

GENERAL INFORMATION FOR NEW STUDENTS

Initial Weeks

The first few weeks at college are an opportunity to settle in and get to know the campus, staff and students.

Bicton Farm

All students whose practical activities will include time spent on Bicton Home Farm will be required to wear steel toe capped boots, a Hi-Vis vest (or another suitable Hi-Vis outer layer), and overalls whilst on the farm.

Supporting your study programme

If you are aged 16-18* and on a full-time course with us, you will be participating in a Study Programme. The Study Programme has been developed because we want to help everyone leaving school become well prepared for the workplace and higher education. Our aim is to broaden your experience; combining a specialist qualification, with skills including English and mathematics as well as preparation and participation in employability.

For learners with Special Educational Needs and Disabilities (SEND), this is an essential part of Preparing for Adulthood. We therefore promote independence as much as possible within the study programme, resulting in bespoke approaches to supporting each individual.

*if you are aged 19+ and have an EHCP you are funded as a 16-18 Study Programme Learner.

Supporting your further studies

If you are aged 19+ and on any of our courses, you may be entitled to learning support in order to help you bridge the attainment gap where an identified learning need exists. To access the various types of learning support we offer, a referral will need to be made to our Learning Support Team and an Initial Needs Assessment will be completed by a member of the team to establish the support required.

Special Educational Needs and Disability (SEND) Provision

We are committed to supporting every learner, to ensure they are equipped with the tools and resilience required to successfully achieve their learning goals and aspirations. Please see our SEND PROVISION STATEMENT for further information and details should you wish to talk to someone in person.

Whether you need advice, support, facilities or equipment we will do our best to provide it for you. We want to make sure that you have no problems during your study here at college and are easily able to join in with student life.

When you apply to study with us we will ask you to disclose any additional learning needs you may need help with and put appropriate support in place for the start of your studies. All learners are also able to request various assessments throughout their studies, should they feel they may need support in any of these areas.

To access your Study Programme, further studies, or your Apprenticeship you may also need additional help from our Learning Support Team. This dedicated team is here to enable equal opportunity, regardless of any physical or learning difficulty / disability and promote progression in line with your learning goals / outcomes. We recognise that you may need support in one or more of the following areas based on the current definition of SEN:

- **Communication and interaction needs** – difficulty in expressing themselves, understanding what others are saying or difficulties socially interacting with others
- **Cognition and learning needs** – difficulties in learning or retaining basic skills or a specific difficulty with reading, writing, mathematics or understanding information
- **Social, emotional and mental health needs** – difficulties making friends or relating to adults. May be withdrawn, isolated or find regulating their behaviours challenging
- **Sensory and/or physical needs** – sensory impairments or difficulties such as those affecting sight or hearing, or physical difficulties which impact on their learning

The graduated response to SEN support

We are committed to providing support in as many formats as possible; all with the aim of meeting your needs but at the same time not hindering your progression. As part of the Graduated Response to SEN Support this means that high quality teaching is the first stage of support we offer. We will continually review your progress and make informed, relevant adjustments as required, which may include working with a member of our support team, or being offered a loan of some useful assistive technology. We also offer a range of targeted interventions to assist you.

If you have any specific questions or would like further information please contact learningsupport@bicton.ac.uk

English, maths and ICT skills for FE students

What are Functional Skills?

Functional skills are core elements of English and mathematics and are an integral part of your course at Bicton College. They cover the skills we use in all aspects of our studies, work and everyday life.

There are five main levels for each Functional Skill: Entry 1, Entry 2, Entry 3 and Level 1. The level you will be studying depends on your initial assessment result, current skills level and GCSE grade for English and mathematics.

How do Functional Skills benefit you?

Each Functional Skill is a qualification in its own right. They provide you with the essential knowledge, skills and understanding that will enable you to operate confidently, effectively and independently in life, education and work.

Functional Skills will demonstrate to potential employers that you can; use a computer, deal with numbers and communicate with people in an appropriate style and manner, both verbally and in writing.

How are Functional Skills delivered?

Functional Skills English and mathematics are timetabled weekly sessions in which you will update your underpinning knowledge in preparation for externally set tests. You will be given support in English and mathematics which will be closely linked to your main qualification and are embedded into your main course of study.

GCSE English and maths

Alongside timetabled Functional Skills, there will be an opportunity to retake GCSE mathematics and English with formal assessments for both subjects. If you have not yet achieved a grade 4 or C in these subjects then we will support you to achieve a grade 4, although you may work towards other English and mathematics qualifications as stepping stones towards this goal.

To be entered for a GCSE at Bicton College, you must have previously achieved a Grade 3 or D in mathematics and/or English and your initial assessment / diagnostic results must indicate that you are ready to achieve a grade 4.

Please bring your English and Maths certificates or statement of results with you for your induction.

Many people returning to mathematics and English will follow the Functional Skills route. However, English and mathematics specialists work closely with teaching staff, programme managers and learning support staff to make sure you are offered the most appropriate qualification to suit your needs. The English and mathematics team will also update programme managers regularly on your progress during your time at college.

1 Study Programme Entitlement and Conditions of Funding

This relates to all students starting a new study programme of 150 planned hours or more who are aged 16 to 18, or aged 19 to 24 if they have a Learning Difficulty Assessment or Education and Healthcare Plan.

- Learners who do not hold a GCSE grade A*-C or equivalent qualification in maths and/or in English, are required to be studying these subjects as part of their study programme in each academic year.
- Full time students on a study programme of at least 540 planned hours who have a grade D GCSE or equivalent qualification in maths and/or English must be enrolled on a GCSE.
- A student who has grade D in both maths and in English will need to be enrolled on GCSE or approved IGCSE in both subjects in each academic year and is required to continue to study until they achieve at least a grade C or are no longer EFA funded.
- Learners who have less than a D in maths and/or English will be required to continue to study them on an appropriate programme (Functional Skills)
- The student must be timetabled to attend lessons or appropriate blended learning and be progressing in the subject.
- Any student who does not study/attend maths and English mandatory entitlement will be removed from eligibility for funding. (lagged)
- **Therefore The Cornwall College Group has established its policy for academic year 2015-2016. Learners who do not routinely attend the maths and English entitlement agreed with them at the outset of the course will place their status on all components of their study programme in jeopardy.**

Residential Services team

The Residential Services team's mission is to keep your social life at Bicton College as full as possible and to be there to support you in everything you do and through any difficulties you may have. They will help you to settle into Bicton College when you first arrive and give you advice on anything you may be having problems with. They also organise evening social events and weekend activities. These include: swimming, fitness sessions, cinema trips, pool competitions, cookery sessions, games nights and much more. For those who enjoy shopping, trips are arranged to Exeter and other shopping spots. The Residential Services team also arranges trips to the local supermarket, so you can stock up on supplies. If you would like further information please contact Residential Team Lead Maxine Bentley on 01395 562320. Christmas and Summer Balls are also arranged by the team and students and are the main social highlights of the year and an opportunity to dress up and party!

Bicton College has its own fully licensed bar where you can play pool, darts, join in with the weekly pub quiz or socialise with your friends. If you are over 18 then you can enjoy nights out in Exmouth.

Bicton College's Residential Services team supports all students in all areas of welfare, medical, counselling and support. They hold regular block meetings as well as carrying out checks to monitor tidiness. The Residential Services team rewards this tidiness and participation in events with a reward scheme. If you are unsure about anything, the team will be able to point you in the right direction, whether it's to speak to a counsellor or to make an appointment at the local doctor's surgery.

The Residential Services team also arranges trips to the local supermarket, so you can stock up on supplies. Bicton College's dining room provides meals three times a day.

The Gym at Bicton

The Gym at Bicton College is open daily from 9am - 10pm (approx) and is available to all Students and Staff. Anyone wishing to use the gym must book a gym induction with a qualified member of staff and pay £35.00 for their year's gym membership. If you would like more information please see a member of staff in Residential Services after you have started in September.

Your College, Your Voice, student council and freshers fair

This college believes in the principle of freedom from discrimination for everyone, regardless of their age, disability, ethnic or national origins, gender, sexual orientation, social or religious background, or of being part of any other group which may have experienced discrimination. Students and staff are encouraged to respect and recognise the worth of others. All sections of the community are welcome at our college.

At Bicton College students and staff work together on committees, working parties and through special events to meet the diverse needs of our college population for everyone who lives, studies and works here. We believe in everyone having the opportunity to reach and fulfil their own potential, and staff and students are encouraged to do that.

Our Student Council, run and organised by our Student Chairperson and the student course representatives, plays a crucial and active role in this. The Council allows us to hear the student voice and ensures that we are in a position where all students feel that they have a say in 'their' college and an active role to play in the decision making processes.

The happiness, achievements and welfare of our students is at the core of all we do at Bicton College, and we consider it our duty to listen to every student voice, be it individual or collective.

Student Council

The Student Council is run by the Student Chairperson. The Student Council consists of student representatives from all courses elected in the first term.

The Council's role is to give all students a voice and to ensure you all have a say about how your college is run.

Meetings are held regularly and senior college managers attend to listen and respond.

Freshers' Fair

Freshers' Fair gives you the chance to sign up to a wide variety of activities. Many local businesses bring stalls and information about the products or services they offer. There will

also be a chance for you to obtain impartial information about different subjects such as alcohol and drug use, sexual health and how to keep healthy.

Summary of key contact people and departments

Residential Services

Maxine Bentley, Residential Team Lead

01395 562320

Maxine.bentley@bicton.ac.uk

Student Funding

Lena Welch, Funding and Transport Adviser

01395 562393

Lena.welch@cornwall.ac.uk

Admissions

Louise Winchester, Full-time Admissions

01395 562408

Louise.winchester@bicton.ac.uk

Inclusion, Study Support and Disability Advice

Lydia Cherrett, Coordinator Skills for Life and Learning Support

01395 562406

lmcherrett@bicton.ac.uk