



STUDENT INDUCTION BOOKLET FOR ACADEMIC YEAR

2017/18

REGISTRATION START

AUTUMN TERM

TERM ENDS

REGISTRATION START

WINTER TERM

TERM ENDS

REGISTRATION START

SPRING TERM

TERM ENDS

JFC TRAINING COLLEGE (JFC) is committed to providing you with high quality training and support to meet your learning needs during your time on the programme, but you have to play your part in making it work. This booklet is really an agreement between us, saying what each partner will do in order to make your time enjoyable and successful.

Please take time to read this booklet and ask questions if there is anything you do not understand. The booklet tells you what you can expect, and how we will achieve this, it also tells you what to do if you are not happy with our services.

QUALITY ASSURANCE

JFC is dedicated to a Quality Assurance Policy that will ensure that our services meet the requirements of its users, students and staff at all times.

EQUAL OPPORTUNITY POLICY

JFC TRAINING College is committed to equal opportunities, which guarantee all students on the programme equal treatment and opportunities, regardless of gender, race, religion or disability. We will accept applications from adults of age 16 and above and our equal opportunities policy will continue to apply after selection and during the period whilst training is being undertaken. Copies of the Equal Opportunities policy are displayed on the notice board and can be obtained from the Admin Office.

WHO'S WHO

There are many people who work at JFC and eventually you will get to know them. The information and Student/Welfare Support Officer can offer help and support on many matters relating to your time at the College. An appointment must be made to see the officer.

Director Studies

The Director of Studies is Mrs FUNMI OLADIMEJI the person responsible for the entire operation of JFC. You can book an appointment at any times to see her.

COURSE TUTOR/LECTURER

Your Course tutor is the person you will have most contact with. He or she will plan a course of action for you, monitor your progress through assessment and supervise your training towards your qualification.

ADMINISTRATION

The Admin/Centre Manager is responsible for the day to day running of JFC.

INDUCTION

This induction is an introduction to JFC and your training programme. It is a time when we will explain your training programme and also a time when we will explain your rights and responsibilities as a student. You will be informed about Evacuation Procedures, Health and Safety and Equal Opportunities. It is also time to get to know each other and begin to make friends, to meet different members of staff and know their various roles and responsibilities.

DURATION

The duration of course will be for a maximum of 2 years and you will be working towards set programmes, e.g. professional qualification, NVQ/QCF, and GCSE/Functional Skills. If you wish to leave, you are entitled to do so but please do not leave the programme if you are unhappy or things are not going the way you expected, talk to your Course Teacher/or Quality Assurer. If that does not solve things, please book an appointment to see the Quality Assurance Manager or the Principal.

ATTENDANCE – DAYS/TIMES

You will be trained for a minimum of 15 hours per week, and the hours that you must attend are from 9:00am until 6:00pm but the exact days and times will alter depending on your programme. Tea/coffee breaks will be flexible. Lunch time will be an hour normally 1:00pm – 2:00pm each day. You MUST sign your attendance register each day. If you are an International student, it is our responsibility to inform the Home Office if you are not attending regularly.

ABSENCE AND SICKNESS

If for any reason you are unable to attend due to illness you must telephone JFC or get someone to make contact on your behalf. If you are sick you should produce a medical certificate on your return. Anyone arriving 30 minutes after the lecture's start time can be asked to stay out of the class to prevent distraction and the group. Continuing poor time keeping and absence will be dealt with by a warning letter about your studies. Failure to do this may lead to action under the disciplinary procedure.

HOLIDAY/HALF TERM

The times of holidays or periods when the College is closed are published on the notice board. You will also be entitled to any public holiday which may fall during the time you will be attending the course. If you need time off for any other reason, please do your very best whenever possible to inform either the course manager or administration in advance.

CONTACT DETAILS

You are required to inform the College Administrator of your change of address and change of contact/personal details as soon as possible.

HEALTH AND SAFETY

You will be expected to observe all Health and Safety procedures while on the premises. You will be shown where the fire exits are and told about the fire drills and what to do in case of fire. (Please observe the Health and Safety poster notices that are displayed in the building). The building operates a non-smoking policy. It is very important that you sign the attendance book on arriving and leaving the building each day.

Every person who study/works/trains at JFC is responsible under the Health and Safety at Work Act, to take responsible precautions in safeguarding the Health and Safety of themselves and others and to observe all Health &

safety rules and procedures as laid down by JFC. You will be responsible for your own personal effects at all times. JFC will not take responsibility for loss or damage to your personal belongings.

ACCIDENT/INJURIES

If you have an accident or have injury whilst on the premises, you must inform a member of JFC immediately. All accidents and injuries must be reported to the Health and Safety Officer and must be recorded in the accident book however small the injury. JFC will investigate all accidents and injuries.

INSURANCE

Students are covered by our Public Liability Insurance, a copy of which is displayed in the Admin Office.

EXAM ENTRY

It is the responsibility of each student to ensure that they are registered for and pay for external exams of professional bodies such as IFA, ACCA etc. The College can assist with this process but the responsibility lies with the student. For non-professional courses we will process your registration for you and notify you of any fees that you have to pay for this in advance of the course commencing. Course lecturers/tutors will advise students of the necessary closing dates for exam registration for the courses that they are responsible for.

PROBLEMS OR COMPLAINTS

During your induction session, you will be told in more details what to do if you have a problem or complaint. The College operates an Equal Opportunity Policy and you will be given an opportunity to go through this during your induction. If you have a problem you wish to discuss or wish to lodge a complaint, you can either talk to your course lecturer/ tutor in the first instance or the Admin Manager who can make an appointment for you to see the Principal. Please remember that all staff members are here to help you and will endeavour to resolve any complaints amicably.

Equal Opportunities

JFC Training College treats people equally, regardless of sex, race, religion, or disability. All members of staff are responsible for making sure the institute's equal opportunities Policy is understood and followed. The Admin Centre Manager for JFC College holds overall responsibility.

Our equal opportunities policy has been written to meet the sex Discrimination Act 1975, the Race Relation Act 1976, amended 2000, the Disability under Equality Act 2010 and the Rehabilitation Act 1995 and the rehabilitation of Offenders Act 1974/2014.

JFC Training College will only work when employer and placement providers who agree to meet the requirement of the law and equal opportunities and sign a contract to confirm this.

During induction, you will receive a copy of our equal opportunities policy. This will give you more information on everything mentioned on this page.

Activity

Please read the enclosed equal opportunities policy and fill the in the box below.

I have completed the activities in the equal opportunities pack, I have understood it and I am aware of my part in making sure everyone is treated equally.

I am aware of that there are policies and procedures in place for those who do abide by the equal opportunities policy as set by JFC Training College.

Name: _____

Sign: _____

Date: _____

Health and Safety

Everyone has a role to play in ensuring a safe working environment. It is your responsibility to work safely and follow Health and Safety Procedures, and regulations.

Before the programme begins, if you are employed or on placement, JFC Training College will visit the workplace to make sure the employer or placement provider has all the necessary safety system in place

In particular, we will check that the following legal requirements are present:

- Employers & Public Liability Insurance
- A Health & Safety Policy
- Statutory Risk Assessment
- Emergency Procedures
- Supervision
- Induction

As part of your induction, Health and Safety Procedures and Regulations will be explained to you & you will be told about any work equipment you are not allowed to use or areas in the workplace where you are not allowed to go to. If you have an accident at work, or on JFC premises, it must be reported to the First Aider and recorded in the Accident book.

Activity

When you have completed the Health and Safety Introduction, please fill in the box below.

I have read the Health and Safety induction. I now understand my part following the Health and Safety Procedures and maintain a safe work area.

Name: _____

Sign: _____ Date: _____

If there is anything you do not understand, please ask a member of staff. We are very happy to help you

Complaints Procedure

You may feel you have a complaint about your training, you should tell your named lecturer, so that they can take action to put it right.

If after talking to your lecturer and you are still unhappy, you may take your complaint further, you should contact our Student Welfare or Centre Manager. If you are still not happy, you can contact the body that is funding your training. This could be the Funding Skills Agency.

If you wish, you may ask another person to be with you during these discussions. On the other hand, the learning Organisation mentioned above may also be wished to have someone else present.

Activity

Please fill in the complaint box below

<p>If I have a complaint about any part of my programme, I will:</p> <p>Tell my Quality Assurer/Lecturer: _____ (Insert Name)</p> <p>If my complaint is still not sorted, I will:</p> <p>Tell Student Welfare Officer: _____ (Insert Name)</p> <p>If I am still not happy, I can make a written statement to the Centre Administrator</p> <p>If your complaint is still not sorted, I will contact the Awarding Body my studies.</p> <p>Please give below the contact number for the funding body/organisation paying for your studies</p> <p>Tel: _____</p> <p>Fax: _____</p> <p>Email: _____</p>
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APPEAL AGAINST INTERNAL ASSESSMENT PROCEDURE

This procedure has been written for students who are undertaking a Professional course, for example, ABE, CMI, ACCA PTLSS, CTLLS, DTLLS, NVQ, SVQ or Key Skills or Core Skills. It explains what you must do if any point during your time of study you are dissatisfied with the result of an assessment and feel that the decision is unfair. Some of the reasons for an appeal could include:

- You have been told that you are not yet at the required level, but you do not understand why
- You believe the evidence in your portfolio shows that you have achieved the standards or met the requirements of the assignment.

You must follow the procedures below:

STAGE 1 Review with the Lecturer/Quality Assurer

Tell your Lecturer:

- Why you disagree
- Why do you think the evidence you put forward should cover the standards

You will also need to put this information in writing, for your appeal. You must complete stage 1 before going to stage 2.

STAGE 2 Independent re-assessment of work

If after stage 1, you are still not satisfied, you may appeal to the College Internal Quality Assurer/ Moderator or the Principal. You will need to give the Internal Quality Assurer/ Moderator a copy of the appeal you gave to your lecturer at stage 1.

Please fill in the box below:

<p>I understand that if I am not happy about an assessment decision, I must first tell my Lecturer and if I am still not satisfied, I must put my appeal in writing and give a copy to:</p> <p>My Quality Assurer: _____</p> <p>My Lecturer: _____</p> <p>Internal Quality Assurer/ Moderator: _____</p>
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PLAGIARISM

GUIDANCE AND WARNINGS

- *Plagiarism is the claiming of someone else's work as your own and is considered to be an act of dishonesty.*
- *We work in a service where there is high level of staff integrity and plagiarism is rare. However, it is important that you understand the nature and implications of it.*
- *The Evidence Summary in your QCF portfolio contains a declaration to the effect that the evidence learner present is their own work and they are required to sign this.*
- *Whilst we encourage candidate to work together on their qualification, you must ensure that all your evidence is your own including and Self Reports you prepare and any underpinning knowledge you present in the form of answers to questions.*
- *Where plagiarism is found to have occurred, it will result in cancellation of any unit certificate issued and could result in disciplinary action being taken.*

Extract from Assessment Guidance

"Plagiarism refers to the use of another's implementation of ideas, information language, or writing when done without proper acknowledgement of the original source. Essential to the act of plagiarism is an element of dishonesty in attempting to pass off the plagiarized work as original."

It is an act of dishonesty that calls into question a candidate's suitability to be an employee of JFC

Penalties for Malpractice

What happens if you hand in work that is not your own?

It goes without saying that the work that you submit **must be your own**. Staff and exam boards are interested in what the student has learnt and not what someone else has learnt.

Penalties as Advised by the college:

The College policy states that awarding bodies apply penalties from a defined range which reflects the circumstances of each particular case.

There are 3 areas to pay particular attention to:

1. Plagiarism

'The failure to acknowledge sources properly'

There is always a temptation to copy text that is found, word for word, and not give any reference as to where the text was found and who wrote it. This is, in fact plagiarism and is not permitted at any time. The college and the Awarding Bodies take plagiarism very seriously. The following penalties are set down by JFC Training College.

Plagiarism Offence 1 and Warning penalty 1

The student/learner is unaware of how to attribute sources correctly or the regulations about plagiarism. A substantial part of the work is the candidate's own.

Plagiarism Offence 2 and Penalty 2-4: Loss of Marks

Plagiarism from work cited in bibliography. It is not clear which parts are original and which parts are quoted.

Plagiarism Offence 3 and Penalty 5 – 10

Plagiarism text becomes the substance of the work submitted. It is not listed in the bibliography. There is no clearly distinguished work for which a mark can be safely given.

Penalty: Loss of aggregation or certification opportunity

Copying from another Students

There may be the temptation to copy from other students' work, especially if you have not planned your time and are close to a submission deadline. The advice is plan your time well and do not copy other students' work.

For copied work the following penalties apply.

Copying Offence 1

Lending coursework, not knowing it would be copied.

Penalty: Warning penalty 1

Note: This penalty affects the lender

Copying Offence 2

Permitting examination script/coursework to be copied; showing other students/learners the answers

Penalty 2-4: Loss of marks (aggregation still permitted)

Note: This penalty affects the lender

Copying Offence 3

Copying from another students/learners script/coursework; borrowing coursework to copy: Penalty 5-10: Loss of aggregation or certification opportunity

Note: Penalty affects the person copying

Standard College Penalties

Penalty

1. Warning (centre can be advised to give warning)
2. Loss of all marks gained for single piece of coursework
3. Loss of all marks gained for a component
4. Loss of all marks gained for a unit
5. Disqualification for the unit
6. Loss of all marks gained from all components/units in a single qualification taken during the series
7. Disqualification from the whole qualification
8. Loss of all marks gained from all components/units in all qualifications taken during the series
9. Disqualification from all qualifications taken in that series

INDUCTION CHECKLIST FOR STUDENTS

Your tutor/lecturer will explain which of the following are relevant to you and your course

Full Name.....

Tick when you have received information on:

1. Initial Assessment:

- Diagnostic test for students studying more than 120 hours per year (3 hours per week)
- Learning support needs discussed with tutors

2. Introduction to your course:

- Welcome meeting
- Copy of course handbook, including list of teaching staff
- Course programme outline (e.g. syllabus)
- Teaching and Learning methods

3. Introduction to College Facilities:

- Copy of College's Student Information Handbook
- Map/Tour of relevant campus
- Library induction
- Information Technology workshop

4. Information on Student Welfare Services:

- Accommodation advice
- Counselling service
- How to open a bank account
- Student Travel Discount Card
- The Student Liaison Team

5. College Policies and Procedures:

- College Rules and Regulations
- Equal Opportunities Policy
- Health and Safety
- Fire and emergency procedures
- Complaints procedure
- Appeals against Assessment procedure
- Acceptable use of computers
- Student Discipline Codes

6. Tutorial Arrangements:

- Entry Action Plan
- Progress Reports (termly)
- Scheme of Work for tutorials
- Study Skills
- End of Induction Individual Review (e.g. how to change course)

7. Documentation to be completed/signed:

- Enrolment Form
- Learning Agreement

Student Signature

Date

(Only when all relevant information has been received)