

FURTHER EDUCATION STUDENT HANDBOOK

2024 -25

SWC



WEL COME

It is my pleasure, on behalf of the College Governing Body and all members of staff, to welcome you to South West College and, if you are returning, to welcome you back. I hope your time with us will be fulfilling, rewarding, memorable and fun!

The Student Handbook is designed to provide you with key information and contains information and guidance to help you make the most of the opportunities available to you while studying here. It also aims to answer some of the questions that you may have about the services and support available to you. Please do not hesitate to ask a member of staff if you have any other questions.

College staff are committed to supporting you to ensure your College experience is rewarding, enjoyable and challenging. We have a wide range of dedicated student support services designed to help you get the most out of your time with us, no matter what barrier or challenge you may face, we are here to support you and help you reach your full potential. From additional learning support, financial advice and counselling we welcome your requests for help and we are committed to providing you with an inclusive, supportive and friendly learning environment.

As a learner centred college our aim is to support you to achieve your full potential, to develop the employability skills, gain qualifications and the experience you need – to build your future, your career and make a positive contribution to your community and society.

I am confident that your experience at the College will be both exciting and challenging. I encourage you to make the most of every opportunity presented to you and wish you every success in your chosen course.

As a College, we welcome you to the FE family, and we look forward to helping you succeed and sincerely hope you enjoy your experience with us.

Many thanks,

Celine McCartan
Chief Executive



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SWC – it's about you.



HEALTH & SAFETY

SWC will continue to fulfil its legal duties under existing health and safety law to maintain and protect the physical and mental health, safety and welfare of its employees, students and visitors. Employees have a legal and contractual responsibility to the College as their employer and each other to follow instructions regarding safe working practices. Everyone should approach the health, safety and wellbeing of each other in the College with compassion and understanding.



COMMUNICATION

The College will circulate safety messages regularly to all students using existing communication channels including email and website. The College will also use posters and other visual aids around campuses to help reinforce safety messages.

Code of Conduct

YOUR RIGHTS & RESPONSIBILITIES...

South West College values each individual student and trainee and each one has the following rights:

01. South West College will provide a friendly, welcoming atmosphere.
02. South West College has an Equal Opportunities Policy. All students and trainees are entitled to enjoy and use all of the facilities that the College offers. Any mistreatment of an individual because of race, religion, gender, sexual orientation or disability will be treated as a disciplinary matter.
03. Students are entitled to an induction programme which introduces them to the College and to their own particular programme.
04. Students are entitled to have previous achievements and qualifications recognised and valued.
05. Students are entitled to an individual learning plan.
06. Students are entitled to know how they will learn and how they will be assessed and accredited.
07. Students are entitled to assessment which is fair and unbiased.
08. Students are entitled to be treated with respect by other students and by staff.
09. Students are entitled to help and support with problems that are affecting their learning.
10. Students are entitled to teaching of a standard that allows them the opportunity to achieve their particular aspirations.

In addition to rights, each student and trainee has a responsibility to themselves, to their fellow students and to the college. In order to fulfil a student's own potential and in order to contribute to a hospitable environment for all:

01. Each student is expected to treat other students and College staff with respect.
02. Each student is expected to treat the College premises and equipment with respect.
03. Each student is expected to attend all classes/lectures/workshops punctually.
04. Each student is expected to carry out work or assessments set by College staff by set submission dates.
05. Each student is expected to carry out reasonable instructions given by College staff.
06. Each student is expected to comply with College regulations.
07. Each student is expected to act in a manner ensuring Health & Safety for themselves and others.

Campus Facilities

Toilet and washroom facilities

Toilets and washrooms can be found throughout our campuses, as they are essential to support college operations and hand washing cleanliness. Toilet and washroom areas will be supplied with handwashing and drying equipment and will be regularly cleaned. Sanitiser will be available at or near these facilities.

Food on campus

College cafeterias will be open and serving a range of food and drinks for students. Students may wish to bring a packed lunch to college.

Lifts

Please avoid using lifts unless essential (for example, for people with mobility requirements).

Learning Resource Centre

Learning Resource Centres offer an excellent range of services:

- Computer suites equipped with a wide range of software
- Free Wifi
- Printing, Photocopying and Scanning
- Laptop Loans
- Stationery Shop

Learning Resource Centres

The Learning Resource Centres exist to support the information needs of everyone at the College including students, lecturers, managers and support staff. The LRCs offer an excellent range of services and facilities designed to provide access to both the latest technology and traditional learning resources. Experienced staff are available to answer enquiries and to help users access information and resources.

To support students in their studies all centres provide a range of mentoring services either in group sessions or one to-one including the following:

- ✓ Student inductions - accessing College Systems
- ✓ Referencing - how to reference
- ✓ Using Discovery tool to research assignments
- ✓ Understanding plagiarism, copyright rules & 'Turnitin' feedback
- ✓ Study skills
- ✓ Microsoft Office

FACILITIES

- ✓ Computer suite equipped with a wide range of software
- ✓ Free Wi-Fi
- ✓ Canvas learning environment
- ✓ Printing, photocopying and scanning
- ✓ Laptop loans for use in the LRC
- ✓ Stationery shop
- ✓ Student ID cards
- ✓ Resetting student passwords & topping up printing credits



If you need additional help please ask a member of staff at the LRC reception desk or contact us at:

Dungannon:

Melissa Grimes

028 8225 0109 Ext 3630

Melissa.Grimes@swc.ac.uk

Erne Campus:

Doreen Dunwoody

028 8225 0109 Ext 2216

Doreen.Dunwoody@swc.ac.uk

Omagh:

Kerry-Jo Chesters

028 8225 0109 Ext 5213

Kerry-Jo.Chesters@swc.ac.uk

OR email servicedesk@swc.ac.uk

Key Dates

Oct-Nov	28-10-2024-01-11-2024	Mon-Fri	Halloween break (5 days) (No full-time or part-time classes)
	20-11-2024	Wed	Parents' Evening for all 2nd Year students
Dec-Jan	20-12-2024-03-01-2025	Fri-Fri	Christmas Break for all students
	06-01-2025	Mon	All full-time and part-time FE and Traineeships and Work Based Learning classes recommence
Feb	05-02-2025	Wed	Parents' Evening for all 1st Year students and those on a one year programme.
	10-02-2025-14-02-2025	Mon-Fri	Mid-term break for all students
Mar	17-03-2025	Mon	St Patricks Day Public Holiday - College Closed
April	16-04-2025-25-04-2025	Thu-Fri	Easter Break for all students
May	05-05-2025	Mon	May Bank Holiday - College Closed
	26-05-2025	Mon	Spring Bank Holiday - College Closed
Jun	24-06-2025	Mon	End of Year

About SWC

Equality Statement

South West College is committed to ensuring that everyone who comes in contact with the College is treated fairly and should not experience inequality, prejudice or discrimination. The College benefits from the diversity of our staff and students and we strive to promote a harmonious environment that is respectful of everyone's beliefs.

Equality – Your Views Matter

Section 75 of the Northern Ireland Act 1998 requires all public authorities to give due regard to the desirability of promoting good relations. South West College has given a commitment to review policies to ensure better equality outcomes and would welcome consultation with students of the College.

The key stages are as follows:

- Preparing equality schemes
- Screening policies for impact assessment
- Conducting equality impact assessment
- Ongoing monitoring of impact, consultation and policy review

For further information contact:
Equality Officer: Siobhan Gorman
Tel 028 8225 0109 Ext 3692

Disclaimer

At the time of print, this Student Handbook is as up to date as possible, although please be aware that information changes from time to time. If you are in doubt, please check the current position with a member of South West College staff or visit the College's website www.swc.ac.uk

Please note this brochure will be made available, on request, in alternative formats for those unable to access information in the standard format.

Useful Contact Numbers

	Dungannon Campus	Erne Campus	Omagh Campus
Mainline Number	028 8225 0109	028 8225 0109	028 8225 0109
EMA	Ext 3694	Ext 2238	Ext 5223
Careers Guidance	Ext 3691	Ext 2231	Ext 5225
Information/ Admissions Office	Ext 3629	Ext 2237	Ext 5210
Examinations	Ext 3607	Ext 2212	Ext 5218
Student Learning & Support	Ext 3614	Ext 2225	Ext 5226
Learning Mentors	Ext 3712	Ext 2250	Ext 5381
Training	Ext 3692	Ext 2315	Ext 5432
Textphone (for deaf and hearing impaired individuals)	(028) 8772 0625	(028) 6634 2278	(028) 8225 5237

Student Charter

... South West College values each individual student and trainee and each one has the following rights:

- Students and trainees are entitled to study in a friendly, welcoming atmosphere;
- Students and trainees are entitled to enjoy and use all of the facilities that the College offers and to feel safe and secure in College premises;
- Students and trainees are entitled to an induction programme, which introduces them to the College, and to their own particular programme;
- Students and trainees are entitled to have previous achievements and qualification recognised and valued;
- Students and trainees are entitled to an individual learning plan;
- Students and trainees are entitled to know how they will learn and how they will be assessed and accredited;
- Students and trainees are entitled to assessment which is fair and unbiased;
- Students and trainees are entitled to be treated with respect by other students and by staff; The South West College has an Equal Opportunities policy which states that any mistreatment of an individual because of religious belief, political opinion, racial group, age, marital status, gender, sexual orientation, disability or dependency will be treated seriously;
- Students and trainees are entitled to help and support with problems that are affecting their learning;
- Students and trainees are entitled to teaching of a standard that allows them the opportunity to achieve their potential.

In order to fulfil a student's own potential and in order to contribute to a harmonious environment for all:

- Each student and trainee is expected to treat other students and College staff with respect;
- Each student and trainee is expected to treat the College premises and equipment with respect;
- Each student and trainee is expected to attend all classes/lectures/workshops punctually;
- Each student and trainee is expected to carry out work or assessments set by College staff by set submission dates;
- Each student and trainee is expected to carry out reasonable instructions given by College staff;
- Each student and trainee is expected to comply with College regulations;
- Each student and trainee is expected to act in a manner ensuring Health & Safety –for themselves and others.

IN ADDITION TO RIGHTS, ALL STUDENTS AND TRAINEES HAVE RESPONSIBILITIES, TO THEMSELVES, TO THEIR FELLOW STUDENTS AND TO THE COLLEGE.

Disclaimer:

At the time of print, this student handbook is as up-to-date as possible, although please be aware that information changes from time-to-time. If you are in doubt please check the current position with a member of South West College staff or visit the College's website www.swc.ac.uk.

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Equality & Diversity

... South West College's Commitment to Equality and Diversity

The South West College is committed to the principles of Community Relations:

- Equity
- Respecting diversity
- Interdependence

The College values the diversity brought to it by individuals and believes that the College benefits from engaging students from a variety of backgrounds, allowing it to meet the needs of a diverse student population in a multicultural society.

The South West College is also committed to supporting students to explore diversity and support tolerance and acceptance of different cultures and interests. This takes place through induction, ongoing training and promotional literature aimed at existing and potential students. In addition the College is obliged to treat all students with dignity and respect and to seek to provide a positive learning environment which is free from harassment, victimisation or discrimination in relation to religious beliefs, political opinion or persuasion, racial group, age, marital status, gender, sexual orientation, disability or dependency.

What can you do to promote equality and good relations?

- Strive to promote a harmonious environment and acceptance of other people's beliefs and cultures by giving careful consideration to what you wear, say and do
- Be aware of other people's views, perspectives and of aspects of the College's services which may adversely affect them
- Respect diversity and difference, challenge racism wherever it occurs and promote inclusiveness in the day to day life of the College
- Be aware of Human Rights and try to preserve the rights of individuals as far as possible.

What you wear

The College, as an open and inclusive public authority which celebrates diversity, strives to promote a harmonious working and learning environment. That being the case, it encourages all members of the College community to respect the views and feelings of fellow students and staff and refrain from wearing items of clothing bearing images or words which are, or may be perceived to be, offensive."



What you say and do...

Inappropriate references to race, culture, religion, sexual orientation and disability should be avoided. These are terms which students should never use in any context and which, if used, can constitute bullying, racial or sectarian harassment and can cause extreme offence.

Bullying

If you are experiencing bullying, please contact a member of the College staff and we will ensure that you receive appropriate support. All forms of bullying are completely unacceptable and the college will deal with bullying seriously by taking appropriate disciplinary action.

It is your responsibility to:

1. Help to ensure a learning environment in which the dignity for every student is respected and which is free from sectarianism, racism and harassment.
2. Adhere to associated College policies and practices.
3. Challenge racist, sectarian or discriminatory remarks or behaviour among your fellow students. Remember this includes remarks made on internet and social media, along with comments through text messages, emails and use of photographs.
4. Report incidents of racism, sectarianism or discrimination to your Student Union representative, class representative, programme administrator or indeed any member of staff.
5. Support fellow students who are being harassed or bullied.
6. Participate fully in any training/induction programmes which the College organises in the area of Good Relations/Cultural Diversity.
7. Attend focus groups or forums where issues can be addressed and resolved in an informal manner.
8. Strive to include students of all backgrounds in your college day and social life.
9. Make sure you don't shorten names of ethnic minority students or give nicknames. Learn the proper pronunciation of any student's name.
10. Respect the fact that everyone is an individual.

We welcome your views

The College is committed to providing the highest quality of service to all students. A complainant should make all reasonable effort to attempt to resolve the situation initially with the person with who the perceived difficulty has arisen or by an approach to the member of staff most directly involved e.g. course tutor. If the situation is more serious and you wish to make a formal complaint you can invoke the College General Complaints Procedure.

The College aims to create a positive, inclusive ethos where issues of good relations, stereotyping and discrimination can be discussed openly.

If you have any views on the Code of Practice we would like to hear them. Please contact Sharon Pritchard Student Engagement and Support Manager at: sharon.pritchard@swc.ac.uk.

Fitness for Professional Practice

South West College Fitness to Practice policy refers to the procedures to be implemented when a student is judged unfit for entry to a profession for which there are academic, behavioural and health requirements that must be met in order to ensure suitability to practice that profession. Examples of relevant profession are Nursing, Health Visiting, Health and Social Care, Early Years Education, Occupational Therapy, Physiotherapy, Radiography, Optometry, Podiatry, Chiropractic, Dietetics, Clinical Physiology, Sports Studies, Speech and Language Therapy, Education, Counselling, Social Work, Youth and Community Work. This list is not exhaustive and it may be added to by the College at any time.

The Fitness for Professional Practice procedure exists to protect:

- > the public interest, by safeguarding client/patient well-being;
- > the student's interests by ensuring that students do not proceed into a career for which they may well not be suited or for which a regulatory body may not register them.

Students may be considered unfit for practice on the grounds of:

- > physical or mental health reasons;
- > criminal or other serious misconduct;
- > unprofessional conduct or action;
- > Academic unsuitability for the demands of the professional training.

Concern that a student may, for behavioral or health reasons, be deemed unfit to be admitted to or to practice in a profession towards which his or her course of study leads, should be disclosed in writing to the appropriate Head of Department. Concerns may arise from one incident or from a pattern of behavior over time.

Anyone, including College teaching staff and academic support staff involved in student placement who become aware of evidence of health, behavioral or academic unsuitability which may preclude a student from completing the course of study or from undertaking the required professional practice should report the facts in writing to the at the earliest opportunity.

Anyone making such disclosure, as above, must identify his or herself. Anonymous disclosure will not be accepted. In exceptional circumstances the may permit the discloser's identity to remain confidential, provided this is consistent with natural justice.

Boards of Examiners, Student Progress Committees, and the College Disciplinary Committee within departments may also refer students to the Head of Department under this Fitness for Professional Practice procedure.

Students whose courses are covered by the Fitness for Practice ordinance must disclose any criminal convictions to the College before entering the course or immediately such a conviction occurs during the course. This will enable the student to be provided with guidance about entry requirements for registration within the profession concerned. If a student fails to disclose this information and it subsequently comes to light, the student will be referred to the Head of Department who may instigate the Fitness for Professional Practice procedure.

Issues relating to professional practice may arise as a consequence of behaviour associated with diagnosed or suspected mental illness or from addiction. In such circumstances the Fitness for Professional Practice procedures will only be invoked if medical and counselling interventions have not successfully addressed the behaviour or if the student has refused all such interventions.

General College Info

Car Parking

Omagh Campus

The car park beside the main campus is reserved for staff use. This is noted on the sign at the entrance to the car park. Students should park in one of the nearby car parks. Maps are available from reception. Reserved car parking for those in possession of a valid Blue Badge is provided at the entrance to the building within the staff parking area. Blue badges must be displayed at all times when parked in these bays.

Dungannon Campus

There are ample car parking spaces around the College grounds. The campus is busy and all drivers are asked to drive slowly and with care and to give way to pedestrians. Please co-operate by not parking on double yellow lines, boxes or disabled parking areas – these are there to facilitate emergency services and people with disabilities. Car parking for students may be withdrawn if there is misuse of a car on College premises.

Erne Campus

Car parking for the new Erne campus is at the main entrance of the building.

Mobile Phones

Increasingly, over the past few years, it has become commonplace for students to have mobile telephones in their possession. On occasion, this has caused some problems during classes and has led to disruptions for both lecturing staff and fellow students.

The College policy on mobile telephones during classes is that they must be switched off during all classes. Students who do not abide by the policy may have the College Disciplinary Procedure invoked against them.

MOBILE TELEPHONES SHOULD NOT BE TAKEN INTO ANY EXAMINATION ROOM – THIS IS STIPULATED BY ALL AWARDING BODIES.

Facilities

Public Telephones

Public telephones are located in designated areas around each of the campuses - ask at reception for further information and/or directions.

Vending Machines

Vending machines and hot refreshments are located in designated areas around each of the campuses - ask at reception for further information and/or directions.

Assignment Submission

All assignments, including Higher Education programmes are submitted using the TurnItIn platform. If you require assistance submitting your work, please ask a member of the staff at the Learning Resource Centre (LRC) at your campus.

Dungannon Campus:
Melissa.Grimes@swc.ac.uk
Erne Campus:
Doreen.Dunwoody@swc.ac.uk
Omagh:
Kerry-Jo.Chesters@swc.ac.uk

Stationery

A comprehensive range of stationery is available for sale in the Learning Resource Centre Reception at each campus.

Cafeteria

Each campus has a cafeteria for students, staff and also members of the general public. There is a wide variety of snacks, sandwiches and hot food on offer and the cafeterias are a popular meeting place for students.

For opening times, see the table below:

Campus	Service Provider	Opening Times Mon - Thurs	Opening Times Fri
Dungannon*	Signature	8.30am – 4pm	8.30am – 2pm
Erne	provider in house	8.30am – 9pm	8.30am – 2pm
Omagh	Chartwells	8.30am – 8pm	8.30am – 2pm

* Monday to Wednesday open to 8pm from October to May and depending on demand

Hair & Beauty Salons

Each campus at South West College has in-house Hair and Beauty salons where hairdressing and beauty therapy students practise the latest techniques and treatments to develop their training skills.

These salons are open to the general public offering attractive discounted rates. For further information or to book an appointment contact:

Dungannon Campus
Tel: 028 8225 0109
Erne Campus
Tel: 028 8225 0109
Omagh Campus
Tel: 028 8225 0109

Restaurants

Cuisine at its finest is the mantra of the South West College training restaurants at Dungannon, Enniskillen and Omagh. The tasteful elegance of each restaurant provides the perfect location for a relaxing meal served to the highest standards by young training professionals.

For enquires and meal bookings contact:

Dungannon Campus

Restaurant 180 Tel: 028 8225 0109

Erne Campus

The Erne Restaurant Tel: 028 8225 0109

Omagh Campus

The Gallery Restaurant Tel: 028 8225 0109

General College Info

College Property

Any student who wilfully damages College property will be held responsible and will be subject to the appropriate disciplinary procedures. As an aid to security, CCTV cameras are located around the College and the daily activity of the College is recorded. The recordings may also be used as evidence in internal disciplinary cases and video recordings of serious incidents and possible criminal activity may also be given to the police as evidence.

Consumption of food and drinks is not permitted in any classroom or workshop*

Deliberate damage to, or interference with, the lifts or fire alarm system will be viewed as a serious breach of College regulations.

No posters, notices or other advertising materials may be displayed without the permission of the Director and then only on a designated notice board. Disciplinary action will be taken and may result in the termination of enrolment and/or legal action being taken.

No Smoking

In line with the introduction of the Smoking (NI Order) 2006 which came into force on 30th April 2007, smoking is not permitted in any College premises. Any person found breaching this order will be disciplined in accordance with the College Disciplinary Policy.

In addition there are designated smoking areas at each Campus and in the interest of the wellbeing of all users of the College, smokers are asked to use these areas only. The College supports smokers in their effort to quit smoking, however, the use of electronic cigarettes in classrooms/ workshops is not permitted.

Your College Record

The forename and surname details recorded on the Online Application Form should be those that appear on your birth certificate and/ or passport. These names will be used on all College correspondence. If you change your name, for example, by marriage, it is your responsibility to ensure that the College is informed.

Change of Address

Students must notify the college admissions office to complete a student amendment form if there is any change in their home or term time addresses. Students may also change their address via their online portal. Students are reminded of the importance of notifying the office of any change to either their next of kin or their next of kin's address.

Change of Course

If you wish to transfer from one programme to another, you must discuss this request with the programme administrator of both programmes and obtain their permission to transfer. It is advisable that you do this immediately as it is not always possible to transfer.

Withdrawal

You are advised to discuss your decision to withdraw from your course with your programme administrator before leaving the College. If you are in receipt of an Educational Maintenance Allowance (EMA), you must also inform the Student Support Administrator of your decision.

Dungannon Campus

Fiona O'Callaghan Ext 3696

fiona.ocallaghan@swc.ac.u

Erne Campus

Emmet Murphy Ext 2238

emmet.murphy@swc.ac.uk

Omagh Campus

Caroline McCutcheon Ext: 5223

caroline.mccutcheon@swc.ac.uk



Student Engagement and Support Services

Admissions

Services	<ul style="list-style-type: none"> • Dealing with enquiries • Providing comprehensive information on all courses • Processing applications for prospective students • Enrolling students onto their chosen course of study
Forms Available	<ul style="list-style-type: none"> • Application Forms • Enrolment Forms • Financial Forms including Hardship Fund/Further Education Award, bus passes, free school meals.

Other services provided include the following:

- Careers planning, advice and information
- Progression to Higher Education
- Job search skills
- Constructing your curriculum vitae
- Interview techniques
- Signposting to sources of financial support
- Information on career paths

Information on all the above topics can be found under Careers and Employability on the Study Hub. The Careers Guidance Officer is also the main contact for employment opportunities.

Admissions Officers

- Admissions officers help with
- Providing comprehensive information on all courses
 - Queries regarding online applications for prospective students
 - Password queries for the online application process

028 8225 0190

Dungannon/Cookstown Campus

Caroline McCaffrey Ext 3614
caroline.mccaffrey@swc.ac.uk

Erne Campus

Heather Darling Ext 2238
heather.darling@swc.ac.uk

Omagh Campus

Nathan McLaughlin Ext 5210
nathan.mclaughlin@swc.ac.uk

Student Engagement Officers HE and Employability

Mon-Thurs: 9:00am - 5:00pm
Friday: 9:00am - 3:45pm

Drop in service available but an appointment can be made in advance if necessary.

HE and Employability Service

Each Campus has a dedicated HE and Employability Office, who is available to offer advice and assistance to students wishing to apply for any course's. The HE and Employability Officer is also the main point of contact for students as they prepare for Higher Education providing them with support and guidance when completing the relevant UCAS or CAO forms.

Student Engagement Officers for HE and Employability

Dungannon Campus

Claire O'Neill Ext 3691
claire.oneill@swc.ac.uk

Erne Campus

Nichola Melanaphy Ext 2231
nichola.melanaphy@swc.ac.uk

Omagh Campus

Teresa Taggart Ext 5225
teresa.taggart@swc.ac.uk

Student Services @ SWC



Students' Union

South West College Students' Union exists to represent and provide services for all students. The guiding principle of the Union that it is run by students for students. The ethos of the Students' Union is to operate democratically with all students having an opportunity to have their say in how the Union is run.

Elections are held yearly to fill a number of positions in the Union. Membership of the Students' Union is automatic to all registered students.

Student Participation and Representation

South West College actively encourages both student participation and representation through the attendance of a class representative at course team meetings.

The role of a class representative is to act as a point of contact for students in relation to issues such as curriculum, teaching methods, assessment methods and resources.

Student Counselling Service

Each Campus has its own confidential Student Counselling Service that can help with whatever difficulty you are facing, including stress, anxiety, depression, worries, bullying and many more. Always remember 'it is good to talk' and we are here to help whatever the situation! An 'INSPIRE' Counsellor will be in each Campus BY APPOINTMENT ONLY. If you would like to make an appointment in confidence, please contact Student Services.

Inspire
0800 389 5362 (24/7)
support@inspirewellbeing.org (office hours)

Student Engagement and Learning Support Officers

The Student Engagement and Learning Support Officers are a source of support on the following issues:

Learning Support
Counselling Service
Care Leavers Support
Student Talks/Visit/ Seminars
Student Attendance/ Retention
Student Finance
Student Union/ Class Representatives

Call 028 8225 0109

Dungannon Campus:

Sharon Watters (Mon-Wed) Ext: 3614
Sharon.watters@swc.ac.uk
Caroline McCaffrey (Thur-Fri) Ext: 3614
Caroline.mccaffrey@swc.ac.uk

Omagh Campus

Judith McCusker Ext 5226
Judith.mccusker@swc.ac.uk

Erne Campus

Dermott Feely Ext 2225
Dermott.feely@swc.ac.uk



Learning Mentors

WHAT THEY CAN OFFER YOU

A confidential service tailored to each individual student. Students can be referred by tutor or can make a self referral.

SERVICES OFFERED BY LEARNING MENTORS:

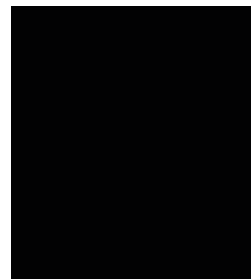
- Help organising workload
- Time Management
- Anxiety and Stress Control Management
- Signposting to internal and external services
- Attendance management
- Listening Ear Service

LEARNING MENTOR KEY CONTACTS

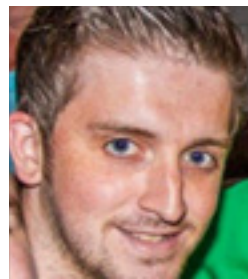
Tracey Conway
Dungannon/
Cookstown
tracey.conway
@swc.ac.uk
Ext: 3712
Mob:
07833287996



Ciara Chisholm
Omagh
ciara.chisholm
@swc.ac.uk
Ext: 5381
Mob:
07833287988



Declan Quinn
Erne
declan.quinn
@swc.ac.uk
Ext: 2250
Mob:
07833287997



SAFEGUARDING

There have been significant changes within our setting in response to the outbreak. Returning students and new Learners are likely to be at home and in the college building during their timetable. Despite the changes, the college's Safeguarding Policy is fundamentally the same: children and young people always come first, staff and learners should respond robustly to safeguarding concerns and contact the Designated Safeguarding assistant as outline below in line with our established safeguarding procedure.

OUR SAFEGUARDING TEAM ARE HERE TO HELP:

Sharon Watters
Dungannon &
Cookstown Designated
Safeguarding Assistant
074 6733 9370

Ciaran McManus
Adult Safeguarding
Champion
075 4520 5256

Johanne Doherty
Omagh Designated
Safeguarding Assistant
075 4520 5258

Sharon Pritchard
Designated
Safeguarding Lead
078 4110 2288

Tom Corr
Designated Deputy
Safeguarding Lead
078 7654 5870

Nichola Melanaphy
Erne Designated
Safeguarding Assistant
079 1851 1788

SAFEGUARDING IS EVERYONE'S BUSINESS

TYPES OF ABUSE

PHYSICAL ABUSE

SEXUAL ABUSE

EMOTIONAL ABUSE

NEGLECT

EXPLOITATION

FINANCIAL ABUSE

INSTITUTIONAL ABUSE

South West College is committed to the safeguarding and protection of all students. If you think you have any concerns relating to a student or young person, member of staff or a visitor, you should report this as soon as possible by telling a trusted member of staff or member of the Safeguarding Team.

Details of the Safeguarding policies & procedures can be found on SWC Gateway.

www.swc.ac.uk

SWC

WE'RE HERE TO HELP

OUR TEAM



Adult Safeguarding Champion
Enniskillen Technology & Skills Centre

Ciaran McManus
07545205256
ciaran.mcmanus@swc.ac.uk



Designated Safeguarding Lead
Enniskillen Erne

Sharon Pritchard
028 8225 0109 ext 2308
or 07841102288
sharon.pritchard@swc.ac.uk



Deputy
Designated Safeguarding Lead
Enniskillen Erne

Tom Corr
07876545870
tom.corr@swc.ac.uk



Safeguarding Assistant
Cookstown & Dungannon

Sharon Watters
07467339370
sharon.watters@swc.ac.uk



Safeguarding Assistant
Omagh

Johanne Doherty
07545205258
johanne.doherty@swc.ac.uk



Safeguarding Assistant
Enniskillen Erne

Nichola Melanaphy
07818511788
nichola.melanaphy2@swc.ac.uk

Your Health and Wellbeing

STUDENT COUNSELLING SERVICE

Each campus has its own confidential Student Counselling Service that can help with whatever difficulty you are facing, including stress, anxiety, depression, worries, bullying and many more.

We also have our own InspireStudenthub where you can access information using your own unique ID and password



The College will continue to keep all students updated on issues such as working remotely effectively; activities to help manage family and relationships and advice on taking care of your physical, mental and social wellbeing.

HEALTH & WELLBEING PROGRAMME

At South West College we recognise the importance of investing in the health and wellbeing of our students. We strive to create a culture that empowers you to improve and maintain your own health and wellbeing, allowing you to reach your full potential at South West College

As an SWC student you will benefit from a range of opportunities to look after your wellbeing through our health and wellbeing programme which is rolled out across the year. This includes:

- **Physical Activity Sessions**
- **Health and Wellbeing Themed Workshops**
- **Annual Health Promotion Campaigns**
- **Annual Health Promotion Campaigns**
- **Free Health Clinics (Dungannon & Erne Campuses)**

The health & wellbeing programme at SWC will be delivered through a combination of face to face and remote sessions.

We are always looking to get your voice to support our health and wellbeing activities, if you would like to be involved in health promotion campaigns throughout the year.

Please contact our Student Engagement Officer for Health & Wellbeing Niall Marlow on niall.marlow@swc.ac.uk or Ext 3683



Caring for our Student Carers

If you are a Student with caring responsibilities, please contact one of the Student Engagement Officers in your campus to find out what additional support may be available to you.

South West College is committed to breaking down barriers and providing equal opportunities to all students who attend our College.

At SWC we feel it is important that student carers are supported throughout their time with us. We are committed to being as accessible and inclusive as possible and will endeavour to break any barriers that student carers may face while studying at SWC.

Student Carers along with other groups may require some additional support during their time at SWC and we will work alongside other statutory and voluntary agencies to ensure we provide the best support possible.



Get in touch today:

Cookstown/ Dungannon: Sharon Watters | sharon.watters@swc.ac.uk | 028 8225 0109 Ext 3614

Enniskillen: Dermott Feely | dermott.feely@swc.ac.uk | 028 8225 0109 Ext 2225

Omagh: Judith McCusker | judith.mccusker@swc.ac.uk | 028 8225 0109 Ext 5226

Further Support

EMA – Educational Maintenance Allowance

You may be entitled to EMA if you are aged between 16-19 years on 1st July 2024. This is a weekly allowance paid fortnightly, direct to the student's bank account (based on attendance, recorded on a daily basis and performance). There are two bonus payments of £100 per year based on individual academic performance. If you are absent from class, you must submit an EMA absence form to the Student Support Administrator.

EMA Administrators Call 028 8225 0109

Dungannon Campus Fiona O'Callaghan Ext 3694

fiona.ocallaghan@swc.ac.uk

Erne Campus

Emmet Murphy Ext 2238

emmet.murphy@swc.ac.uk

Omagh Campus

Caroline McCutcheon Ext 5223

caroline.mccutcheon@swc.ac.uk

International Student Information

South West College ensures that every international student is welcomed into a diverse and friendly environment. International students will experience high quality teaching, the latest resources and facilities, a personal tutor and excellent support services. The College is committed to ensuring that international students develop the skills they need to positively contribute to their economies and communities on returning home.

We can offer advice and guidance in relation to:

- Eligibility to study, , including English language requirements
- Applications for study
- Finance, including bursary information
- Visa and UKVI guidelines

For further information, contact Julie Kelly
julie.kelly@swc.ac.uk

Student Finance

Full Time Further Education

Award	Criteria	How to apply
Educational Maintenance Allowance (EMA)	<ul style="list-style-type: none"> • Students who are aged between 16 and 19 • Live in a household that has an annual income of less than £22,500 per year • Doing at least 15 hours of guided learning at school or a Further Education College • Be ordinarily resident in the UK 	Application packs available from Student Services or log onto www.eani.org.uk/ fegrants
Full Time Further Education Grant	<p>Students must be 19 years old or over on 1st July 2024</p> <p>Students who are under 19 years of age on 1 July and who wish to study a full time course will be considered only if they have to live away from home in order to undertake the course.</p>	<p>Application packs can be downloaded from:</p> <p>https://www.eani.org.uk/sites/default/files/2023-05/Student%20Finance%20Form%20FULL%20TIME%20Courses%202023.pdf</p> <p>Closing date: 31 October 24</p>
Care to Learn Scheme	<p>A student must during their course of study be, or become:</p> <ul style="list-style-type: none"> • A parent; and • At least 16 years of age and under 20 years of age at the start of the course of study • Living in Northern Ireland (a student should also meet residency requirements in accordance with Education (Student Support) Regulations (Northern Ireland)) <p>Eligible courses cover vocational courses e.g. NVQ at levels 1,2 and 3, GCSEs, A Levels and AS Levels</p>	Application forms available from Student Services.
College Hardship Fund	<ul style="list-style-type: none"> • Students aged 18 and over who have been ordinarily resident in the EU for at least three years prior to the start of the course • Based on household income 	Applications for Hardship fund are available through student gateway and will be open to apply from September.

Student Finance

Part Time Further Education

Award	Criteria	How to apply
Part Time Further Education Grant	<ul style="list-style-type: none"> Students who will be 19 years old or older at 1st July 2024. Students who are under 19 years of age on 1 July and who wish to study a full time course will be considered only if they have to live away from home in order to undertake the course. 	<p>Application forms available from Students Services or</p> <p>https://www.eani.org.uk/sites/default/files/2023-05/Student%20Finance%20Form%20PART%20TIME%20Courses%202023.pdf</p> <p>Closing date 31st October 2024</p> <p>Non UK EU Students: 028 8225 4546 as she/he may be eligible to apply for help with tuition fees only.</p>
College Hardship Fund	<ul style="list-style-type: none"> Students aged 18 and over who have been ordinarily resident in the EU for at least three years prior to the start of the course. 	<p>Applications for Hardship fund are available through student gateway and will be open to apply from September.</p>
Care to Learn Scheme	<p>A student must during their course of study be, or become:</p> <ul style="list-style-type: none"> A parent; and At least 16 years of age and under 20 years of age at the start of the course of study Living in Northern Ireland (a student should also meet residency requirements in accordance with Education (Student Support) Regulations (Northern Ireland)) <p>Eligible courses cover vocational courses e.g. NVQ at levels 1,2 and 3, GCSEs, A Levels and AS Levels</p>	<p>Application forms available from Student Services.</p>

Further Information

Full-Time Higher Education

Prospective students complete a PN1 application form through their local education authority to assess the level of financial support that they will be entitled to. Financial support available includes:

- Tuition Fee Loan - to help with the cost of tuition fees
- Maintenance Loan - to help with living costs (means tested)
- Special Support Grant - those who are entitled to welfare benefits may be eligible for help with additional course-related costs
- Maintenance Grant - to help with living costs (means tested)
- Parents' Learning Allowance - to help support adults in your household who are financially dependent upon you
- Childcare Grant - to help towards childcare costs
- Care Leavers' Grant - additional financial support available for long holiday periods for those who have been in care
- Disabled Students' Allowance - to help with extra costs incurred in studying due to a disability or learning difficulty
- University/College Bursary and/or Scholarship - additional financial support available from colleges/universities, contact individual institutions for details of their bursary/scholarship schemes

Part-Time Higher Education

Prospective students complete a PTL application form to assess entitlement to financial support.

Financial support available can include:

- Fee Grant - grant towards the cost of fees
- Course Grant - grant towards course costs
- Tuition Fee Loan - loan towards the cost of fees
- Disabled Students' Allowance - to help with extra costs incurred in studying due to a disability or learning difficulty
- University/College Bursary and/or Scholarship - additional financial support available from colleges/universities, contact individual institutions for details of their bursary/scholarship schemes

For all higher education, application packs are available from Student Services or the EA. For further information visit www.studentfinanceneni.co.uk

Non UK EU students should apply for tuition fee loan to the European Team in Darlington. Telephone: 0141 243 3570 or email EU_Team@slc.co.uk

This is not an exhaustive list and students enrolled on certain higher education courses may be eligible for additional financial support. Contact Student Services for further information.

In addition, South West College operates a Hardship Fund for students aged 18 and over who have been ordinarily resident in the EU for at least three years prior to the start of the course. Application forms are available from Student Engagement and Support Service

Examinations

All students must ensure that they are familiar with the examination guidelines before entering the examination. If in any doubt please ask your tutor for guidance or the exam invigilator before the exam starts. While every assistance is given to students entering examinations, it is your own responsibility to ensure that you are entered for examinations correctly and that you present yourself at the appointed time and place for the examinations. Students requiring examination concessions such as readers, writers, or extra time must contact their programme administrator who will advise students to bring their appropriate evidence to student services. Concession deadline is 21st February 2025. Requests for additional support during examinations should be made at the start of the academic year. Please note that awarding bodies have specific deadline by which requests for additional support must be submitted. It is therefore important that evidence of need is submitted to Student Services as soon as possible, so that access arrangements can be assessed and arrangements put in place, if approved.

Late examination entries

Students are advised that all Awarding Bodies charge an additional fee for LATE EXAMINATION ENTRIES. Depending on the Awarding Body, these fees can vary in cost and in some cases can be as much as double the initial entry fee.

Please note that failure to attend an examination paid for by the College may result in South West College requesting that examination fees are reimbursed by the student.

Examination guidelines

Before the examination:

- Bring photographic evidence of identity e.g. student card, driving licence or passport.
- If issued with a statement of Entry, please bring this with you to the examination.
- Check the starting time of the examination and ensure you are present at least 15 minutes before the official start time unless requested to attend earlier.
- Check to see if a calculator or a dictionary is permitted. Only calculators of a certain specification may be used. Individual candidates are responsible for bringing a calculator into the exam room if permitted. It is not the responsibility of the College to provide calculators.
- Check the location of the room well in advance of the exam date and time. Exam timetables are available to view on Gateway > Student Hub > Exam Timetables
- Bring adequate pens (black), rulers, pencils etc. into the examination room. Pencil cases must be placed on the floor at the start of the exam.
- Enter the examination room only when authorised to do so by the invigilator.
- Put all coats and bags at the front or back of the room as instructed by the invigilator.
- No mobile phones/ electronic devices are permitted in the exam room. All watches must be removed.
- Give the invigilator any papers which may accidentally have been brought into the examination room.
- Go to the designated seat number as directed by the seating plan and remain silent.

Examinations

During the examination you must:

- Obey all instructions of the invigilator.
- Place your photographic identification on your desk so that it is visible to the invigilator.
- Use only South West College examination stationery for all work including all rough work.

You must not:

- Start writing until told to begin by the invigilator.
- Attempt to read the work of any other student.
- Talk or communicate in any way with any other student.
- Not use correction fluid or correcting pens.
- Not bring food or drink into the examination room. However in the event of a three hour examination, water may be taken into the room but there must be no labels on bottles.

Leaving the examination room:

- In examinations lasting one hour or more candidates must remain in the exam room under supervision for at least one hour. For online exams all candidates must remain in the exam room for a minimum of 30 minutes. Respect other candidates by moving away quietly from the examination room when finished. No re-admittance to the examination room will be permitted.

After the examination you must:

- Stop writing when the invigilator tells you.
- Remain in your seat without talking.
- Leave all papers on your desk.
- Leave the examination room immediately after the invigilator tells you to do so.

Examination Officers Call 028 8225 0109

Dungannon Campus
Lesley Black Ext 3607

Omagh Campus
Liam McCillen Ext 5218
Louise Stewart Ext 5751

Erne Campus
Gail Frazer Ext 2212



Essential Skills & ESOL

Essential Skills

Essential Skills are the reading, writing, speaking, listening and maths skills needed to work in an everyday setting. Examples of these might be: reading signs, helping children with homework, reading/writing letters, applying for jobs, working with money and budgeting, working out interest rates and percentages and many more. The Government has recently received figures for NI and it is thought that one in every four adults in NI have problems in many of these areas.

Who Are The Classes For?

The classes are for anyone who wants to improve their skills and get qualifications. We have services for people with visual impairments and portable Loop Systems for people with hearing difficulties. Full-time FE students who DO NOT have a GCSE A-C or equivalent in English, Maths and ICT will be expected to attend an essential skills class.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL courses are available at all College campuses to those individuals wishing to learn or improve their English language.

For further information contact the relevant campus.

What Is On Offer?

We can provide help with applying for jobs, CVs, driving theory, reading stories and much more. There are five levels in the programme from Entry Level to Level 1 and 2. At each level, the learner can obtain a recognised qualification.

Where?

The classes can be on site in the College or tutors can also travel to outreach centres to teach the classes.

How?

Classes are normally small and in a calm and welcoming setting. They are taught by skilled tutors who make them as much fun as possible. Topics chosen are interesting and relevant to the learners' individual needs and abilities.

For further information, contact the Admissions staff

Admissions Office
Call 028 8225 0109

Dungannon Campus
Caroline McCaffrey Ext 3629
caroline.mccaffrey@swc.ac.uk

Erne Campus
Heather Darling Ext 2238
heather.darling@swc.ac.uk

Omagh Campus
Nathan McLaughlin Ext 5210
nathan.mclaughlin@swc.ac.uk

Equality, Diversity & Inclusion

South West College is committed to ensuring that everyone who comes in contact with the College is treated fairly and should not experience inequality, prejudice or discrimination. The College benefits from the diversity of our staff and students and we strive to promote a harmonious environment that is respectful of everyone's beliefs.

WHAT students can do?

- Be respectful of other people's beliefs and give consideration to what you wear, say and do;
- Be aware that other people's views and perspectives may differ to yours and that's ok;
- Do what you feel you can do, to challenge discrimination & promote inclusion in the day-to-day life of the College.

YOUR views Matter

Come speak to us if you feel there is anything more we can do to further promote Equality, Diversity & Inclusion in the College.

Equality Officer: Siobhan Gorman
Tel 028 8225 0109 Ext 3692

Stay Safe Online

STOP. THINK. CONNECT.

Stay safe online by following these simple tips.

Keep it private

- Keep your own and other people's personal information private
- Adjust privacy settings on your personal profiles so you control who views your thoughts, ideas and images

Be in control

- If you are being bullied online, save any messages or conversations and report it to an adult or your tutor
- Be mindful that not everyone you meet online is reliable

Keep it legal

- Beware of the legal consequences of your online activities, including illegally downloading media and harassing others
- Remember, you are not anonymous online

Traineeship

What is a Traineeship?

Traineeships will provide a high-quality vocational education and training programme at Level 2 and is aimed at school leavers and adults who aspire to work within a specific sector.

The NI Traineeship provides participants with the skills and qualifications necessary to secure employment in their chosen occupation. Each Traineeship has been developed with employers to ensure that what you learn and the skills you develop are what employers are looking for. Traineeships will allow participants to progress to an apprenticeship at Level 3 or alternatively to Further Education at Level 3.

Traineeships programme will allow participants to achieve a full Level 2 qualification and will comprise the following key elements:

- A main vocational based qualification in the chosen occupational area
- Vocational skills development
- Transversal and digital skills
- Work placement
- Literacy and numeracy qualifications at Level 2 (may include GCSE qualifications in English and mathematics)
- Additional qualifications deemed necessary for work within a sector e.g. Health and Safety, CSR, manual handling

TRAINEESHIPS WILL BE AVAILABLE IN THE FOLLOWING AREAS:

- Professional Chef
- Hospitality & Tourism Team Member
- Carpentry and Joinery
- Brickwork
- Plastering
- Painting and Decorating
- Plumbing
- Engineering
- Retail
- Motor Vehicle - Light Vehicle Repair
- Motor Vehicle - Heavy Vehicle Repair
- Land-Based Engineering (Agricultural Machinery Repair)
- Auto Electrics
- Travel & Tourism
- Hairdressing
- Professional Chef IT
- Health & Social Care
- Childcare
- Barbering
- Business Administration
- Beauty and Nail Services

DEVELOPING YOUR WIDER SKILLS

As well as providing you with the technical skills and knowledge in your chosen area, the Traineeship will help you to develop a range of transversal skills that are important for employment including:

- Problem solving
- Teamwork
- Communication
- Time management
- Entrepreneurship

Project Based Learning will also be a key feature of Traineeships. This is a dynamic approach to learning in which you will explore real-world problems and challenges that have been developed with employers. With this type of active and engaged learning, you will be inspired to obtain a deeper knowledge of the subjects you are studying and develop a wide range of hands-on skills.

DURATION

The Traineeship programme will typically take up to two years to complete on a full-time basis. Trainees who achieve qualifications during their first year may progress earlier to an apprenticeship or further education.

IT, Health & Social Care, Childcare, Hairdressing, Barbering, Beauty & Nail Services, Business Administration and Travel & tourism have a planned 1 year duration.

ENTRY REQUIREMENTS

Applicants will be required to hold a minimum of a Level 1 qualification, defined as 4 GCSEs at grades D-G including Maths and English grades D-F, or equivalent.

However, most areas will require higher grades in Maths and English.

The enhanced entry criteria for the Traineeships is shown below:

	Maths	English		Maths	English
Light Vehicle	D	E	Land-Based Engineering	D	E
Heavy Vehicle	D	E	IT	D	D
Creative Media	D	E	Hospitality Team Member	E	E
Carpentry & Joinery	D	E	Professional Chef	E	E
Brickwork	D	E	Travel & Tourism	E	D
Plastering	D	E	Childcare	D	D
Plumbing	D	D	Health & Social Care	D	D
Engineering	D	D	Auto Electrics	D	E
Hairdressing	D	D	Business Administration	D	E
Retail	E	E	Beauty and Nail Services	D	E

Applicants who do not meet the enhanced entry criteria will enter an Introductory Phase of the Traineeship.

NI TRAINEESHIP RECOGNITION

Those that complete a Full NI Traineeship will have completed a package of learning that equates to 5 GCSEs Grade A*-C and includes Literacy and Numeracy at Level 2.

It is recognised that some Trainees will not achieve the literacy and numeracy components at Level 2 yet may achieve all other elements. It is in this context that Colleges and DfE will recognise the differing achievements through a Diploma and Certificate award.

The NI Traineeship Diploma and Certificate awards will be made by the six Regional Colleges with DfE badging and endorsement.

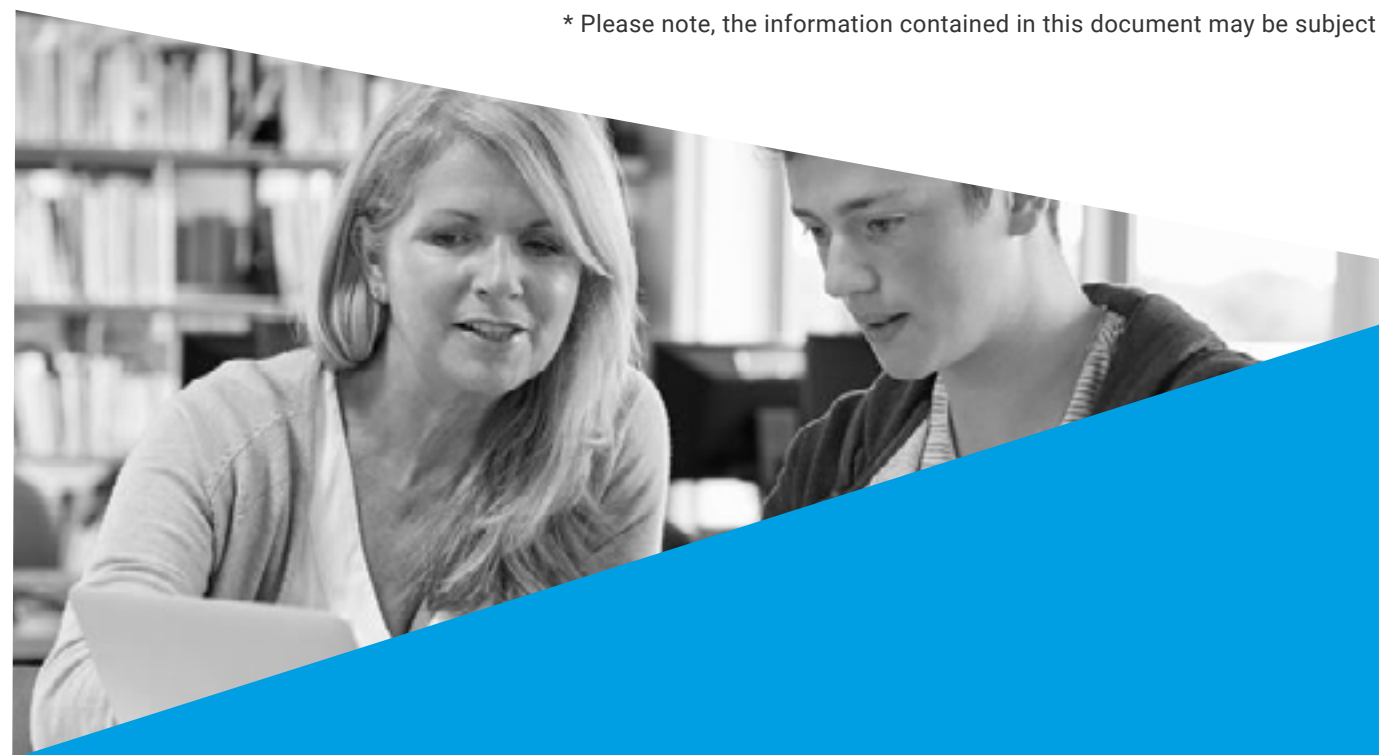
TRANSFER

Trainees who secure employment, in most occupational areas, during their traineeship can transfer seamlessly to Apprenticeship Level 2. As an apprentice, if you become unemployed during your apprenticeship, you can transfer onto a Traineeship to complete your programme.

PROGRESSION

All trainees who have attained the Full Traineeship Diploma, can progress within South West College to a Level 3 further education course or a Level 3 Apprenticeship (possibly with your work placement employer). This can lead to Higher Education options.

* Please note, the information contained in this document may be subject to change.



Student Attendance Policy

We encourage students to attend College regularly, recognising that their commitment to attend regularly also indicates a commitment to make the most of all the learning opportunities available. Regular and punctual attendance are qualities that are highly valued by employers who want to know that their workforce is reliable and, therefore, the College seeks to develop these qualities in all its students. We encourage 100% attendance and punctuality.

Authorised Absence

Absences can only be authorised for specific reasons when evidence is produced. The following are examples of acceptable reasons for authorising absences.

- Sick – genuine illness as verified by parent, guardian, doctor etc
- Medical appointments which could not be made out of College hours
- A visit to a university open day or a career related interview
- A work placement which is an integral part of the student's course
- Attendance at a funeral or wedding of close family members
- A driving test
- A College class representative meeting
- Interview for employment

Unauthorised Absences

The following are examples of unacceptable unauthorised absences.

- Holidays - students are expected to take these outside of the College Student Calendar
- Part or full-time work which is not part of the student's programme of study
- Leisure activities (except for College events)
- Birthdays or family celebrations
- Babysitting siblings
- Driving lessons

Students' Responsibilities

Regular Attendance

It is important that you come to College on a regular basis and attend all classes. If you get into the habit of irregular attendance, your work will suffer, mainly because there will be little continuity of learning. The same applies to punctuality. If you are continually late, you will be missing important parts of the curriculum, therefore putting yourself at a disadvantage and, in the long term, not achieving the grades/qualifications that you will need to progress to higher education and/or employment.

What you should do:

If you are ill

If you need to stay at home because of illness, you or your parent/guardian should notify the Campus Student Support Administrator on the first day of your absence by 9.30am. Until you or your parent/guardian informs us why you are absent; you will be marked as an 'unauthorised' absence.

If you should fall ill during the College day, you should report to your Course Tutor who will decide whether you should go home and will contact your parent/guardian if necessary.

If you have an appointment

If you need to leave College during timetabled classes because you have an appointment, you must inform your programme administrator or course tutor at the time of leaving. As far as possible, appointments should be made outside College hours, so that your programme of study is not interrupted.

If you are in receipt of EMA, Student Support Fund or Care to Learn, it is your responsibility to verify your attendance at College. Failure to do so will lead to non-payment.

Absence during the College Day

If you were marked present at the start of a morning session and then absent during the day without permission, your programme administrator will follow up your absence, and if it is unjustified, your parent/guardian will be notified. If you have a reason for being absent which the College decides is justified then you will be marked as an 'authorised' absence. If your reason for absence is unjustified, or you or your parent/guardian does not provide a reason for your absence, you will be marked as an 'unauthorised' absence.

College Responsibilities

Lecturers will mark the attendance register at the start of each session of the College day. Registers will be marked no later than 30 minutes after the start of each session. When your Lecturer calls the register at the start of each class, he/she will mark you either:

- P Present (including those who attend up to the first half hour of start of session)
- A Authorised Absence
- U Unauthorised Absence
- S Sick
- L Late (those who appear after the first half hour of start of session)
- H Holiday / Annual Leave
- B Public Holiday (Trainees)
- X Suspension
- D Work Experience / Off the Job Training
- E Exams / Study Leave

If you are absent, the Lecturer will only authorise your absence later when they have been informed of the reason and if it is justified

If you are absent and you or your parent/guardian has not informed the College on

the first day, College staff will follow up your absence. A member of the Student Support Team/Training Staff will ring your parent/guardian to find out the reason why you are absent, or a letter may be sent to your parent/guardian requesting this information. If your attendance falls below 80%, the student disciplinary procedures will be invoked. Attendance will be monitored from the commencement of your course through the Student Support Team.

Summary of the Attendance Policy

- You should attend College punctually and regularly.
- You need to let the College know why you are absent on the first day by telephone or email.
- Absence is authorised by the College. Only illness, family emergency or bereavement will normally be authorised.
- Medical and dental appointments should be made out of College hours. If unavoidable, please bring evidence to your Course Tutor in advance of appointment.
- Lecturers will mark a register for each class they take during the day. Lateness or absence will be recorded and followed up.
- Holidays should not be taken in term time.
- The student disciplinary procedures will be invoked if and when attendance is deemed to be insufficient to complete the course. Attendance will be monitored from the commencement of your course through the Student Support Team.

If you are absent, you can inform the college staff by phone or email:

Call 028 8225 0109

Dungannon Campus

fiona.ocallaghan@swc.ac.uk Ext 369

Erne Campus

heather.darling@swc.ac.uk Ext 2238

Omagh Campus

caroline.mccutcheon@swc.ac.uk Ext 5223

Positive Behaviours Policy

South West College (SWC) believes that all students have talents, skills and potential, and the primary focus of SWC is to give all students the opportunities and environment to develop those talents, realise their potential, achieve their ambitions, and contribute to their community. Some of those skills and abilities refer to the vocational area that the student is studying in and some refer to generic transferable skills which are common across all vocational areas and which are very important in succeeding in any field of endeavour. While every student is an individual, with individual ambitions, abilities, and needs there are a common set of characteristics that SWC would aim to help develop in all students.

These skills and characteristics are developed through:

- classes
- tutorials
- completing vocational work
- international visits
- competitions
- project work;
- working with others in class, and through
- engagement with stakeholders outside of the College

These characteristics include initiative, creativity and problem solving, attendance and time keeping, the ability to complete work to an acceptable standard and to deadlines, the ability to manage teams on projects, the ability to communicate clearly using different tools, the ability to collaborate and work with others, and the personal characteristics of honesty, respect for others, and the ability to follow statutory, legal and organisational requirements. These skills, characteristics and behaviours are developed through a number of teaching, learning and development channels.

The College has developed a Code of Conduct which seeks to promote positive messages about the type of behaviour that is considered to be acceptable with the aspiration that students will buy into the College ethic.

This Code of Conduct will be issued to students on induction and will be displayed at various locations throughout the campuses. However, where students present with behaviour which is not of a standard expected by SWC, then the College has a number of approaches to help bring students into line with expected conduct. These include engagement with Course Directors and Academic Mentors, through the College tutorial process and recorded in the student's individual learning plan. In the rare event that a student's conduct warrants it, the College has a Disciplinary process

Code of Conduct

We are glad that you have chosen South West College as your place of study. We want you to enjoy your time with us and to be the best that you can be. To help you do this we have a Code of Conduct which we expect all our students to adhere to:

- Be Secure
- Be Willing
- Be Considerate
- Be SWC

Be Secure – a safe environment is a stimulating environment

- Wear your lanyard and ID badge whenever you are in College
- Report any concerns about your safety, or the safety of a friend, to the College's safeguarding team or any other member of staff
- Follow all health, safety and fire instructions especially in workshops, kitchens or when moving around the building
- Be safe online

Be Willing – a willing student is a winning student

- Be prepared – make sure you have everything you need to study
- Be on time
- Be ready to take part

Be Considerate – a considerate student will receive consideration

- Be courteous to other students, staff and visitors
- Treat everyone as you would like to be treated
- Be considerate of those students who face challenges that you don't have
- Respect your learning environment

Be SWC

When you join the South West College Community we assume that you have signed up to our Code and, like us, take a zero tolerance approach to failures to abide by this Code. We assume that you agree with us that behaviour such as bullying of any form, not attending class or always being late, or criminal actions such as damaging premises, possessing and/or using drugs, drinking alcohol on the premises, theft or fraud, is unacceptable and must be addressed by our disciplinary policies. We also expect our students to be good citizens in the community, when travelling to and from College, and when on educational trips and visits. We are proud of our College and our students and we want the entire community to be proud of us too

Disciplinary Procedures

Disciplinary Sanctions

Challenge Behaviour

Conduct within the College which interferes, disrupts, or obstructs the activities of the College, relating to a student, member of staff, visitor, or supplier of services.

Stage One: Verbal Warning

Persistent failure to modify challenged behaviours such as conduct within the College which interferes, disrupts, or obstructs the activities of the College, relating to a student, member of staff, visitor, or supplier of services.

Issued by Class Lecturer or Course Coordinator.

To be removed after six months.

Stage Two: First Written Warning

Persistent failure to modify challenged behaviours.

Issued by Head of School or Deputy Head of School.

To be removed after six months.

Stage Three: Final Written Warning

Persistent failure to modify challenged behaviours

Issued by Head of School or Deputy Head of School.

To be removed after nine months.

Stage Four: Suspension/Dismissal

Persistent failure to modify challenged behaviours.

Issued by Head of Faculty and Campus Manager.

To be removed after one/two years.

Role of Student Support Officer

All disciplinary matters should be administered through the Student Support Officer in each campus to ensure confidentiality, fairness and equality. The relevant staff will inform the Student Support Officer, preferably via email, of the student to be disciplined and the level of warning.

The Student Support Officer/Administrator will draw up the paperwork and forward it to the appropriate staff. They will also hold all records centrally. It is the role of the Student Support Officer to support all students in the college.

Administration of Disciplinary Procedure

- a) At the time the student is being disciplined, all staff members involved must be present (Head of Department, Student Support Officer, Student and Parent/ Guardian depending on the severity of the warning).
- b) A record of student's warning should be photocopied for all involved with the student. If over 18, he/she will receive the original. If under 18, the original is posted to his/her parent/guardian.
- c) A file of student discipline records should be held with the Student Support Officer and a record noted into the Student Individual Student Learning Agreement

Appeals Procedures

PUTTING THINGS RIGHT...

It is our aim to provide all students, trainees and other customers, clients and stakeholders with a high quality service.

Occasionally situations may arise when individuals are not content with aspects of the service they are receiving or with the way they are being treated.

South West College is happy to try and resolve any genuine complaint which you may have. It is only by doing so that we can attempt to improve the service we offer.

Appeals Procedures

A student may take up an appeal against a disciplinary decision at any stage of the above procedure. In each case, the appeal should be made by the student, in writing, within five working days of the disciplinary decision. The appeal will be considered within seven working days of the receipt of the request for appeal and the decision resulting from the appeal will be given to the student, in writing, within a further five working days or reasons given as to why an extended period is necessary. If a student does not sign the warning then this should be interpreted as an appeal. If a student refuses to co-operate with the appeal process (without presenting extenuating circumstances) the appeal should consider the facts available and make their decision.

Stage 1: Appeal (Oral Warning)

At this stage the appeal should be made to the Programme Administrator* responsible for the programme who will consider the appeal, make the necessary investigations and respond within the timescale given above.

Stage 2: Appeal (First Written Warning)

At this stage the appeal should be made to the Head of Department/Deputy Head of Department* who will consider the appeal, make the necessary investigations and respond within the timescale given above.

Stage 3: Appeal (Final Written Warning)

At this stage the appeal should be made to the Campus Manager* at the relevant campus who will consider the appeal, make the necessary investigations and respond within the timescale given above.

*In a case where the person identified to hear the appeal was the originator or contributed to the warning, the appeal should be heard by the person identified at the next appeal level.

Suspension or Expulsion Appeal

Requests for appeal at this stage should be addressed to the Secretary of the Governing Body. The appeal will be considered by a committee consisting of two members of

the Education Committee of the Governing Body (excluding the Director) and a senior member of College staff. No member of this panel should have been directly or indirectly involved in any earlier stage of the procedure as it applied to the student, or with any earlier appeal, or with any aspect of the original cause(s) of complaint against the student. The student may give supporting evidence to this appeal committee and may be accompanied by a parent or fellow student or by a member of any students' representative association. This committee will consider the appeal and respond with its final decision within the timescale given above. The decision of this committee is final.

Cases Involving Criminal Allegations

The following procedures apply where the alleged misconduct would also constitute an offence under the criminal law if proved in a Court of Law:

- a) Where the offence under the Criminal Law is considered to be not serious, action under this Code may continue, but such action may be deferred pending any police investigation or prosecution but the student will still be disciplined in line with the student disciplinary procedure.

The College will establish appropriate information and monitoring systems to assist the effective implementation of our Student Disciplinary Policy and Procedure.

The College will ensure that adequate resources are made to promote this policy effectively and is committed to reviewing this policy on a regular basis.

Academic Appeals

Policy

It is the responsibility of the College to ensure that candidates will be advised of all assessment decisions. It is hoped that competent, student-centred assessment will make the need for an appeals system superfluous.

In the event of an appeal against an assessment decision, the student should initially address their appeal to the Tutor concerned. If a satisfactory agreement cannot be reached, the College Procedure will be implemented.

Procedure

If a candidate wishes to appeal, the appeal should be logged in writing with the Programme Coordinator/Course Tutor normally within 10 days of the candidate being notified of the assessment decision. The Director/Head of Department should be advised that the appeal has been lodged.

**The Programme Co-ordinator/
Course Tutor will:**

1. Attempt to find a solution with the candidate, assessor (and Internal Verifier, if appropriate) e.g. through another assessment or reconsideration of the evidence.

2. If a satisfactory solution is not reached, set a date for the appeal to be considered by an Appeals Panel.

The Appeals Panel will meet to consider the appeal within 10 working days of the Programme Co-ordinator/Course Tutor receiving the written appeal.

Appeals will be heard by a panel of three consisting of the Programme Co-ordinator/Course Tutor, the Head of Department and one member of the teaching team. No one involved with the original assessment will be on the panel. The candidate and assessor will have the opportunity to present their case.

The decision of the Appeals Panel will be announced within five working days of the appeal being heard. The candidate has the right to contact the Validating Body if he/she is unhappy with the final decision.

Communication to Students:

All students will be informed in writing of the procedure.

Appeal against GCSE Results: A separate appeal system is provided by the College to meet the requirements of the examining bodies. Details are available from the Examinations Office.



Health & Safety

South West College operates a Health, Safety and Wellbeing Policy. It is expected that all those involved with the College will work in the interests of the Health & Safety and wellbeing of all users of the College site. This will include acting in accordance with safety procedures and safe working practices doing nothing which damages the fabric of the College or its equipment or which otherwise threatens the safety of others; reporting to the College personnel incidents/damage which threatens the wellbeing of any users of the College. The College takes seriously its responsibilities with regard to Health & Safety and anyone engaged in activities which are deemed threatening to their own safety or that of others is liable to the College Disciplinary Procedure being evoked.

Legal Responsibilities

As a student, you have a legal duty to take reasonable care of your own health and safety and that of others who may be affected by what you do or fail to do. You must co-operate with the College as to enable it to perform or otherwise comply with its statutory duties; and you must not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety or wellbeing.

Plant and Equipment

Only operate plant and equipment that you have been trained on and make sure that you do not interfere with guards or other safety devices on such plant and equipment
Personal Protective Equipment
 Where personal protective equipment has been issued, it must be worn at all times. Within workshops, the minimum

requirement is safety boots, which must be worn at all times within the workshops. Within the construction trades (plumbing, brickwork, carpentry and joinery and electrical) hi-viz vests must be worn at all times. Additional items of protective equipment such as ear protection and eye protection, gloves, masks and overalls must be worn when required by the trade, equipment being operated or activity taking place. Within workshops the appropriate PPE must be worn at all times. Students will not be allowed in workshops without the proper PPE. No PPE – no excuse.

Appropriate personal protective equipment will be issued to students in other curriculum areas such as science, catering, hair and beauty. Where personal protective equipment has been issued, it must be worn at all times.

First Aid

Occupational First Aiders:

A list of trained First Aiders for each campus is displayed on all notice boards. In the event of an accident or injury, these persons should be called upon to assist. First aid equipment is for emergency medical use and damaging or interfering with it is legally prohibited.

Fire

In the event of a fire:

- Raise the alarm by operating the nearest fire alarm call point.
- Evacuate the building and go to the Campus Assembly Point.
- DO NOT take risks.

In the event of a fire alarm sounding:

- Evacuate the building by the nearest exit route and proceed to the Fire Assembly Point. Close all doors after you.
- DO NOT use lifts.
- DO NOT re-enter the building.

Alcohol

Students will not be permitted to bring or consume alcohol on college premises. Any student under the influence of alcohol will be removed from the College for their own safety and that of others. Alcohol may be served with meals in the College restaurant as part of the training process and RWE function and, in this instance, students over the age of 16 may have a "light beer, cider perry" with their meal.

Drug Use

The supply and use of drugs is controlled under the Misuse of Drugs Act 1971 where substances are grouped in three classes A, B and C. The misuse of all legal substances such as solvents, volatile substances, anabolic steroids, alkyl nitrites and prescribed medicines is strictly prohibited on College property. Dealing in such substances will result in the suspension of the student from the College pending a recommendation to the Governing Body for expulsion.

Illegal Drugs

The using or dealing of illegal drugs/substances on College property is not permitted at any time and will result in the drugs being confiscated and the relevant authorities being informed. Any student found to be trafficking in drugs will be suspended pending a recommendation to the Governing Body for expulsion.

Smoking

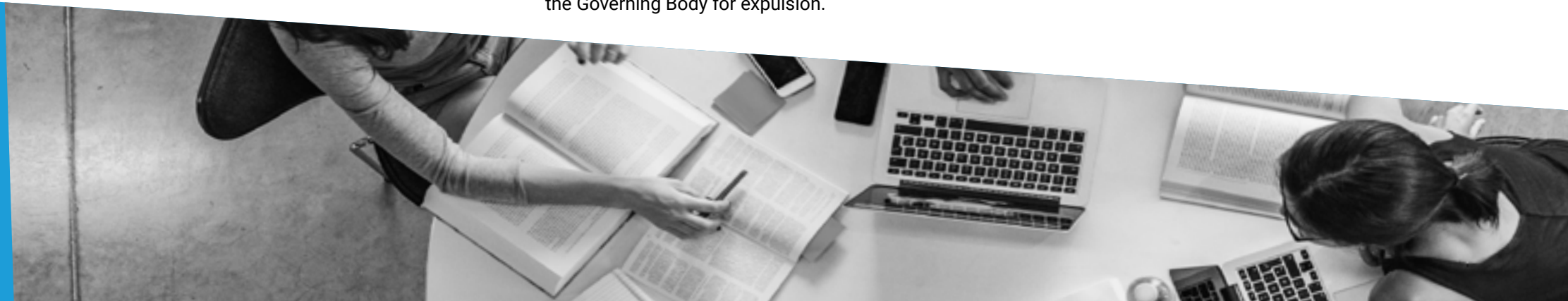
Smoking is strictly prohibited within College properties. Smoking is also strictly prohibited within a radius of 3 metres from campus doorways to prevent smoke entering the building. No smoking signs will be clearly displayed at the entrances to and within the premises. External areas have been provided for those who wish to smoke and receptacles will be provided in those areas for the disposal of waste smoking materials. These designated areas will be determined by the college and can be availed off only at designated times e.g. break times.

Electronic Cigarettes (e-cigarettes)

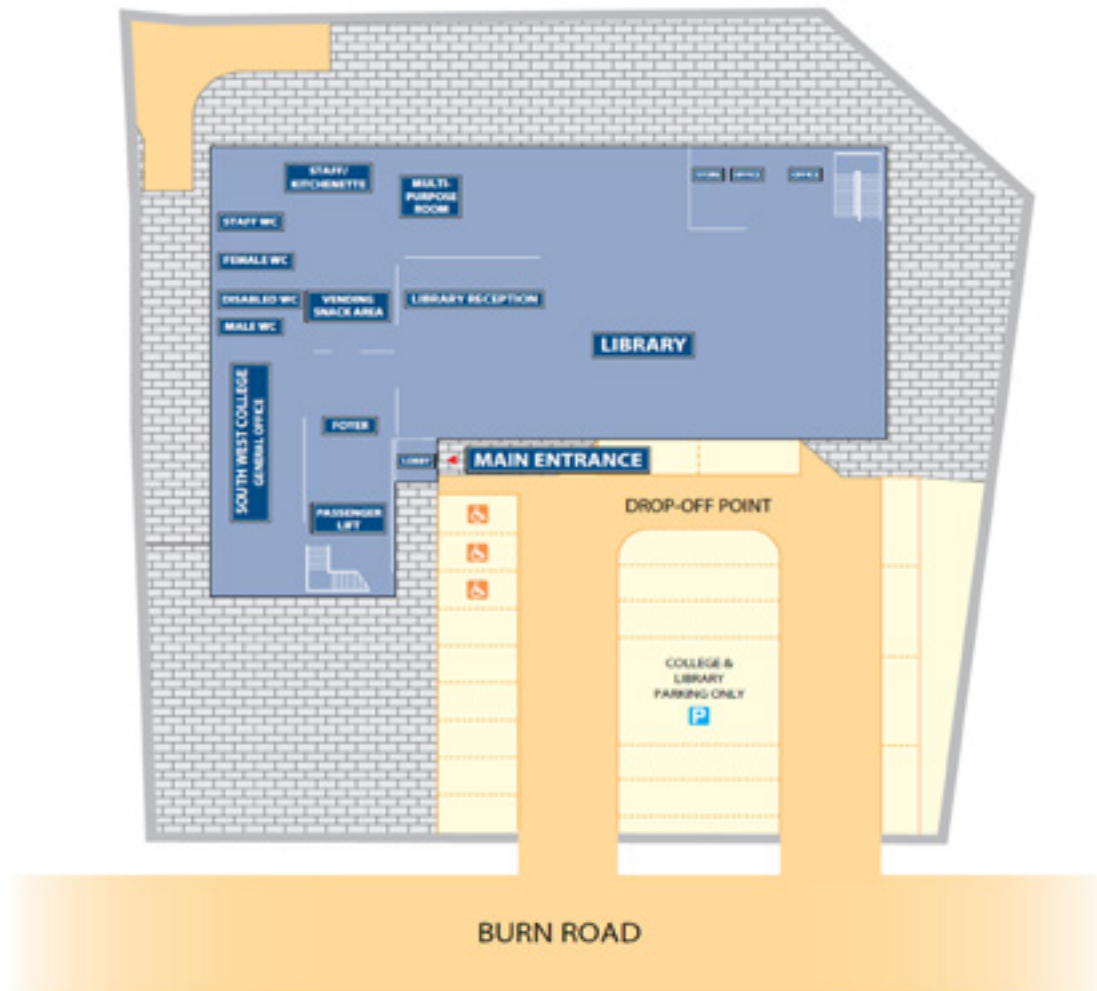
The use of electronic cigarettes is an issue which is now more prevalent and the College is keen to take a responsible approach to their use. E-cigarettes are battery-powered products designed to replicate smoking behaviour without the use of tobacco. E-cigarettes contain nicotine and a variety of other chemicals. As an unregulated and uncontrolled product, studies have shown that the vapours from some e-cigarettes have been found to contain carcinogens and toxins.

As a consequence and to avoid confusion on interpretation and enforcement of the College No-Smoking Policy, e-cigarettes will be treated as cigarettes under this policy i.e. prohibited inside all College premises or near to building openings or within College vehicles.

Those who avail of e-cigarettes should do so outside the premises and at the appropriate times



Getting around Cookstown Campus



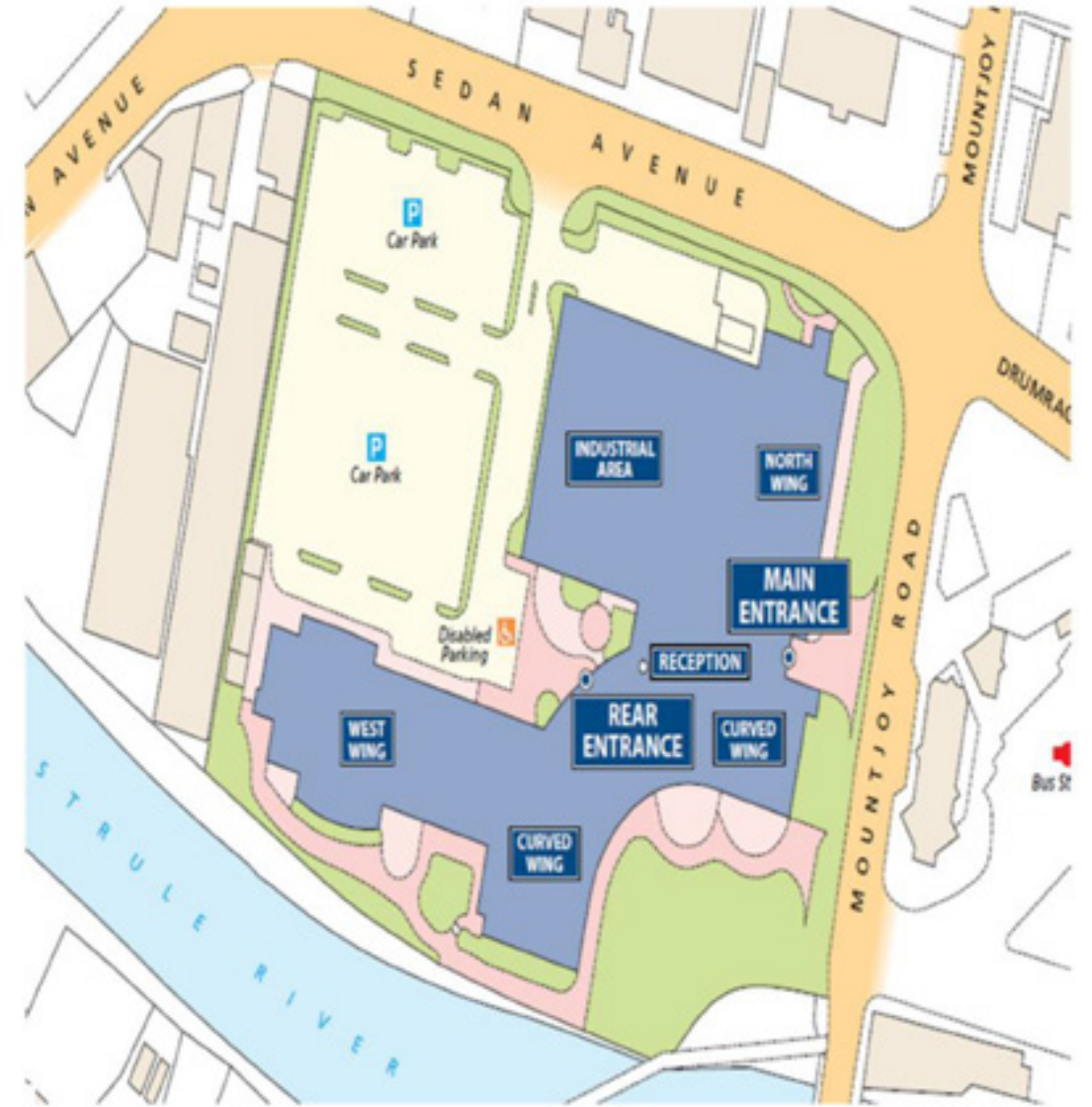
Getting around Dungannon Campus



Getting around Erne Campus



Getting around Omagh Campus





www.swc.ac.uk/contactus

Dungannon	Circular Road, Dungannon, Co.Tyrone, BT71 6BQ
Cookstown	Burn Road, Cookstown, Co.Tyrone, BT80 8DN
Erne	1 Cornagrade Road, Enniskillen, BT74 6BD
Omagh	2 Mountjoy Road, Omagh, Co.Tyrone, BT79 7AH

028 8225 0109