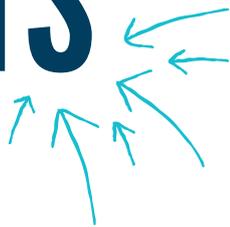


# HANDBOOK

2020/21



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## DOWNLOAD THE COLLEGE APP

Visit the App Store or Playstore and search for My Lincoln College.

You will need to sign in to the App using your usual Lincoln College username and password.

The My Lincoln College App provides direct links to your email, timetable and calendar along with links to news, offers and events and much more.



# 66 WELCOME MESSAGE 99



“Whether you are studying at Lincoln, Gainsborough or Newark Colleges, or as an apprentice in the workplace, welcome, and congratulations on starting your course. I have two very simple messages for you. Turn up to classes and commit wholeheartedly to learning. If you do, you will succeed; the opposite is also true. I wish you every success.” - **Gary Headland CEO**



*Gary Headland.*



# RESPECT FOR ALL

## Our Expectations

- Treat all staff and students with respect
- Wear your lanyard and student ID card at all times on campus
- Accept responsibility for your own learning
- Attend all classes and be punctual
- Arrive prepared to study 
- Complete all work on time and to the best of your ability
- Behave appropriately for your work and study environment



# BRITISH VALUES OUR VALUES

DEMOCRACY

THE RULE OF LAW

INDIVIDUAL LIBERTY

RESPECT AND TOLERANCE



# OUR STUDENTS



Whatever and however you are studying with us, this Student Handbook provides an overview of what to expect from your College experience and details of the services and facilities available.

Learning and teaching is delivered in a variety of ways depending on how you study with us. Many of our students regularly attend one of our campus locations. We also have students learning online, in the workplace and in community settings.

The next few pages of the Student Handbook provide an overview of some of our main groups of learners and what you can expect.

## Study Programmes

If you're aged between 16 and 18 (and up to and including aged 24 if you have an Education and Health Care Plan) and studying full time, you'll be enrolled on a Study Programme. Your Study Programme will include your chosen vocational/academic qualification, maths, English, work experience and continuing professional development.

## Apprentices

An apprenticeship is a job with training to industry standards. We work closely with employers to deliver training and learning to apprentices. Apprentices can attend College once a week, or have block weeks at College, or have all their learning and assessment in the workplace.

## Adult Learners

Whether you're studying full time, part time or online, we're here to support you achieve your career ambitions.



# OUR BIG WELCOME: YOUR FIRST 6 WEEKS



## Have fun, get to know new people and find your way around campus

There will be lots of new people to get to know when you start your course. The Big Welcome provides an opportunity to make friends and get to know the staff. Look out for the members of staff wearing the Big Welcome t-shirts who are on hand to provide support during your induction.

The Big Welcome runs over the first 6 weeks of term. Your teachers and support staff will introduce you to key themes such as British values, health and wellbeing, career aspirations and help you to set targets so you can achieve your best whilst you're studying with us.

## A range of support is available to you whilst you are studying at College

Our friendly and helpful Student Services Team provide a range of support and guidance whilst you are studying at College. Members of the Team can assist with emotional and personal difficulties, Special Educational Needs (SEN) assistance and guidance, safeguarding issues, as well as student finance support. For more information, ask at Main Reception.

Learning Advisers are on hand in the Library to provide Study Skills support to help get you started with your first assignments. Just call in and make an appointment.

## Speak to your Progress Coach

Your Progress Coach will have a one-to-one with you during your first few weeks and meet with you each term throughout your course. During these meetings your Progress Coach will discuss English and maths, work experience, attendance, punctuality, personal and professional development. They will also provide advice or discuss any support needs which you require.

## Get Student Discount

The College Students' Union participates in the TOTUM student discount scheme. Download the TOTUM app free of charge and login to get discounts. Upgrade to full membership for an annual fee to get great savings on entertainment, online shopping and essentials.

[www.totum.com](http://www.totum.com) 

## What happens if I decide that the course I've enrolled on isn't right for me?

Don't worry, it can take a few weeks to settle in, but if you'd like to discuss your options have a chat with your Progress Coach to discuss any concerns.

Our impartial Careers Guidance Team are also on hand to discuss options with you and provide guidance. Contact the Careers Team through Main Reception at your campus or email [careers@lincolncollege.ac.uk](mailto:careers@lincolncollege.ac.uk).

Find your way  
around using  
the interactive  
campus tour

# STUDY PROGRAMMES

If you are aged between 16 and 18 (and up to and including aged 24 if you have an Education and Health Care Plan), your Study Programme will include your chosen vocational/academic qualification, maths, English, work experience and CPD.

## Vocational/Academic Qualifications

These are the vocational subject or A Levels that you have selected to lead to a career in your chosen area. This may be a certificate or diploma and could be Entry Level, Level 1, 2 or 3.

Vocational qualifications are usually made up of a number of units. These are assessed through a range of methods including assignments, practical tests/observations and written tests or exams. A Levels are assessed through examinations.

You will receive an assessment plan at the start of your course which details when assessments take place.

## Work Experience and Industry Placements

All learners are expected and supported to achieve a minimum of 30 hours external work experience, per academic year, while studying with us. This can be accomplished either as a week block or on a day release basis over a number of weeks.

Your tutors and Progress Coach will support you to arrange your placement, help identify your work experience starting points and your key skills. Feedback on your progress will also be provided to ensure you reach your goals.

Work experience placements are often a first taste of your career choice. These can lead to good references, offers of paid employment, or at the very least an example of industry based work experience you can use on your CV.

To enhance your chances of gaining an apprenticeship or employment at the end of your course, you may wish to consider an Industry Placement over a minimum of 315 hours. This gives you an opportunity to really work on those skills and behaviours expected in your chosen industry. Industry Placements are a minimum of 45 days and can be completed in blocks or on a day release basis with an employer. If you would like to discuss Work Experience or Industry Placements, please contact the Work Placement Team on [workplacement@lincolncollege.ac.uk](mailto:workplacement@lincolncollege.ac.uk)

## Continuing Professional Development (CPD)

CPD sessions are delivered weekly by the Progress Coaches, focusing on employability skills and helping you get ready for the world of work. The CPD elements include career research, CV writing and interview skills. The sessions also develop transferrable skills such as communication and team work.

CPD enrichment activities also form part of your Study Programme. These include encounters with employers at College, visits to workplaces, skills competitions, university visits and trips to exhibitions, trade fairs and shows. There are also opportunities to engage in enrichment activities relating to personal health and wellbeing, equality and inclusion, British Values and citizenship.

You may also engage in a social action project to help develop your skills and to make a difference within the local community.

## Progress Reviews

You will receive a minimum of one individual progress review per term. This meeting will be held with your Progress Coach who will discuss progress in maths and English, attendance, punctuality, career aspirations and any support needs you may have. You will also have a curriculum progress review with your vocational/academic tutor to review progress in your Study Programme.



# APPRENTICES

An apprenticeship is a job with training to industry standards. It is about entry to a recognised occupation and involves a substantial programme of on and off-the-job training. At the end of the apprenticeship, the apprentice's occupational competence will be tested by an independent, end point assessment.

## Employment

Apprenticeships are employer-led. Employers set the standards, create the demand for apprentices to meet their skills needs, fund the apprenticeship and are responsible for employing and training the apprentice.

## English & Maths

An essential element of your apprenticeship programme is gaining relevant English and maths in order to reach the gateway for end point assessment. Functional Skills English and maths will be delivered appropriate to the sector demand.

## Progress Reviews

You will be allocated an assessor who will monitor your progress throughout your apprenticeship.

We use Onefile, an online portfolio which is used to access resources, record timesheets and off-the-job training.

Log into Onefile at <https://login.onefile.co.uk>.

## Supporting your learning needs

All apprentices complete a CognAssist assessment as part of their apprenticeship. The assessment identifies learning needs within 8 domains; verbal memory, non-verbal memory, verbal reasoning, literacy, numeracy, visual perception, executive function and visual information processing speed. Your Assessor will use this information to support you with your learning.

JOIN THE LOCAL Workforce



## Off-the-job training - the vital 20%

Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours. It can include:

- ★ Teaching of theory - lectures
- ★ Simulated exercises and role play
- ★ Attendance at competitions
- ★ Manufacturer training e.g. new equipment or technologies
- ★ Learning support provided by employer or the provider
- ★ Some online learning e.g. webinars or blended learning
- ★ Shadowing or being mentored
- ★ Practical training
- ★ Visiting the employer's other departments
- ★ Time spent by the apprentice writing assessments/assignments
- ★ Industry visits or visiting other companies or suppliers

# ATTENDANCE AND ABSENCE REPORTING

*Communication*  
is **King**

**ATTENDANCE IS CRUCIAL TO YOUR SUCCESS**

## WE EXPECT 100% ATTENDANCE.



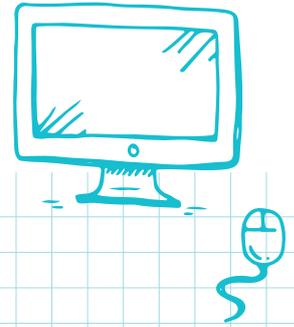
- Appointments for the doctor/dentist should be made outside of lesson times wherever possible
- Check the College calendar for term dates to help with planning holidays. Exams and tests take place throughout the year. Maths and English exam dates are included in this handbook to help with your planning
- Keep us informed of your contact email and mobile number, so we can continue to keep you updated
- Absence must be reported as soon as you know you will be absent
- Please contact your School Admin Team before 8.45am on each day of your absence
- You will need to provide your name, Student ID, course, Progress Coach and the reason for your absence

**Please ensure that your contact details are kept  
up to date with the Digital Engagement Team.**

**This can be done in person or by emailing  
[admissions@lincolncollege.ac.uk](mailto:admissions@lincolncollege.ac.uk)**

**ADULT EDUCATION**  
**COMMUNITY EDUCATION CENTRE, ESOL**

[cec@lincolncollege.ac.uk](mailto:cec@lincolncollege.ac.uk) | 01522 876258



**APPRENTICESHIPS**

[epadmin@lincolncollege.ac.uk](mailto:epadmin@lincolncollege.ac.uk) | 01522 876214

**SCHOOL OF ADVANCED, CAREER AND HIGHER EDUCATION**  
**CREATIVE ARTS, SPORT AND SERVICE SECTOR, A LEVELS, ACCESS TO HE**

[sheaadmin@lincolncollege.ac.uk](mailto:sheaadmin@lincolncollege.ac.uk) | 01522 876331

**SCHOOL OF BUSINESS, E&M AND STUDY PROGRAMMES**  
**ENGLISH AND MATHS, BUSINESS, MANAGEMENT AND ACCOUNTING**

[bespadmin@lincolncollege.ac.uk](mailto:bespadmin@lincolncollege.ac.uk) | 01522 876312

**SCHOOL OF PROFESSIONAL INDUSTRIES**  
**CONSTRUCTION, ENGINEERING AND TECHNOLOGY, HAIR, BEAUTY AND HOLISTIC THERAPIES, AIR AND DEFENCE COLLEGE, COMPUTING, EARLY YEARS AND CARE**

[piadmin@lincolncollege.ac.uk](mailto:piadmin@lincolncollege.ac.uk) | 01522 876348

**SUPPORTED EDUCATION**

[supportededucation@lincolncollege.ac.uk](mailto:supportededucation@lincolncollege.ac.uk) 01522 876225

All Newark student absences 01636 652158

All Gainsborough student absences 01427 617471

Absences can also be reported via ProPortal by clicking on the 'Submit Documented Absence Request' link in the information menu and completing relevant details.

This should be completed by 8.45am on the first and every following day of absence and will be reviewed by your relevant School Admin Team.

# ADULT LEARNERS



Whether you're studying full time or part time at the College, we're here to support you achieve your career ambitions.

You have access to the full campus facilities and support through Student Services. This could include finance and welfare, support for special educational needs or advice and guidance about careers and routes into employment.

If you're returning to study after a break and want to refresh your study skills, you can access one-to-one support in the Library; just ask a member of the Library Team.

The information in the Student Handbook is designed to introduce you to the services and support available to help you get the most out of your time at College.

Your tutors will also be on hand to help you settle in and support you during your studies.

## ACCESS TO HE

Our Access to HE programme is designed to fully support your transition to higher education studies. Your Progress Coach will meet with you one-to-one to provide academic support and signpost you to other services and support. Study Skills for Higher Education is an integral part of your programme, helping you to develop your skills and providing credits towards your 60 credit diploma.

There will be a number of enrichment opportunities linked to your chosen pathway, including visiting speakers and workshops. Make the most of these to enhance your experience and support your progression to higher education.

Your course will be intensive and fast paced, so experiencing some pressures during the year are to be expected. Please keep dialogue going with your tutors, who are very experienced in supporting adult learners. Things will feel difficult at times but at the end of your diploma you will look back and realise how far you have developed in such a short time.

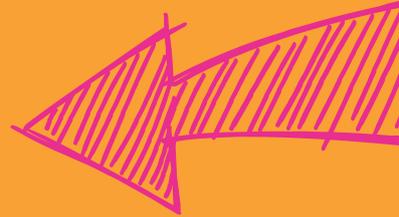
## PREPARATION FOR ACCESS TO HE (GCSE EVENING CLASSES)

If you are enrolled on our GCSE adult evening classes, our aim is to support you to meet the entry criteria for Access to HE in the following year. The programme is designed to help you "find your feet" with completing studies alongside of life's other commitments. If you have been out of education for a while, it will be natural to take some time to adjust.

Please ensure you communicate regularly with your tutors and commit to full attendance at the lessons, despite having other pulls on your time. The year will fly by; this is just the start of your progression into higher education.

*Reinvent yourself*

# ENGLISH & MATHS



If you have not achieved GCSE grade 9-4 (A\*-C) in maths and/or English, you will continue to study these subjects. The English and Maths Team will discuss this option with all learners who did not achieve a grade 4 and above, when they enrol at the College. The English and Maths Team offer a wide range of support through the Hub. Specialists are on hand for one-to-one and small group tuition and advice.

**The dates of the GCSE resits and summer exams are currently under review by OfQual and the Awarding bodies due to the Covid-19 situation. Exam dates will be communicated to students once these are confirmed.**

Please contact the team should you wish to discuss any English or maths related issues – email [eandmsupport@lincolncollege.ac.uk](mailto:eandmsupport@lincolncollege.ac.uk)



# TARGET SETTING

To get the most out of your time at College, it's really important you know what your course and growth targets are.

## Course Targets

These are what you are aiming to achieve by the end of the course.

- A vocational/academic target
- A work experience target (if applicable)
- A destination target
- An English and maths target (if required)

These will be recorded and tracked on ProPortal.

## Growth Targets

These are the small steps that will help and guide you to achieve your course targets. They will be recorded and tracked on ProPortal.



I CAN BE ANYTHING I WANT...



# CAREERS & EMPLOYABILITY



Careers guidance activities and opportunities are embedded into our programmes. These support you in your career planning and help you to make well informed decisions about your progression and future plans.

Good careers guidance raises learners' aspirations and ultimately improves career opportunities. An overview of our planned careers guidance programmes is detailed overleaf. We aim to support you to learn about careers and the world of work, develop your career management and employability skills and develop your self-awareness, confidence and independent learning skills.

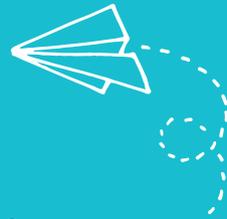
Our careers resources have been chosen to support students with their career planning and employability skills.

## MY CAREER

- \* Take your Career Pulse
- \* Develop your employability skills
- \* Track your progress
- \* Find My Career on Moodle, Student Gateway and in your Office 365 apps!



## CAREER COACH



### NEED HELP CHOOSING A CAREER PATH?

- \* Search different career choices
- \* Link to local job adverts
- \* Research local labour market information



<https://lincolncollege.emsicc.com/>

# LINCOLN COLLEGE CAREERS GUIDANCE PROGRAMME 2020-21

This programme provides an overview of the range of careers guidance activities taking place across the College. These activities have been mapped against the Gatsby Benchmarks which are a set of standards defining good careers guidance. The Careers Guidance Team holds the Matrix Standard for the provision of information, advice and guidance (IAG).

The College will continuously monitor the government guidance regarding Covid-19 throughout the year to determine how careers activities are delivered. The programme will include virtual events and activities.

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Gatsby
<b>Continuing Professional Development Programme</b>													
Careers and employability skills		●	●	●	●	●	●	●	●	●	●		G1, G2, G3, G4
<b>Encounters with employers</b>													
Virtual encounters with employers		●	●	●	●	●	●	●	●	●	●		G5
Employer engagement with learners*		●	●	●	●	●	●	●	●	●	●		G6
Engagement with employer workplaces*		●	●	●	●	●	●	●	●	●	●		G6
Masterclasses*		●	●	●	●	●	●	●	●	●	●		G4, G5
Skills Competitions * – intercollege, regional and national				●	●	●	●	●	●	●	●		G4, G5
Industry shows and exhibitions*		●	●	●	●	●	●	●	●	●	●		G4, G5
<b>Experiences of workplaces</b>													
Virtual work experience			●	●	●	●		●	●	●	●		G6
Work experience and extended industry placements^					●	●	●	●	●	●	●		G6
Industry Placement Adviser engagement		●	●	●	●	●	●	●	●	●	●		G6
<b>Progression to employment, apprenticeships, further study</b>													
National Apprenticeship week							●						G3, G4, G7
National Careers Week								●					G3, G4, G7
Careers Fairs*							●	●					G4, G5
STEM : Females into Engineering												●	G4, G5
Mock Interviews*							●	●	●	●			G3, G4

\*Activity may be virtual or face to face, based on current government and College guidance.

^Subject to current government guidance



	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Gatsby
<b>Progression to Higher Education</b>													
HE Progression workshops (L3 Year 1)									●	●	●		G7
UCAS Applicant workshops (L3 Year 2 and Access to HE) includes personal statement support		●	●	●	●								G7
UCAS Appointments with Careers Advisers		●	●	●	●	●							G3, G7
University Open Days*		●	●	●	●						●	●	G7
University outreach to College*		●	●	●	●								G7
Internal HE Taster days*							●	●	●				G7
UCAS Exhibitions (East Midlands and Lincolnshire)*								●	●				G7
Student Finance support							●	●	●	●	●		G7
Mock Interviews (University)*		●											G7
Parents UCAS Evening*											●		G2, G7
<b>Careers advice and guidance</b>													
Pre-entry schools liaison activities*		●	●	●	●	●	●	●	●	●	●		G3
Pre-entry taster days (Rand Farm and Brook House Farm)*						●	●	●	●	●			G3
1-2-1 Careers guidance (pre-entry)	●	●	●	●	●	●	●	●	●	●	●	●	G8
Virtual Open Days/Open Days			●	●		●		●		●	●		G3
Welcome Days for applicants*				●	●	●	●	●	●	●	●	●	G3
Enrolment*	●	●											G3
Big Welcome/Induction		●	●	●									G3, G8
Parent/Carer events*	●	●				●	●						G2, G3
1-2-1 Personal Careers Guidance with a qualified Careers Adviser	●	●	●	●	●	●	●	●	●	●	●	●	G8
<b>Personal development</b>													
Social Action Projects*		●	●	●	●	●	●	●	●	●	●		G3, G5
National Citizenship Service^		●	●	●	●								G3
Overseas trips/exchanges^								●	●	●	●		G3

\*Activity may be virtual or face to face, based on current government and College guidance.

^Subject to current government guidance

**TRAINING**  
FOR THE  
**FUTURE**

# CAREERS



## CAREERS GUIDANCE TEAM

Personal one-to-one careers guidance is available for all our learners. Our fully qualified and experienced careers guidance practitioners provide impartial advice and guidance.

They can help with:

- **Career planning and career decisions**
- **Researching career opportunities**
- **UCAS applications and personal statements**
- **Job search and application skills, including CV advice**

Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of Information, Advice and Guidance.

Careers Guidance appointments are available throughout the year; you don't even have to be a student at the College. We welcome parents/carers to join their young person for a careers guidance interview.

### CONTACT US:

**CAREERS@LINCOLNCOLLEGE.AC.UK OR CALL OUR  
DEDICATED CAREERS AND COURSE INFORMATION  
OFFICE ON 030 030 32435.**



# STUDENT SERVICES

Student Services provide a range of support for learners to help them succeed in their studies including additional learning support, counselling and pastoral support, financial support and safeguarding. Student Services can be contacted through any of our Receptions at Lincoln, Newark and Gainsborough

[studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk) | 01522 876220

## MAIN RECEPTION OPENING TIMES

### Lincoln Main Reception (term time)

Mon-Thu 8.00am - 5.30pm  
Fri 8.00am - 5.00pm



### Lincoln Main Reception (non term time)

Mon-Thu 8.00am - 5.00pm  
Fri 8.00am - 4.30pm

### Newark Reception (term time)

Mon 8.00am - 5.00 pm  
Tue-Thu 8.00am - 6.30pm  
Fri 8.00am - 4.30pm



### Newark Reception (non term time)

Mon-Thu 8.30am - 5.00pm  
Fri 8.30am - 4.30pm

### Gainsborough Reception opening times (term time and non term time)

Mon-Thu 8.15am - 5.00pm  
Fri 8.15am - 4.30pm



REALISE YOUR POTENTIAL

# SUPPORTING YOU

## Financial Support

The following financial support is available for eligible learners. Contact [financialsupport@lincolncollege.ac.uk](mailto:financialsupport@lincolncollege.ac.uk) for further information.

### 16-18 Extended Bursary

This is worth up to £1,200. To be eligible, learners must be aged 16-18 and either a Local Authority Care Leaver, or in Local Authority Care, or in receipt of Income Support or Universal Credit, or in receipt of Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments. Other rules may apply.

### Home to College Transport Support

Learners travelling to College to study may be eligible for financial assistance. The Financial Support Team can also offer advice about Lincolnshire and Nottinghamshire County Council post 16 transport support.

### 19+ FE Fee Support

Information can be offered about help with fees for courses up to and including Level 2, through the Lincoln College Fee Remission Policy. Email [enquiries@lincolncollege.ac.uk](mailto:enquiries@lincolncollege.ac.uk).

### Free College Meals

Learners who come to College to further their education may be able to access free meals (subject to eligibility), just as they would in school sixth form.

### Childcare Support

For those students who require childcare whilst they study, there may be financial support available (eligibility criteria apply) through the College's 20+ Childcare Support fund or, for learners aged 16-19, the Care to Learn scheme, see [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn). Contact [financialsupport@lincolncollege.ac.uk](mailto:financialsupport@lincolncollege.ac.uk) for further information.

### Advanced Learner Loans

These are available to FE students aged 19+ studying at Level 3 or above. They help with the cost of course fees. For more Advance Learner Loan information, contact us at [advancelearnerloans@lincolncollege.ac.uk](mailto:advancelearnerloans@lincolncollege.ac.uk) or [www.gov.uk/advance-learner-loan](http://www.gov.uk/advance-learner-loan).

### Further Education (FE) Learner Support Funds

Ask about help for course-related costs, such as uniform and equipment, childcare fees, UCAS fees and travel.

## Additional Learning Support

We offer support to learners with a learning difficulty, disability, medical condition or a mental health difficulty, including:

- Hearing and visual impairment
- Mental health problems
- Specific learning difficulties related to Dyslexia
- Autistic Spectrum Disorder/Asperger Syndrome
- Physical disability
- Learning difficulties/emotional and behavioural difficulties

When you meet with an Assessment and Support Coordinator, a conversation about what support you need will take place. The Assessment team will ask about what support you've had in your school, and if any reasonable adjustments can be put in place. Reasonable adjustments could be walking you to class in your first few days, providing overlays, reading pens etc. We will also contact the SENCo at your last school to help with your transition into College.

The College has a Transitions Officer to help students with an Education, Health and Care Plan (EHCP) when starting their course. The Transitions Officer can provide bespoke tours, introductions to tutors and support with interviews.

The Assessment Team can be contacted to arrange an appointment with an Assessment and Support Coordinator. This service is confidential.

Email us [assessmentofficer@lincolncollege.ac.uk](mailto:assessmentofficer@lincolncollege.ac.uk) or call us 01522 876225.

BE THE  
BEST  
VERSION OF  
YOU

# YOUR WELLBEING

## Mental Health

The College has a team of Mental Health Coordinators who work alongside the Assessment and Support Team, and Youth and Wellbeing Advisors.

The Mental Health Coordinators provide mental health support to students and academic staff and liaise with external agencies when required. They train staff to be Mental Health First Aiders and provide Keep Well Plans to ensure continuity of support whilst studying at College.

They support students by providing:

- Drop-in support through Student Services
- Regular pastoral support meetings
- Resilience techniques to give staff and students coping mechanisms
- Referral to other agencies
- Referral to our own counselling service

Look out for our Mental Health First Aiders around College; identified by the green badge on their lanyard.



The Mental Health Coordinators can be contacted on 01522 876225, or 07580193658, or email [MHC@lincolncollege.ac.uk](mailto:MHC@lincolncollege.ac.uk).

## Counselling and Pastoral Support

Support can be provided for any emotional or personal difficulties you might encounter. Confidential appointments can be arranged with a Counsellor. To book an appointment, phone Student Services on 01522 876220, email [counsellors@lincolncollege.ac.uk](mailto:counsellors@lincolncollege.ac.uk), or call in to Reception.

If learners need spiritual guidance, the Chaplains can offer support to people of all faiths and denominations. If learners would like an appointment to see a Chaplain, please email [chaplaincy@lincolncollege.ac.uk](mailto:chaplaincy@lincolncollege.ac.uk)



## Youth and Wellbeing Team

The Youth and Wellbeing Team offer support and enrichment opportunities to all students across all campuses. They are based in the Student Common Room (SCR) in Monks Building at Lincoln College. The SCR is a safe place where you can relax and take advantage of our free facilities. You'll have the opportunity to get involved in various activities, and if you need any support or advice the staff are always on hand to help. There is also a consultation room which can be used for quiet contemplation and prayers. A member of the Youth and Wellbeing Team will be in Newark and Gainsborough once a month. Please contact [youthworker@lincolncollege.ac.uk](mailto:youthworker@lincolncollege.ac.uk) for more information.

The Team are friendly, experienced and qualified to offer a wide range of services including:

- Sexual health advice
- Help and advice for you to develop personal and social skills
- Workshops and events related to wellbeing and personal development
- Weekly activities e.g. quizzes, debates, films and table tennis

To get in touch with the team, find out what we are up to and keep up to date with events, email [youthworker@lincolncollege.ac.uk](mailto:youthworker@lincolncollege.ac.uk), follow us on Instagram @[lyouthandwellbeing](https://www.instagram.com/lyouthandwellbeing) and on Twitter @[LincolnCollyawt](https://twitter.com/LincolnCollyawt).

## Lincoln College Assistance Dog

Lincoln College is excited to announce that we are working with Autism Assistance Dogs CIC and are looking forward to welcoming our very own College Assistance Dog in September 2020!

Dogs are renowned for bringing many mental health benefits to staff and students in educational settings, and we hope you are looking forward to meeting and working with our very own pooch!





# KEEPING YOU SAFE

We have a Safeguarding Team at College to ensure that our students are safe, and wherever possible protected from harm. If at any time you are worried for your own safety, or that of another young person or vulnerable adult, then please contact us. We will listen to your concerns and take appropriate action to ensure the safety and wellbeing of our community.

## What is Safeguarding?

Safeguarding is the protection of children and vulnerable adults from:

- Abuse
- Maltreatment
- Impairment to their health and development

Safeguarding is about making sure that anyone who is under 18 years of age, or over 18 with additional needs, is safe and looked after.

Amongst other things Safeguarding can be to do with:

- Physical Abuse
- Sexual Abuse
- Sexual Exploitation
- Emotional Abuse
- Neglect
- Prevent
- Bullying and Harassment
- Mental Health Emergencies
- Homelessness

We are here to help and support our students with any issues that may be affecting them.

If you have any concerns yourself, or with regards to others, please feel free to speak to any member of staff. All College staff are safeguarding trained and can be spotted easily as they wear a blue lanyard.

You can also contact the Safeguarding Team directly by calling the main switchboard, the Safeguarding mobile phone (07850 975854) or through e-mail at [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)

## Bullying and Harassment/Hate Crimes

Lincoln College has zero tolerance towards any form of Bullying, Harassment or Hate Crime.

Bullying, harassment and hate crimes, by their nature are corrosive, tormenting and distressing. These can have a significant physical and emotional impact on groups and individuals. They can take many forms from name calling or offensive language/gestures to direct physical assault.

Bullying, harassment and hate crimes can also occur in an online environment, including both cyberbullying and cyberstalking. These entail the malicious use of technology to harass, threaten, pressure or embarrass an individual online.

If you are concerned that you or someone else is suffering any form of bullying or harassment, be it physical or online, then please make contact with the Safeguarding Team for advice, or talk with your course tutor. Don't suffer in silence.

Lincoln College is also a safe reporting centre for hate crime, and we take all reports seriously. We work closely with partnership agencies to raise awareness of hate crime and increase reporting. We encourage our staff and learners to report any incidents to our Safeguarding Team internally or externally to Stop Hate UK.

## Child Criminal Exploitation

Persons under 18 can be exploited by being taken advantage of by others and forced or fooled into committing crime, transporting drugs or working for little or no money. This can include what is known as "county lines" where young people or vulnerable adults are fooled or forced into transporting and selling drugs in different parts of the country.

## Grooming

Grooming occurs when an individual or group takes advantage of a child, young person or vulnerable adult in order to get them to do something that they are uncomfortable with, such as a sexual or criminal act. This is often in exchange for gifts and presents.

## Substance Abuse

Substance abuse is the misuse of drugs and alcohol, including legal and illegal substances.

An addiction to substances including alcohol heavily impacts the way a person thinks, feels and acts. Many individuals with addictive disorders are aware of their problem, but have difficulty stopping on their own.

If a student is struggling with substance abuse or addiction, they can talk to a member of Student Services who can get them the help they need, which can include working with external support agencies.

## Prevent

All schools and colleges have a duty to prevent its learners being radicalised and drawn into terrorist activities. This is called our Prevent Duty. The Prevent Duty is not about preventing students from having political and religious views and concerns, but about supporting them to use those concerns or act on them in non-extremist ways.

If you have concerns with regard to any of our students please contact us.

All staff, students and visitors are expected to wear lanyards whilst on our campuses. This is so that we can be clear who is welcome and part of our community. In order to keep you safe, you must wear your lanyard at all times.

## E-safety

The College network is a secure system which is regularly monitored. The Lincoln College Internet Acceptable Use policy and web restrictions apply to you when using College PCs and also when connecting to the WiFi if using your own device.

- Create a secure password and ensure you keep it safe
- Make sure you always log out of the PCs and laptops correctly
- If you need to speak with someone about keeping safer or if you feel threatened online, please contact the Safeguarding Team
- Ensure you review your Privacy Settings for any social media sites and apps which you sign up to
- Think before you post anything potentially embarrassing or harmful, either of yourself or someone else, as it can have severe consequences
- Others can easily screenshot and share what you add to social media – even on Snapchat!



# EXAMINATIONS

During your time studying with the College, it's likely you will take some formal exams. Our Examinations Team organise and manage all the invigilated exams held at the College including GCSEs, A Levels and Functional Skills. The Examinations Team can be contacted if you have any questions or queries about examinations and certificates. There are Examinations Team representatives at all 3 sites, please just ask at Reception. Alternatively, please contact us by telephone, **01522 876000** and ask to speak to the team for your site, or email **exams@lincolncollege.ac.uk**.

All learners are required to pay for any resit examinations, where a fee is applicable. The resit fees must be paid by the given deadline and entry will only be made upon the receipt of the payment. The only exception is Functional Skills qualifications and GCSE English and maths where these are part of a Study Programme or integral to a Study Programme. Learners are able to apply to Student Services for support with the payment of any fees.

You will be emailed when your certificate is ready to be collected, so please ensure that all contact details are kept up to date with the Digital Engagement Team. This can be done in person or by emailing **admissions@lincolncollege.ac.uk**.

## Access Arrangements

If you have had access arrangements in the past, or feel you would benefit from access arrangements, you need to apply to Student Services by 2 October 2020 for any resits or by 27 November 2020 for any other exams. The application form can be obtained from Reception at Lincoln, Newark or Gainsborough, phone **01522 876225** or email **accessarrangements@lincolncollege.ac.uk**.

Access Arrangements can be organised for exams to ensure that all learners have fair access to the exam, whilst not compromising its integrity. Access Arrangements ensure that Exam Boards are compliant with the Equality Act. Some concessions available could be: extra time, reader, scribe, small group, coloured paper or a reading pen.

If an application for Access Arrangements is received after the deadline, this could impact on the concessions available to you.

## EXAM TIPS

- Check the exams timetable on Moodle to find out the venue of your exam
- Arrive at least 15 minutes before your exam
- Bring a black pen
- Remember that mobile phones and smart watches are not allowed in the exam room
- Bring your lanyard and student ID card

If you have any queries about exams, contact the Examinations Team **exams@lincolncollege.ac.uk**.



Follow my heart

INSPIRE  
★ ★ ★ ★  
OTHERS

#  
NETWORK

Self  
CONFIDENCE



# WHERE TO EAT



Our campuses at Lincoln and Newark serve a variety of drinks and hot and cold food to eat in or take away. Our dedicated team prepare all food on site using local fresh ingredients, catering for everyone's needs.

## The Cornerhouse

The CornerHouse canteen at Lincoln offers freshly cooked food including daily specials, salad bar, yoghurt bar, sandwiches and sub rolls and confectionery items.

**Monday to Friday 7.45am - 2.00pm**

## Deans Coffee Shop

You can also drop in at Deans Coffee Shop at Lincoln for a Costa coffee and a 'Grab & Go' food offer. Sandwiches and sub rolls, fruit and yoghurt pots along with confectionery can also be purchased.

**Monday to Thursday 7.30am - 6.00pm**

**Friday 7.30am - 3.00pm**

**NG24** at Newark offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

**Monday to Friday 7.30am - 2.00pm**

All food outlets offer contactless payment and accept all major cards at the till points.

You can bring your own packed lunch to eat in the canteens too. We also have a Student Common Room at Lincoln with kitchen facilities. Perfect for relaxing with your packed lunch.

Enjoy a free Nescafe hot drink on us and 50% off your first meal at the CornerHouse, Deans Cafe or NG24 using the voucher below.



**NG24**

# 50% OFF MEAL VOUCHER

Please present voucher when paying. Valid once.  
Expires Friday 23rd October 2020.



**NG24**

# FREE NESCAFE HOT DRINK

Please present voucher when paying. Valid once.  
Expires Friday 23rd October 2020.



# OUR FACILITIES

## Sessions Restaurant (at Lincoln)

Sessions Restaurant offers a daily lunch menu plus fine dining on Wednesday and Thursday evenings. All meals are prepared by our students using locally sourced ingredients.

### Daytime Opening Hours (Term time only)

Tea/Coffee served daily 10.00am - 2.30pm

Lunch: Monday to Friday 12.00pm - 1.15pm

Light Bites and Bar Snacks: Monday to Wednesday 12.00pm - 1.30pm

### Evening Opening Hours (Term time only)

Fine Dining: Wednesday 6.00pm - 7.15pm

Themed Evening: Thursday 5.30pm - 6.45pm

To book please call **01522 876343** or email [sessionsrestaurant@lincolncollege.ac.uk](mailto:sessionsrestaurant@lincolncollege.ac.uk)

The students are completing nationally recognised qualifications and are supervised at all times.

## Keep Fit and Healthy

### Deans Sport and Leisure

All students are entitled to discounted offers at Deans Sport and Leisure (Lincoln campus). Deans relaxed and friendly facilities are there to give you an active experience you'll enjoy. You can join in with a range of sports, work out in our Fitness Suite or relax with a spa treatment - we've got the best facilities available.

### Deans Opening Times

Mon - Fri 6.30am - 10.00pm | Sat 8.30am - 6.00pm | Sun 8.30am - 4.00pm

[www.deans-sport.co.uk](http://www.deans-sport.co.uk)

### Newark Gym

Students studying at Newark College can also use the gym facilities located at Newark campus. Keep an eye out for posts on MyDay and posters around campus advertising opening.

## The Salon

There are student run Training Salons at Lincoln and Newark. These offer hairdressing and beauty therapy treatments during term time.

Weekday and evening appointments are offered to students and to members of the public.

Contact [thesalons@lincolncollege.ac.uk](mailto:thesalons@lincolncollege.ac.uk) to arrange an appointment.



# THE LIBRARY

Our spacious and well-equipped Libraries are designed to provide a safe, supportive and stimulating environment for independent study. The Library opening times can be found at [www.lincolncollege.ac.uk/facilities](http://www.lincolncollege.ac.uk/facilities). Alternatively, pick up an opening times bookmark from a Library Help Desk.

## Borrowing, Renewing and Returning Items

You can borrow 10 items at a time (HE students can borrow 20 items). If you need your items for longer than the date stamped on the label inside the cover, you can renew items by logging into your Online Library Account at <https://lincolncollege.on.worldcat.org/discovery>. Alternatively you can phone **01522 876232**, email [library@lincolncollege.ac.uk](mailto:library@lincolncollege.ac.uk), visit a Help Desk, or text **07860 023960**. Items must be returned to a Help Desk every third renewal. You can return items to any of our Libraries.

## Bookable Study Areas

Our Libraries provide areas for individual and group study. Lincoln and Newark also have bookable group and quiet study areas. Just ask a member of staff to book a study space.

## RENEW BY TEXT

Text your student ID and the title of the items you want to renew to 07860 023 960

"The Library is a perfect environment for me to study."

## Study Skills Support

We're here to help! A team of experienced Library staff are always on hand to help you find resources for your studies. Our Learning Advisers offer one-to-one and group study and information skills workshops, including:

- locating information for your assignments
- referencing

## Using the Computers

Students have access to computers and laptops to use within the Library. The computers in the Library are bookable for up to 2 hours at a time (for a maximum of 4 hours per day). You can book a PC up to 2 weeks in advance from the Library VLE. You can also use your own laptop or mobile device and WiFi hotspots are available across campus including in the Libraries. For more information, just ask a member of staff.

## Finding Subject Resources

Resources are arranged in colour-coded zones. You can use the Online Library Catalogue to check your Library account, search for books, periodicals and DVDs, access eBooks, and renew your items both on and off campus at <https://lincolncollege.on.worldcat.org/discovery>.



# DISCOVER YOUR RESOURCES



Discover More is an online search tool that provides access to the best quality information to support you whilst you're at College. You will have both on and off campus access to a variety of eResources, a wide range of eBooks and thousands of full text eJournal articles.

## Assignment and Coursework Preparation

There are photocopying and scanning facilities in each Library. Please observe the copyright guidelines on display. To give your assignments a professional finish, we have a range of equipment you can use such as a laminator and comb binder. A selection of stationery items can be bought from the main Help Desk.

## Library News and Information

News and information about the Library services, resources and facilities is displayed on the digital signage in the Libraries.

Follow us on Twitter [@LincolnCollLib](https://twitter.com/LincolnCollLib) and check out the My Lincoln College app for useful information, resources updates and support from the Library staff at Lincoln, Gainsborough and Newark.

## Plagiarism

When submitting your work, you are taking responsibility that what you are handing in, is your own. You also need to make sure you are acknowledging the sources of information used. By taking these valuable steps you are protecting the integrity and reputation of both yourself and the qualification being delivered.

## Referencing

If you need help when referencing your work, contact the Library Team to arrange an appointment with one of our friendly and experienced Learning Advisers.

## TurnItIn

TurnItIn is a tool used by the College to support you with the submission of your assignments. Submit your work online through TurnItIn and receive quick and valuable feedback to help you get the most out of your studies.



# DIGITAL LEARNING



## Free Office 2016

Once you've logged into Office 365 you can download a free copy of Office 2016 onto your own PC/laptop.

Look out for the Quick Guide to Getting Started with ILT for further help with logging on.

## Your Lincoln College Computer Account

Your username is your student ID number.

Once you've completed your enrolment you will be sent your computer password via text and email. Please look out for this and keep it safe.

## Logging on for the First Time

The first time you log on to a College computer you will be prompted to accept the College Internet, Email and Computer Acceptable Use Policy. Support is available from IT if you encounter any difficulties when you log on to the computers for the first time. Library, Student Common Room and teaching staff are also able to provide assistance.

Register your password reset security questions at <https://password.lincolncollege.ac.uk/>

## Microsoft Office 365

All College students have access to Office 365 providing access to your College email account, Office programmes (e.g. Word and PowerPoint) as well as online storage for your College files through OneDrive. You can access your Office 365 account wherever you have internet access; you'll be sent details in your initial text and email. You will need to use your College email address to login.

Your email address is your student ID number followed by @student.lincolncollege.ac.uk.

## My Lincoln College App

Stay informed about the latest College news, access your email, timetable and calendar all in one place. Visit the App or Play Store and search for My Lincoln College. Sign into the app using your College email address and password.

WiFi hotspots are available across all campuses. Simply log in with your College username and password.

## Virtual Learning Environment (VLE)

The main College VLE is called Moodle. It is accessible wherever you have internet access at <https://moodle.lincolncollege.ac.uk>.

Some courses at College use an alternative VLE called Canvas; your tutor will tell you if this is the case. Your VLE provides access to important information about the College and support services available as well as your learning and assessment for your course.

# Individual Learning Plan (ILP)

Your progress and learning are recorded on your Individual Learning Plan (ILP) through ProPortal. You will be introduced to your ILP during the first few weeks at College. You will need to use ProPortal on a regular basis to review your learning, set targets and monitor your progress. You can access ProPortal from the top menu within Moodle.

If you are outside of College, you can access ProPortal using the Moodle link 'Remote access for Students' or by going to <https://portal.lincolncollege.ac.uk>. You will need a password to access this site remotely and this will be sent to your College email account once you are enrolled. You can change this password when you log on and you can also use the 'Forgot Your Password?' link on the log-in page to reset it. Apprentices use OneFile to record their progress. Your assessor will provide further details during your induction.

## IT Support

You will find IT information and support on Moodle > IT Help Links > IT Help Information. There are a number of IT step-by-step guides available. You can also contact the IT Help Desk: call **01522 876275** or email [ithelpdesk@lincolncollege.ac.uk](mailto:ithelpdesk@lincolncollege.ac.uk).

A direct link to IT information and support is also available through the My Lincoln College app.

## Student Email

All students have a College email account which is accessed through Office 365. You will receive important information to your College email, so it's vital that you check it regularly.

Your student email address is: **studentIDnumber@student.lincolncollege.ac.uk**

You can download the Outlook App to your Smartphone, so you can easily check your College emails wherever you are.

The My Lincoln College app also links through to your emails.



## Studying Off Campus

Our programmes include remote learning where appropriate, to support you to develop your knowledge and skills. You can access the College resources off campus – simply go to **www.lincolncollege.ac.uk**, click on My College and log in to Moodle with your College email address and password.

You can also access Office 365 from My College, providing you with access to your College email account and online Office applications.

Microsoft Remote Access is also available providing you with the College desktop environment from home. This is particularly useful if you need to use specialist software only available on the College network.

Information about how to use Microsoft Remote Access is available on the IT Help Links pages on Moodle. You can also contact IT or the Library if you would like any further information.

## Printing Allowance

You will have a printing and photocopying allowance for each academic year.

There are multi-functional devices (MFDs) on campus which enable you to print, copy and scan. There are MFDs in each Library and student-accessible MFDs in other locations across the campuses.

You can view your printing and photocopying balance through the My Lincoln College app.

# LEARNER VOICE

Your views are really important to the College, so there are many opportunities for you to contribute your feedback and ideas to help us to improve the student experience.

## What you can do....

### Volunteer as a Class Representative

This is a great opportunity to contribute to improving the learner experience and to develop your own skills. The Class Reps are responsible for gathering feedback from their class and discussing this with the tutors and managers in their curriculum areas.

### Join the Student Council

Tell your tutor or Progress Coach that you'd like to be part of the Student Council. You'll attend regular Student Council or Apprentice Council meetings throughout the year. You'll meet different College staff and have the opportunity to contribute to improving College life.

All active and regular members of the Student and Apprentice Council will get a free TOTUM Student Discount card.

### Participate in Student Surveys

We keep the number of surveys to a minimum, but the ones we do run are a really important way for us to find out your views.

### Follow our Students' Union on social media

Keep up to date with student news and events by following our SU social media accounts on Twitter and Facebook.

@LincolnCollSU on Twitter

Lincoln College Students' Union on Facebook

Contact us: [su@lincolncollege.ac.uk](mailto:su@lincolncollege.ac.uk)



# LOVEMY COLLEGE

# KEY CONTACTS

College Switchboard | 01522 876000

Examinations Team | 01522 876227 | [exams@lincolncollege.ac.uk](mailto:exams@lincolncollege.ac.uk)

IT Help Desk | 01522 876275 | [ithelpdesk@lincolncollege.ac.uk](mailto:ithelpdesk@lincolncollege.ac.uk)

Library | 01522 876232 | [library@lincolncollege.ac.uk](mailto:library@lincolncollege.ac.uk)

Special Educational Needs and Disabilities Team |  
01522 876225 | [assessmentofficer@lincolncollege.ac.uk](mailto:assessmentofficer@lincolncollege.ac.uk)

Student Services | 01522 876220 | [studentservices@lincolncollege.ac.uk](mailto:studentservices@lincolncollege.ac.uk)

Safeguarding | 01522 876000 ext. 6495/6529/6519/6517 07580 975854  
or [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)

[www.lincolncollege.ac.uk/support/safeguarding-prevent](http://www.lincolncollege.ac.uk/support/safeguarding-prevent)

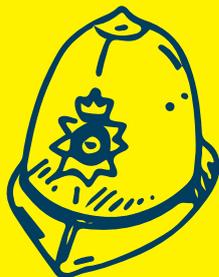
## Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090



# KEY DATES

## College Calendar 2020/21

Autumn Term 1: Mon 7 September – Thu 22 October

**Autumn Half Term: Fri 23 October – Fri 30 October**

Autumn Term 2: Mon 2 November – Thu 17 December

**Christmas Holiday: Fri 18 December – Mon 4 January**

Spring Term 1: Tue 5 January – Thu 11 February

**Spring Half Term: Fri 12 February – Tue 23 February**

Spring Term 2: Wed 24 February – Thu 1 April

**Easter Holiday: Fri 2 April – Mon 19 April**

Summer Term 1: Tue 20 April – Fri 28 May

**May Bank Holiday – Mon 3 May**

**Summer Half Term: Mon 31 May – Fri 4 June**

Summer Term 2: Mon 7 June – Fri 2 July



### **PARENT/CARER EVENINGS**

**TUESDAY 19 JANUARY - GAINSBOROUGH**

**WEDNESDAY 27 JANUARY - LINCOLN**

**MONDAY 1 FEBRUARY - NEWARK**

# YOUR NOTES

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**Name**

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**Tutor**

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**Progress Coach**

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**Course Targets**

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**Personal Targets**

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**Other Notes**

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The  
**Lincoln College**  
Group

**Lincoln College**  
**Monks Road | LN2 5HQ**  
**01522 876000**

**Newark College**  
**Friary Road | NG24 1PB**  
**01636 680680**

**Gainsborough College**  
**Acland Street | DN21 2LG**  
**01427 617471**

 @lincoln\_college

 lincolncollegeuk

 030 030 32435

 lincolncollege.ac.uk/youtube

 lincolncollegeuk

 www.lincolncollege.ac.uk

 lincolncollege.ac.uk/LinkedIn

 lincoln\_college

 enquiries@lincolncollege.ac.uk