

# Further Education

# Department

# 

# Learners Handbook

# Academic Year 2018 / 2019

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#### 2018 Course Listing / Programme Overview

* Pearson BTEC Level 3 Diploma in Operations & Maintenance
* Pearson BTEC Level 3 Diploma in Electrical & Electronic Engineering
* Pearson BTEC Level 3 Diploma in Manufacturing Engineering
* Pearson BTEC Level 3 Diploma in Advanced Manufacturing Engineering
* Pearson BTEC Level 3 Extended Diploma in Advanced Manufacturing Engineering
* Pearson BTEC Level 4 HNC in General/Electrical & Electronic Engineering
* City & Guilds 2357/5357 NVQ Diploma in Installing Electro-technical Systems and Equipment
* City & Guilds Level 2 & 3 Electronic Security & Emergency Alarm Systems
* City & Guilds 1255-01 Level 3 Food & Drink Engineering Maintenance
* EAL Level 2 Manufacturing Engineering

Students who gain a BTEC Level 3/4 National qualification will earn UCAS points at the same time. UCAS points count towards entry on to a higher education/degree course in the UK.

#### DBR Centre – List of Staff and Their Roles

**Head of Education:** *Mr. William A Middleton*

**F E Co-ordinator:** *Miss. Cathy Munro*

**Receptionist:**  *Mrs. Dawn Leah*

**Safety Manager:**  *Mr. William A Middleton*

**First Aiders:** *Mr. William A Middleton / Mr. James Smith / Mr. Dave Smith*

**Tutors BTEC:** *Mr. John Mulhaney*

*Mrs. Annmarie Duggan*

*Mr. David Kenyon*

*Mr. Peter Gordon*

*Mr Graeme Todd*

*Mrs. Saima Qureshi*

*Mr. Gary Bond*

**City &Guilds 1853:** *Mr. Roy Williams// Mr Steven Sales*

**City & Guilds 2357/5357:** *Mr. Arthur Mather*

*Mr. James Smith (Technician)*

*Mr Stuart Kelly*

**Functional Skills & ALNS :** *Mr. Graeme Todd*

**Safeguarding at NWTC:** *Mrs. June McKay (Lead)*

*Mrs. Jean McCormick (Workshop)*

*Miss Cathy Munro (BTEC)*

North West Training Council wants the best for every apprentice and to help them achieve their qualifications. We have allocated Safeguarding Officers for anybody who feels they are being mistreated or if they need help and support in anyway.

Out of college hours: If you wish to talk to June in confidence or to seek advice and support contact her on 07917 185838.

##### Canteen Break Timetable

**As from 10th September 2018**

**Monday**

MORNING BREAK AME 09:55 – 10:10

LUNCH AME 11:35 – 12:05

AFTERNOON BREAK AME 13:30 – 13:45

EVENING (TEA) AME 15:10 – 15:30

EVENING BREAK AME 16:55 – 17:05

**Tuesday - Thursday**

MORNING BREAK BTEC / HNC /Food & Drink 10:05 – 10:20

LUNCH BTEC / HNC / Food & Drink 11:55 – 12:25

AFTERNOON BREAK BTEC / HNC /Food & Drink 14:00 – 14:15

EVENING (TEA) BTEC 15:50 – 16:10

EVENING BREAK BTEC 17:45 – 17:55

**Monday - Thursday**

MORNING BREAK 2357/5357 10:15 – 10:30

LUNCH 2357/5357 12:15 – 12:45

AFTERNOON BREAK 2357/5357 14:15 – 14:30

**FRIDAY**

MORNING BREAK SITO 10:15 – 10:30

LUNCH SITO 12:15 – 12:45

##### Learners Equipment Requirements

**IT IS ESSENTIAL THAT LEARNERS HAVE THE FOLLOWING ITEMS BY WEEK 2.**

**All Learners must supply:**

1. Scientific calculator
2. Writing paper
3. Pens
4. Pencil, eraser and sharpener
5. Rule
6. One lever arch file
7. Set squares (1 x 450 and 1 x 600), Protractor
8. Plastic wallets
9. File Dividers
10. Open an account on the computer for storage of all learning resources and assessments. e.g skydrive, onedrive, icloud or dropbox.

**Extract from Training Centre Rules and Regulations**

**General**

1. These Rules and Regulations have been produced for information and guidance of all learners attending this Education Centre and learners must make themselves conversant with these, as well as with others issued from time to time. Aspects of Factory Acts will also apply and details of these are displayed.
2. Failure to observe these Rules and Regulations, as well as those covered by the Factory Acts will result in disciplinary action being taken.

**Safety Regulations**

1. Learners are reminded that there is an ever-present risk of injury in any establishment unless they keep alert and obey all safety rules laid down for their protection. The following Regulations will be obeyed under all circumstances and at all times:
2. No learner will work on a machine or any item of workshop equipment unless he has been instructed in its safe operation and fully understands the relevant safety requirements.
3. Learners are forbidden to interfere with the setting of any machines’ equipment without authority from a Tutor (including computers & accessories).
4. Learners will not operate machines/equipment unless a member of staff is present in that section of the workshop.
5. Running, shouting and whistling will not be allowed anywhere on the premises, as this is not only dangerous but distracting to others.
6. There is no parking at the front of the building without a parking permit. Learner parking is at the back of the Management Centre

**Housekeeping**

1. Learners are responsible for maintaining the general good housekeeping of Lecture Rooms, Canteen and Lavatories.
2. In the interest of hygiene, learners will ensure that wash basins and toilets are properly used and kept clean, dispensers for soap and towels will be treated with respect and used towels placed in the receptacles provided.
3. Damage to wash basins and toilets etc. will not be tolerated and strict disciplinary action will be taken against offenders.
4. In the interest of hygiene, learners will not spit in the premises/floor or disciplinary action may be taken.

**Smoking Policy**

1. Smoking is prohibited in North West Training Council’s premises and on the surrounding grounds, including the car park.
2. **No Electronic Cigarettes** are to be used in the classroom or workshop.

**Break and Lunch Times**

1. During morning and afternoon tea breaks, learners should use the canteen for eating and drinking. However, at lunchtime, learners may, if they wish, leave the premises and go out for lunch. Returning to College under the influence of alcohol will **NOT** be permitted.
2. The lecture rooms are **Out of Bounds** to all learners at break /& lunch times. Under no circumstances is food and drink allowed in the classroom at any time with the exception of bottled water.

**Timekeeping/Car Parking**

1. Learners are required to report to lessons on time. Employers will be informed if you are late or absent.
2. Learners car parking facilities are at the rear of the building. **NO** parking in the front **STAFF** carpark. Refrain from playing football/ball games in the carpark.

**Mobile Phones**

1. Strictly **NO** Mobile Phones unless authorised to do so by the tutor and **NO** unauthorised use of personal audio players allowed during class. All mobile phones must be turned off or set to silent during lessons.

**Appointments**

1. A card or letter must accompany all Dentist/Hospital/Doctors appointments etc.

**N.B**. you should avoid making appointments in college time. You will be marked absent on the register and your company will be informed.

**Absence**

1. In all cases of absence, you must contact NWTC and your company **before 9am** on**: 0151 523 0808**

**Your company will be notified of all absences.**

**Fire Drill – Dunnings Bridge Road Centre**

In the event of fire, the following procedure will be adopted:

1. On hearing the alarm all learners will cease work and will leave the building under the direction of their tutors, proceeding in an orderly manner – without running – and without stopping to collect personal belongings
2. Learners will assemble with their tutors at the assembly point car park where a register will be called. All learners should familiarise themselves with the fire assembly appropriate to their section of work.
3. Tutors will then report to the education manager and no-one may return to the building without direction that the alarm has ended.
4. The fire alarm will be tested regularly on a Thursday at 10am.

On discovering fire anywhere in or around the training centre, shout “fire” and proceed to sound the alarm.

**Location of fire alarm points**

1. Reception area
2. Three on the first floor landing
3. One along the corridor near computer room (ground floor)

Emergency exit doors and fire appliance area **must be kept clear at all times**

**Fire assembly point 2**

Car park at front of building

**First Aid**

**Treatment and Reporting**

All injuries, however slight must be reported to your Tutor / Reception who will decide what course of action / treatment is required.

After treatment the first aider must present the details of any accident to the Head of Education/Safety Manager.

**Qualified First Aid Staff:**

Mr. Stuart Kelly - AM2 Workshop

Mr. Laurence Pye - AM2 Workshop

Mr. Jay Smith - Electrical Workshop

Mr. William Middleton - Management Centre

Ms. Juliet Knight - Offices

###### Quality Standards/Assessment Policy

These standards apply to all subjects in the City & Guilds Engineering courses and inform you about what to do to be eligible for full marks. The BTEC learners are issued with a separate assessment policy on Induction Day.

1. **Presentation of Assignments**

Assignments except for drawing must be on A4 paper with all pages stapled together in the top left hand corner. The assignment must be correctly filled in and handed back, showing the following details.

* Learners Name
* Lecturers Name
* Subject Name
* Assessment Number
* Page Numbers

All work must be clear and concise, typed in Microsoft Word, 1.5 line spacing, Ariel, font 12. The page margin is to be between 20 and 25 mm wide on the left for lecturer’s comments. Most importantly all questions must be attempted. Tutors will refuse assignments which are not fully completed.

1. **Answers**
2. Answers must be clearly identified
3. Answers must include appropriate units correctly expressed
4. When direction or sense of motion is part of the answer, it must be shown clearly.
5. Work must be set out neatly so that it can be easily understood and marked.
6. **Deadlines**

Assignment work not submitted by the hand-in date will lead to your employer being notified. However work may be handed in late when illness or unavoidable circumstances prevented meeting the deadline. This procedure will ensure that the work is marked promptly. Deadlines must be approved by Head of Department prior to the hand in date.

1. **Absence from Assessments**

If a learner is absent from an assessment they will be set a new deadline on their return

1. **Plagiarism/Malpractice**

Learners who copy other learners work or allow their work to be copied will have their assignment **Referred**. Other penalties such as ‘failed unit’ or suspension could result.

1. **Appeals Procedure**

There are clear procedures for learners to enable them to enquire about, question or appeal an assessment decision which s/he considers to disadvantage him/her.

Any appeal is recorded and documentation is retained for 18 months following the resolution of the appeal.

**Externally Set Exams**

These examinations will be conducted in accordance with the awarding body regulations.

###### Policy on Illegal Drugs

**POLICY ON ILLEGAL DRUGS**

**1. Introduction**

**1.1** The possession, use, supply and production of certain drugs is a criminal offence under the Misuse of Drugs Act 1971. Under the act it is a criminal offence for the council to knowingly permit or suffer any of the following activities to take place on its premises:

* 1. Producing or attempting to produce a controlled drug in contravention of Section 4(1) of this Act.
  2. Supplying, attempting to supply or offering to supply a controlled drug in contravention of Section 4(1) of this Act.
  3. Preparing opium for smoking
  4. Smoking cannabis or its derivatives.

* 1. The Council, being aware of its moral responsibilities, will do all it can to discourage drug misuse. Therefore if the Council becomes aware of such illegal activities it will take appropriate action, which may include advising the Police and implementing its disciplinary procedure.

**2. Objectives**

**2.1** The Council’s objective is to reduce to a minimum the possible effects of illegal drug misuse on the user, staff, trainees, visitors, public and the environment. This shall apply to all members of staff, trainees and visitors to the council.

**2.2** The Policy also states the action the Council will take in the event of a member of staff, or a trainee being suspected of possession, or involvement in the supply, or production of illegal drugs.

**3. RESPONSIBILITIES**

**3.1** The Chief Executive shall have absolute responsibility for the effective discharge of the provisions within this Policy. This responsibility may be delegated to members of the Management Team, who may also delegate it to one of their direct reportees.

* 1. Staff or trainees who suspect a colleague or trainee is misusing illegal drugs have a duty to inform their line manager or supervisor.

**3.3** Staff or trainees who suspect a colleague or trainee is in possession of illegal drugs or is involved in the supply or production of them have a duty to report the matter to their line manager or supervisor.

**3.4** The attention of all members of the Council and trainees is drawn to their own responsibilities towards themselves, colleagues and others under Section 7 of the Health and Safety at Work Act 1974. This makes it the legal duty of every employee to take reasonable care for the health and safety of not only themselves, but also of others who may be affected by their acts or omissions at work.

**4. MISUSE OF ILLEGAL DRUGS**

**4.1** The Council will undertake to ensure that any member of staff or trainee believed to be misusing illegal drugs will get advice, help and – if necessary – treatment. Employees or trainees who think they may have such a problem will be encouraged to seek help at the earliest possible moment.

**4.2** Should a member of staff or trainee refuse help, or drop out of a treatment programmed, this shall constitute automatic grounds for action under the Council’s disciplinary procedure.

**5. POSSESSION, SUPPLY OR PRODUCTION OF ILLEGAL DRUGS**

**5.1** Any member of staff – or learner – who is found to be in the possession of illegal drugs on any of the council premises will be subject to the Council’s disciplinary procedure for acts of gross misconduct, which will lead to their dismissal from the Council’s employment – or exclusion from the Council’s training programme(s) – barring exceptional circumstances which shall be at the sole discretion of the Chief Executive.

**5.2** Any Council member of staff or Learner suspected of supplying, assisting in the supply, attempting to supply or assisting in the attempt to supply an illegal drug to others will be reported to the Police and suspended from the Council or its training programme(s) pending the outcome of Police investigations. Any member of staff or learner convicted of supplying illegal drugs will be subject to the council’s disciplinary procedure for acts of gross misconduct, which will lead to their dismissal from the Council’s employment or exclusion from the Council’s training programme(s).

* 1. Any person who is not a member of staff of the Council or a learner who is suspected of trying to enter any Council premises to supply, or attempt to supply, illegal drugs will be refused access and the Police will be informed.

###### New LogoLearners Details Form

# LEARNERS DETAILS Academic Year 2018/19 (please complete all boxes below)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Learners Name:** | | | **Company Name:** | | | |
| **Learners Address:** | | | **Employers Address:** | | | |
| **Learners Tel:** | | | **Employers Tel:** | | | |
| **Email Address:** | | | **Email Address:** | | | |
| **Learners D.O.B:** | | | **Employer Manager/Contact:** | | | |
| **SCHOOL ATTENDED** | | **GCSE SUBJECT** | | | **GRADE** | **YEAR** |
|  | |  | | |  |  |
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|  | |  | | |  |  |
| **COLLEGE/STUDY CENTRE**  **ATTENDED** (if any) | | **F.E. COURSE TITLE** | | | **GRADE** | **YEAR** |
|  | |  | | |  |  |
|  | |  | | |  |  |
|  | |  | | |  |  |
| **F.E. Course Title:** | | | | | | |
| **N V Q Title:** | | | | **NVQ Level:** | | |
| **Learners Training Officer:** | **Learners Occupation:** | | | **F.E.Start Date: / / 2018** | | |

**F. E. Department-Learning Contract**

**Learning Contract**

You have chosen to come to North West Training Council and the organisation has accepted you because we believe you have the potential to succeed. As a learner with us, you are entitled to expect quality Education and Training and a commitment to your success, we take our obligations to our learners very seriously.

**Our Commitment To You**

We will provide you with:

* Quality teaching
* Appropriate resources to support your learning
* Personal tutor support
* Help with English, Maths and ICT if required
* Guidance to help you make the right decisions about the future
* Secure environment in which to learn
* Copies of the learner handbook and the course handbook which are relevant to you

**Your Commitment to NWTC**

If our commitment to you is to prove effective, you must undertake to:

* Attend **ALL** timetable sessions within NWTC or a work placement and to keep all appointments with your teaching staff. Making special note of examination / assessment dates**.**
* Arrive punctually for all classes, work placements or other appointments
* Act in accordance with Health & Safety Regulations for the area in which you are working
* Notify the F E Co-ordinator (Cathy Munro) before 9.00am of any unavoidable absences on the first day of absence
* Take responsibility for your own learning and seek support when needed
* Complete assignments and coursework on time and to the best of your ability
* Behave appropriately and show respect to others
* Obey all rules and regulations associated with North West Training Council
* Please see pages 12-13 regarding our **Policy on Illegal Drugs**

**Declaration**

**I agree to abide by the terms of this learning contract**

**Learner Name………………………….. Tutor Name……………………………**

**Learner Signature…………………….. Tutor Signature………………………**

**Date……………………………………… Date……………………………………..**

**Declaration**

1. I have received a copy of the Equal Opportunities Policy Statement and agree to abide by all the relevant Safety Rules and Regulations as explained to me by North West Training Council in the issue of the Learner Handbook.
2. I understand boots and safety glasses are mandatory for all workshop and laboratory subjects in the BTEC/C&G Engineering Course and agree to abide by the Quality Standards stated in the Learner Handbook.
3. I understand that if I am issued with the equipment, I am responsible for its safekeeping, and any loss or damage may be recovered from me.
4. I agree to abide by the terms of the learning contract issued to me in the Learner handbook.
5. I agree to provide my own equipment as specified in learners equipment requirements on page 6.

**Learner Name………………………….. Tutor Name………………………….**

**Learner Signature…………………….. Tutor Signature……………………..**

**Date……………………………………… Date…………………………………..**

**Further Education Course Induction Checklist**

|  |  |
| --- | --- |
|  | **Tick as**  **completed** |
| 1. Introduction to Staff and Explanation of Who’s Who |  |
| 2. Explanation of Company Routines As Applicable  (meals etc) |  |
| 3. Tour of Premises |  |
| 4. Situation of Toilet, Exits, Canteen, Resource rooms |  |
| 5. Workplace Rules and Regulations, Care of Clients Property |  |
| 6. Learner Responsibilities |  |
| 7. Smoking |  |
| 8. Safety Policy |  |
| 9. Safety Literature |  |
| 10. Key Safety People |  |
| 11. Prohibited Areas |  |
| 12. Prohibited Plant & Machinery |  |
| 13. Operation of Machinery |  |
| 14. Dangerous Substances |  |
| 15. Lifting Heavy and Awkward Objects |  |
| 16. Housekeeping |  |
| 17. Safe Systems of Working |  |
| 18. Protective Clothing |  |
| 19. Safety Equipment |  |
| 20. Hygiene |  |
| 21. First Aid |  |
| 22. Accident Procedures |  |
| 23. Fire Alarm and Emergency Evacuation |  |
| 24. Where to get further help and advice |  |

**Learner signature**: ………………………………………

**Date**: ………………………………………………………

**Tutor signature**: …………………………………………

**Date**: ………………………………………………………