

Pearson BTEC Level 4 HNC Certificate in International Travel and Tourism Management

1. INTRODUCTION	3
Welcome to Uxbridge College – Head of School	3
2. COURSE INFORMATION	9
A) College Calendar	9
B) Programme Specification	9
C) Unit Specifications	11
D) Assessment Plan	16
E) HN Global	17
3. ASSESSMENT	18
A) Course Structure	18
B) RQF Qualifications from Pearson	20
C) Your Qualification Explained	20
D) Learning & Assessment	21
E) Marking & Grading	23
F) Late Submission of Work	25
G) Assessment Boards	25
H) Overall Grade Calculation	26
I) Internal & External Monitoring	27
J) Academic Appeals (Against Assessment Decisions)	29
K) Academic Malpractice	31
4. HE STUDENT REPRESENTATION & ENGAGEMENT	32
A) Student Representatives	32
B) HE Co-ordinator	32
C) Student Surveys	33
D) Tutorials	33
E) Complaints	33
F) Office of the Independent Adjudicator	34

5. RULES & RESPONSIBILITIES	35
A) Code of Conduct	35
B) Attendance & Punctuality	36
C) Equal Opportunities – a simple guide	37
D) Religious Observance	37
E) Learning Support for HE Students	38
F) Health & Safety	39
G) Safeguarding	40
6. LEARNING RESOURCE CENTRES, TEAMS & APP	42
7. STUDENT SUPPORT	44
A) The Student Support Team	44
B) Careers Guidance	44
8. DISCIPLINARY PROCEDURE	45
APPENDIX 1 – STUDY GUIDE	46
A) How to Write Essays	46
B) General Presentation	47
C) Referencing Your Reading – Reference Lists & Bibliographies	48
APPENDIX 2 – EXTENUATING CIRCUMSTANCES APPLICATION FORM	50
APPENDIX 3 – GLOSSARY	51

1) INTRODUCTION

Welcome from your Head of School



Welcome to Uxbridge College and to your course. This handbook is designed to give you a general overview of the College and the School.

We are sure you will enjoy the opportunities offered to you here by our staff. The small group size and personalised attention given to all students on the course provides an excellent environment in which to flourish.

We hope that you will enjoy your period of study with us and that the course will provide a stimulating experience – assisting both your personal development and future progression on to higher levels of study and employment in one of the most exciting and vibrant areas of endeavour available.

Jonathan Long

Head of School, Sports, Travel and Public Services

Welcome from your Section Manager/ Higher Education Programme Leader



I would like to wish you every success on your course at Uxbridge College. The College will help you to achieve all your learning goals while you are with us and we will provide you with many resources to support you. Your academic tutor will help you to stay on course with your studies and our tutorial coordinator will ensure that you attend fully and are able to access any other support you will need.

Travel & Tourism students have achieved excellent results over the past few years, with some courses achieving 100% pass rate. In order to do this you have to do your bit. You must attend all your classes and make every effort to keep up with homework and assignments. You must also conduct yourself in an adult way and conduct yourself in a way that helps you and others to learn.

I hope you enjoy your studies and wish you every success.

Jessica Clapson

Section Manager in Travel and Tourism

Values

In the School of Sports, Travel and Public Services we expect students to have a sense of community, the notion of it being a privilege rather than a right to belong to the School, something to live up to, something to be shared with others who also form part of that community.

We value and encourage the following:

- A culture of self-improvement
- Self sufficiency
- A strong work ethic
- High aspirations
- High expectations in terms of work output, commitment, conduct etc
- High standards of achievement

The staff in the School believe in:

- Helping students to gain access to the real world and then giving them the skills to survive in it
- Helping students to realistically appraise their strengths and weaknesses in a contemporary context
- Providing a strict disciplinary framework, which is clearly understood and accepted by students as a pre-condition of learning and is then rigidly enforced
- Helping students to understand both their own personal and social responsibilities and duties, plus the need to accept the consequences of their actions – however unpleasant they may be.

Attendance

Students admitted to any course of study in Uxbridge College are required to attend regularly and punctually. Students should be active participants in their own learning and as such, many units depend upon full student participation and interaction.

It is the students' responsibility to make sure they understand their timetable and they know where and when their classes will take place. Students who miss a significant number of lectures normally obtain poor end of year results. Picking up a set of notes after the lecture or copying somebody else's lecture notes is a poor substitute for actually attending a lecture and absorbing its content.

If you know in advance that you may be absent from classes, you should inform the Attendance Coordinator (AC). If you are absent for periods of longer than three days please notify the AC as well as your tutor, and in the case of illness you should obtain a medical certificate where appropriate, particularly if you wish the illness to be considered as an extenuating circumstance in respect of coursework or examinations.

Attendance is monitored and students who are not participating in lectures, tutorials, seminars and practical sessions on a regular basis may be withdrawn.

Punctuality

All students are required to arrive on time for all classes and other scheduled activities and should remain for the duration of the teaching session. Not only does late arrival and early departure from lessons impact your own learning, it is also disruptive, impolite, and unprofessional. The disruption caused is also unfair to your peers and tutors.

Failure to attend regular lessons without providing satisfactory reasons is deemed to be unsatisfactory.

Students are responsible for:

1. Attending all lessons associated with their programme of study.
2. Notifying their course tutor and attendance coordinator in advance (e.g. in person, by phone or email) if they expect to be absent from timetabled classes.
3. Obtaining prior permission (e.g. in person, by phone or email) from their tutor and attendance coordinator for any planned absences which are longer than 2 consecutive days in duration.
4. Notifying their attendance coordinator for any unplanned absences from classes within 24 hours.

Induction

In your first week at College, you will undergo Induction. During this time, the following topics will be discussed with you:

Topic	Content
Welcome and ice breaker	Tutors will discuss the concept of student rep per group, role the individual has to play and how the group is represented by that person at Student Voice. All information discussed at Student Voice is minuted and sent to the Principal so is a very responsible role. Once you have settled in, each group will elect a student representative to represent their voice at the quarterly School meeting. The student rep may also be asked to sit in on team meetings to give important course feedback to the team, discuss issues etc.
Health and Safety & Tour	Tutors will point out the different rooms in which you will have lessons in and where the nearest evacuation point is. Tutors will stress that evacuation points and fire exit are the same thing. You will be shown the learning resource centre and will receive a brief explanation on how it operates as well as the refectory, student lounge, staff

	rooms etc. Once your full time course has started, you will have a more detailed induction with regards to the learning centre.
College and School rules and regulations	Tutors will explain in detail all rules and regulations that you have agreed to adhere to by signing your enrolment card for example: No hats, caps, mobile phones and music may be worn or played once you have entered the College buildings. You may only use your mobile phone in the refectories or outside College buildings. Anywhere else is regarded as gross misconduct and may lead to disciplinary action. Tutors will discuss with you in detail what is considered gross misconduct (bullying, harassment etc.) as well as the disciplinary process.
Attendance and punctuality	Tutors will explain the College rules concerning leave of absence, leave outside of normal College leave periods and will show you the relevant documentation you need to complete. Copies of these are available from the Attendance coordinators.
Course content	Tutors will go through your timetable, assessments, assessment schedule, late submission policy etc. with you.
Assessment, assignment schedules, exams and work ethic	Tutors will explain to you how your course is assessed and whether there are any exams that you need to take as part of your course. The tutors will give you the assessment schedule for the year so that you can prioritise your workload and ensure you submit your work in on time. Staff will discuss the College's late submission policy with you and its implications.
Quoting and paraphrasing from 3rd party sources	This is a very important session as plagiarism is considered under of the College's Academic Malpractice Policy. Staff will start working with you in how to take text from different sources and rephrase it into your own words. Please ensure you read the part of the course handbook on Academic Malpractice (see page 43) and

	listen when your tutor explains this to you as it is very serious.
Microsoft Teams	Tutors will explain Microsoft Teams which we use as our online platform. Your tutors will load to this are notes on units taught, assignments, exercises etc. This site can be accessed by you 24/7. Teams also hosts on-line surveys which you'll be asked to complete during your courses. There'll be one about your induction early in the year. Please take the surveys throughout the year seriously as the information is used by the government and the Head of School will follow up with each group. Please do not use the on-line surveys as the opportunity to 'moan' about something – rather take any issues or concerns you have to your named tutor, CTL, section manager or Head of School as soon as they arise so they can be sorted. The longer you wait to have a problem solved, the longer it goes on for. We want you to enjoy your time at the College and are unable to sort any problems, issues etc. until you tell us about them.
Grading of assignments	Tutors will explain to you the grading criteria your courses uses and what is expected from you at the different grading levels. Sessions will look at why assignments are graded pass, merit or distinction.

Tutorials

Tutorials are an integral part of your course. You will have regular tutorials with your named tutor. Your named tutor is your first point of contact at the College. Your tutor's responsibility is to monitor and track your progress on your course and to support you as much as possible on your course. If you are not achieving or your attendance is poor, you can expect this to be followed up by your tutor.

Your responsibility is to keep your tutor informed of any problems that you are having at the College. You can expect your tutor to keep things confidential unless absolutely necessary. In some situations, your tutor will refer to other support within College. Your tutor will write any references that you require e.g. for university or for employment.

Important things to let your tutor know:

- 1) If you have an ongoing medical condition that affects your studies.
- 2) If you have a serious medical problem during your course.
- 3) If you are struggling with your course or any one subject.
- 4) If you feel threatened or bullied inside or outside of College.
- 5) If you have personal problems that affect your studies e.g. death/illness of a family member or close friend.
- 6) If you feel that you are being unfairly treated by any member of staff.
- 7) If you feel that you need support e.g. literacy or dyslexia
- 8) If you are having financial difficulties that are affecting your studies.
- 9) If you are unhappy at College for any reason.

This list is not exhaustive. Often there are very simple things that your tutor can do to help you. You may be able to get help e.g. extensions to coursework deadlines, extra support or extra time in exams.

2. COURSE INFORMATION

A) COLLEGE CALENDAR – 2023-24

HE Induction Day – Friday 29th September 2023

The calendar below is fixed and all students are reminded that holidays cannot be booked within the dates below.

Term Dates	Starts	Ends
Teaching Block 1	Monday 2 October	Thursday 19 October
Teaching Block 2	Monday 30 October	Friday 15 December
Teaching Block 3	Tuesday 2 January	Thursday 8 February
Teaching Block 4	Monday 19 February	Thursday 28 March
Teaching Block 5	Monday 15 April	Friday 24 May
Teaching Block 6	Monday 3 June	Friday 12 July

B) Programme Specification

Pearson BTEC Higher National Certificates and Diplomas (HNC's and HNDs) are designed to provide a specialist vocational programme. This programme provides a thorough grounding in the key concepts and practical skills required in the travel and tourism sector and are nationally recognised by employers allowing direct progression into employment. The Level 4 Higher National Certificate in International Travel and Tourism Management offers students a broad introduction to the subject area via a mandatory core of learning, while allowing for the acquisition of skills and experience through the selection of optional units across a range of occupational sectors at Level 4. This effectively builds underpinning core skills while preparing the student for subject specialisation at Level 5. Students will gain a wide range of sector knowledge tied to practical skills gained in research, self-study, directed study and workplace scenarios.

Another key progression path for the Pearson Higher National Certificate (HNC) is to the Higher National Diploma (HND) which is equivalent to the second year of university, which is expected to run at Uxbridge College. After this, progression can lead to the third year of a degree or honours degree programme, depending on the match of units between those studied on the HND and the chosen HE institution. Learners may then have the opportunity to complete a final year at university and be awarded an undergraduate degree qualification.

The Pearson BTEC Level 4 HNC Certificate in Travel and Tourism Management has been developed to focus on:

- Offering students the chance of career progression in their chosen field, with particular emphasis on achieving management-level positions.

- Providing opportunities for students to develop the skills, techniques and personal attributes essential for successful professional and career development.
- Equipping students with specific travel and tourism skills, knowledge and the understanding necessary to achieve high performance in the global travel and tourism environment.
- Equipping students with knowledge and understanding of culturally diverse organisations, cross-cultural issues, diversity and values.
- Supporting students to understand the local, regional and global context of the travel and tourism sector and, for those students with a global outlook, to aspire to international career pathways.

This qualification meets the needs of the above rationale by:

Equipping individuals with commercial acumen, understanding and professional and personal skills for success in a diverse range of roles in fields such as aviation, destination management services, visitor attractions, passenger transports services, tour operations and events.

Enabling progression to a possible Higher National Diploma (HND) and university degree by supporting the development of appropriate academic study skills.

Enabling progression to further professional qualifications in specific travel and tourism areas by mapping to units in a range of professional travel and tourism qualifications.

Progression Routes with Pearson HNC Certificate Travel and Tourism Management

The Pearson BTEC HNC Certificate in Travel and Tourism Management is specifically designed to develop your higher level skills. During your programme of study, you will develop specific skills listed below:

- Cognitive skills of critical thinking, analysis and synthesis.
- Effective problem solving and decision making using appropriate quantitative and qualitative skills including identifying, formulating and solving problems.
- Effective communication skills, both oral and written, using a range of media widely used in travel and tourism.
- Numeric and quantitative skills including data analysis, interpretation and extrapolation; the use of models of travel and tourism problems and phenomena.
- Effective use of communication and information technology for travel and tourism applications.
- Effective self-management in terms of time, planning and behaviour motivation, self-starting, individual initiative and enterprise.
- Developing an appropriate learning style.

- Developing a range of transferable skills to ensure effective team working, independent initiatives, organisational competence.
- and problem-solving strategies.
- Self-awareness, openness and sensitivity to diversity in terms of people, culture and travel and tourism management issues.
- Effective performance within a team environment including leadership, team building, influencing and project management skills.
- Interpersonal skills.
- Ability to conduct research into travel and tourism management issues.

Who is this qualification for?

The BTEC Higher National qualification in International Travel and Tourism Management is aimed at students wanting to continue their education through applied learning. Higher Nationals provide a wide-ranging study of the travel and tourism industry and are designed for students who wish to pursue or advance their career in the travel and tourism sector. In addition to the knowledge, understanding and skills that underpin the study of travel and tourism, Pearson BTEC Higher Nationals in International Travel and Tourism Management give students experience of the breadth and depth of the sector that will prepare them for further study or training.

C) Unit Specifications

The units selected include core units of the qualification and a selection of units that are relevant to management and various travel and tourism activities. The selected units will give you a good grounding in travel and tourism concepts, theories and practices. The topics covered will also develop communication and interpersonal skills vital for both work and continuing academic progress.

Semester	Unit Title	Hours
1	1 The Contemporary Travel and Tourism Industry	3
1	8 Visitor Attraction Management	3
1	3 Global Tourism Destinations	3
1	3 Professional Identity and Practice	3
2	5 Leadership and Management for Service Industries (Pearson-Set)	3
2	16 Marketing Essentials for Travel and Tourism	3
2	2 Managing the Customer Experience	3
2	4 The Travel and Tourism Business Toolkit	3
Whole Year	Tutor	1
Whole Year	Assessment Development	1
Whole Year	Academic Skills	1

All units will be individually graded as 'pass', 'merit' or 'distinction'. To achieve a pass grade for the unit you must meet the assessment criteria set out in the specifications. Usual delivery methods include lectures, classroom discussions, case studies, group work, presentations, guest speakers and educational visits. These will

vary according to the units and their requirements. You will be informed of all assessment criteria at the beginning of each new unit via the assignment brief.

Year 1

Unit 1: The Contemporary Travel and Tourism Industry		
Unit code:	M/616/2008	Aim: The aim of this unit is for students to understand the structure and systems within the contemporary travel and tourism industry, examining the interactions between the different elements of the industry, such as accommodation provision, transportation, attractions, and both the different tourism settings and experiences.
OCF level:	4	
Credit value:	15	
Learning outcomes:		
By the end of this unit students will be able to:		
<ol style="list-style-type: none"> 1. Discuss the development of the travel and tourism industry and explain how its different elements combine to provide a tourism experience. 2. Explain the factors driving tourist behaviour. 3. Determine current patterns and key trends in travel and tourism. 4. Investigate the factors affecting the current levels of popularity of different global destinations. 		
Unit assessment:		
This assignment will be available to you on the college VLE once the unit begins.		

Unit 2: Managing the Customer Experience		
Unit code:	D/616/1789	Aim: The aim of this unit is to provide students with background knowledge and understanding of how travel and tourism businesses manage the customer experience from the initial needs analysis through to after sales follow-up.
OCF level:	4	
Credit value:	15	
Learning outcomes:		
By the end of this unit students will be able to:		
<ol style="list-style-type: none"> 1. Explain the needs and expectations of market segments for the service Industry. 2. Explore the customer experience map to create business opportunities and optimise customer touch points. 3. Investigate the impacts of digital technology in customer relationship management. 4. Apply effective customer experience management within a service sector business to maximise customer engagement. 		

Unit assessment:
This assignment will be available to you on the college VLE once the unit begins.

Unit 5: Leadership and Management for Service Industries		
Unit code:	D/616/1792	Aim: The unit enables students to gain understanding of leadership and management principles, and to review their potential for a career in management in the service sector. After exploring organisations' structures and cultures, students will learn classical management theories and leadership styles, and how these are applied to managing commercial organisations.
OCF level:	4	
Credit value:	15	
Learning outcomes:		
By the end of this unit students will be able to:		
1. Review classical management theories and leadership styles.		
2. Explore the factors that influence different management styles and structures in a service industry context.		
3. Assess current and future management and leadership skills for the service Sector.		
4. Demonstrate management and leadership skills in a service industry context.		
Unit assessment:		
This assignment will be available to you on the college VLE once the unit begins.		

Unit 8: Visitor Attraction Management		
Unit code:	M/616/2011	Aim: This unit enables students to gain a further understanding of visitor attractions on a global scale, whilst also considering visitor types, motivations and their impacts, along with management techniques and issues which may affect the development process.
OCF level:	4	
Credit value:	15	
Learning outcomes:		
By the end of this unit students will be able to:		
1. Examine the importance of visitor attractions and the scope and scale of the Sector.		
2. Explore visitor types, impacts and their motivation for a range of visitor Attractions.		
3. Conduct a feasibility study into the development of an existing or new visitor Attraction.		

4. Assess the application of visitor management techniques and their impact on sustainability.

Unit assessment:

This assignment will be available to you on the college VLE once the unit begins.

Unit 13: Global Tourism Destinations

Unit code:	H/601/1750	Aim: This unit provides students with an understanding of the scale, nature and development of tourism at a global level. Students will use statistics to analyse the scale and value of tourism in all global regions. Having identified trends, they will explain these trends, most notably that of continued growth.
OCF level:	4	
Credit value:	15	

Learning outcomes:

By the end of this unit students will be able to:

1. Examine the scale and nature of global tourism.
2. Assess the growth and characteristics of key emerging markets and destination regions.
3. Explore the roles of key organisations in the development of global tourism.
4. Appraise threats, issues and challenges to the future development of global tourism.

Unit assessment:

This assignment will be available to you on the college VLE once the unit begins.

Unit 3: Professional Identity and Practice

Unit code:	R/616/1790	Aim: This unit aims to guide students through the process of self-assessment of skills and competences, personal career planning and the application of different learning and development approaches within a work environment.
OCF level:	4	
Credit value:	15	

Learning outcomes:
By the end of this unit students will be able to:
1. Explore the importance of ongoing professional development and self-directed learning to enhance professional identity and career opportunities.
2. Assess own skills, competences and the different learning and development Approaches.
3. Design a professional development plan, within a specific work context.
4. Demonstrate a range of service industry and transferable skills for a job application.
Unit assessment:
This assignment will be available to you on the college VLE once the unit begins.

Unit 4: The Travel and Tourism Business Toolkit		
Unit code:	T/616/2009	Aim: This unit is designed to provide students with the skills they need to become competent managers in a travel and tourism environment. This will prepare them to understand important principles with regard to performance indicators, both financial and non-financial, human resources management, and other key factors affecting the modern business environment.
OCF level:	4	
Credit value:	15	
Learning outcomes:		
By the end of this unit students will be able to:		
1. Examine the key principles of revenue management for the travel and tourism Industry.		
2. Assess how to manage the Human Resources (HR) life cycle within the context of an HR strategy.		
3. Illustrate the potential impact of the legal and ethical considerations on a travel and tourism business.		
4. Explain how to manage budgets and maintain statistical and financial records.		
Unit assessment:		
This assignment will be available to you on the college VLE once the unit begins.		

Unit 16: Marketing Essentials for Travel and Tourism		
Unit code:	R/616/2017	Aim: This unit is designed to introduce students to the principles of marketing, enabling them to develop a basic marketing plan and
OCF level:	4	
Credit value:	15	

		to employ elements of the marketing mix to achieve results. While they will learn the underpinning theories and frameworks, they will also be able to relate these to real-world examples, including products/services that they encounter in their own daily lives.
Learning outcomes:		
By the end of this unit a student will be able to:		
1. Explain the role of marketing and how it interrelates with other functional areas of a travel and tourism organisation.		
2. Compare ways in which travel and tourism organisations use elements of the marketing mix (7Ps) to achieve overall business objectives.		
3. Develop a basic marketing plan to meet marketing objectives for a travel and tourism organisation.		
Unit assessment:		
This assignment will be available to you on the college VLE once the unit begins.		

D) Assessment Plan

Year 1

Pearson BTEC Level 4 HNC in International Travel and Tourism Management			
	Unit Name	Date out	Date in
Semester 1	The Contemporary Travel and Tourism Industry	October 2023	February 2024
	Professional Identity and Practise	October 2023	February 2024
	Global Tourism Destinations	October 2023	February 2024
	Visitor Attractions Management	October 2023	February 2024
Semester 2	Leadership and Management for Service Industries (Pearson-Set)	February 2024	June 2024
	Managing the Customer Experience	February 2024	June 2024
	The Travel and Tourism Business Toolkit	February 2024	June 2024
	Marketing Essentials for Travel and Tourism	February 2024	June 2024

The above is a plan and subject to change due to any unforeseen circumstances. Date out refers to the assignment will be launched and the date in is the final deadline for all work to be assessed for that unit; you will also have interim deadlines to meet in order to complete the unit in a timely manner.

Turnitin

All written work that you submit must first have been uploaded to Turnitin- a piece of software that has been developed to check student submissions for Academic Malpractice (see Section 5: Rules & Responsibilities on page 41)

Submission of work

All work is to be submitted either online via the college VLE/college supported system (i.e. Google Classroom) or in a plastic wallet handed directly to the subject lecturer within the deadline date and time given by individual tutors. An electronic copy must also be submitted via Turnitin to comply with college procedures to avoid plagiarism.

E) HN Global

Pearson have created an online platform for all students studying their Higher National qualifications. It's called HN Global, is free for students to use and contains 4 key sections:

- 1) Textbooks for core units – containing selections from textbooks chosen to cover the learning outcomes of the core units

- 2) Study skills modules – resources and exercises to help develop your skills in areas like essay and report writing, giving presentations and critical thinking.

- 3) Career Development – access to online career services, including guidelines on CV writing, interview skills and a jobs board

- 4) Forum – for you to discuss your subject with or ask questions of students and tutors from around the world.

To sign up, go to www.ighernationals.com and complete your registration.

3. ASSESSMENT

A) Course Structure

It is important you know the structure of your course as this affects the units that you will study and how your grade is calculated.

The course you are on is a Regulated Qualifications Framework (RQF) qualification. It is made up of units, each at a set level and with a certain number of credits.

RQF Levels

There are 9 Levels ranging from Entry (the lowest) the 8 (the highest). The table below shows some qualifications and their levels:

Level 8	Doctorates (e.g. PhD / DPhil)
Level 7	Master's degrees (e.g. MA, MSc, MEng) Postgraduate Certificates Postgraduate Certificate in Education (PGCE)
Level 6	Bachelor's degrees (e.g. BA, BSc, BEng) Professional Graduate Certificate in Education Graduate certificates and Certificates
Level 5	Pearson BTEC HND Foundation Degrees (e.g. FdA, FdSc) Certificates of Higher Education (Dip HE)
Level 4	Pearson BTEC HNC Certificates of Higher Education (Cert HE)
Level 3	BTEC Nationals (e.g. Level 3 Subsidiary Diploma, 90 credit diploma, Extended Diplomas) Access to HE Diplomas A Levels Level 3 NVQs
Level 2	BTEC Firsts (e.g. Level 2 Certificates, Extended Certificates) GCSEs (Grades 9 to 5 or A* to C) Level 2 NVQs
Level 1	BTEC Level 1 Certificates, Certificates and Awards GCSEs (Grades 4 to 1 or D to G)
Entry Level	Entry Level (1, 2 and 3): Pearson BTEC Entry Level Certificates, Certificates and Awards

'Higher Education' refers to the courses that are on this list at levels 4 to 8.

RQF Units – credits and time

Each RQF qualifications is made up of units. On BTEC HNCs and HNDs most units are 15 credits in size – some are larger and are a multiple of 15 (e.g. 30, 45) in size.

These units have been designed from a learning time perspective, and are expressed in terms of Unit Learning Hours (ULH). ULH represent the total hours that a student needs to achieve the required learning outcomes, for a given Unit.

The ULH for a 15-credit unit is 150 – which includes 60 hours of Guided Learning and 90 hours of independent study.

Guided Learning

This is when a tutor is with you, giving you specific guidance towards learning aims. This includes:

- lessons, lectures and tutorials in class, workshops or the LRC with a teacher
- live webinars or telephone tutorials led by a teacher
- E-learning supervised by a teacher
- work based learning supervised by a tutor
- Any supervised assessment activity (for instance exams with invigilators, or observation of you making a presentation etc).

Guided Learning Hours are usually on your timetable and you are expected to attend 100% of them.

Independent Study

For a 15 credit unit there are **90** unit learning hours that are not guided learning. This is the time you are expected to spend on independent study - working on your own. This could be reading up on the subject, conducting research, e-learning, watching podcasts / webinars, work based learning etc. It also includes the time you spend completing work set by your teachers.

You can complete independent study anywhere – inside the college (e.g. in the LRC) or outside. If you need to access specialist equipment, please talk to your teacher to help arrange it. Please note that there may be some rooms or equipment that you are not permitted to use without supervision (e.g. engineering workshops).

You can still communicate with teachers and other students during your independent study time, but you will have to arrange this yourself. You should find out from your teachers when you can see them in their office, or how best communicate with them outside timetabled classes (e.g. on Microsoft Teams).

An important part of Higher Education is being organised. You need to attend all of your guided learning and spend enough time on independent study to succeed.

Total Qualification Time

If you add up all of the ULH on your qualification you get the Total Qualification Time (TQT). This is an estimate of the amount expected to be required for a student to achieve the qualification. Remember that this includes both guided learning and independent study.

The Total Qualification Time (TQT) for a HNC is 1,200 hours.
Total Guided Learning for a 4 HNC is 480 hours. So you should be doing 720 hours of independent study while working on your HNC.

B) RQF Pearson Higher National Qualifications (HNs)

Pearson publish specifications which give the details of the units available and the rules of how they must be combined to make a valid qualification.

The Pearson BTEC Level 4 HNC is a Level 4 qualification made up of 120 credits.

- This is usually made up of 8 level 4 units, each worth 15 credits.
- There may be fewer units if some are worth more credit.

The Pearson BTEC Level 5 HND is a Level 5 qualification made up of 240 credits. This is made up of the HNC (120 credits at level 4) and then 120 credits at level 5.

- The level 5 credits are usually spread over 7 units – 6 of 15 credits and one larger project unit of 30 credits

In the specification are core units, specialist units and optional units:

- Core are mandatory for all students studying the qualification
- Specialist units are mandatory for students studying a particular pathway within the qualification. These are aligned to professional body standards or vendor accredited certification. Note that these units may also be available as optional units to students on other pathways or a general route.
- Optional units can in theory be completed by any student as part of their programme. Please see the section below on your qualification.

C) Your qualification at HCUC

Your qualification has been designed by selecting units from the Pearson specification. Your programme will include all the mandatory core and specialist units, and then a selection of optional units. The optional units selected may have been chosen because:

- They match the strengths of HCUC (e.g. staff expertise, resources)
- To ensure you have a good range of knowledge to allow progression to a range of employment or further study
- To enable you to apply for specific job roles once completed
- To meet entry requirements for university top-up degree programmes
- To meet the requirements of employers / sponsors of students

The combination of units chosen will provide you with the correct amount of credit and TQT, at the correct level(s) to mean that successfully completing them will earn you the qualification.

Your tutors' choice of units is outlined in section 1 and 2 of this handbook. If you think that different optional units should be delivered, or a particular pathway, please talk to your tutor as soon as possible. They may not be able to offer everything you want but we have changed programmes before to include units requested by students – especially where these are required for progression to employment or University.

D) Learning & Assessment

Information in the following pages includes extracts from HCUC policies on Assessment, Internal Verification, Student Submission of Internally Assessed Work and Academic Malpractice. Full copies of these policies are available if you require further information.

Units

Each unit on your qualification has a specification written by the awarding body. These are available from the Pearson website and your tutors may make them available to you. Every unit specification includes:

- The unit title and code number
- Unit type (e.g. core), level and credit value
- Introduction – a summary of the purpose, aims and focus of the unit, as well as highlighting the key knowledge, skills and understanding gained while studying.
- Learning outcomes - this is a list of all you need to know, understand or be able to do to pass the unit
- Essential content – identifies the key phrases or concepts for each learning outcome. Your tutors use this to plan the teaching on your course and they will deliver all of this content to you as part of your course.
- Assessment Criteria – these are statements of the evidence you need to produce. Each learning outcome will have several criteria linked to it. Your tutors use criteria to create assignments.
- Any additional evidence requirements that students will have to complete
- Recommended resources – suggested reading (including journals and websites) and links to other related units.

This information cannot be changed by HCUC staff or students.

Your tutors use these unit specifications to complete a Scheme of Work, showing the topics you will cover in every week of your programme. The Scheme of Work will closely match the unit content and may indicate how it is to be delivered (e.g. classroom teaching, distance learning, lectures, seminars, practical sessions, work experience etc).

Assessment of Units

Assessment checks that effective learning of the unit content has taken place.

Assessment on HN qualifications is mainly through the completion of assignments, designed by your teachers.

Pearson may offer example assignments, which your teachers can adapt and use instead of writing their own.

For one Core project unit of the HND, Pearson set a different theme each year. **This does not mean you will have to sit an exam.** You will still be completing assignments - either written by your teachers or suggested by Pearson.

Assignments

Assignment briefs for each unit will be issued to you while you are studying those units. This allows you to get guidance on how to complete the assignments from your tutors while you are working on the unit content they refer to.

Assignment briefs:

- Set your particular tasks or activities to do (e.g. an essay, presentation, project or experiment) and tell you what evidence you need to produce (e.g. a written report, a presentation to group, a completed product). These tasks or activities will be representative of those undertaken in the vocational sector relevant to your programme. If you complete the task or activity as required, you will have provided evidence that you have met one or more assessment criteria.
- State the assessment criteria they are designed to assess. There are usually one, two or three assignment briefs for each unit, with each assignment covering one or more assessment criteria.
- May be broken down into separate Tasks requiring you to produce various different forms of evidence
- Will cover all of the assessment criteria for one or more learning outcomes (i.e. you won't get separate assignment briefs for Pass, Merit and Distinction criteria – though there could be different tasks).

It is important that you understand what evidence assignments are asking you to produce. To help use the glossary of terms and evidence at the back of this handbook (Appendix 3).

Submission of Assignments

Assignment briefs will have a deadline for submission of the work. You must submit all of your assignments by the submission dates given. Your teachers may have additional rules regarding submission of assignments – for example a particular place where they must be by the deadline.

Make sure you know these rules. Failure to do so will affect your grades and possibly your completion of the qualification.

Your tutors will give you further information and guidance on completing assignments during timetabled sessions and often provide you with resources (e.g. through Teams, links to videos on YouTube, reading lists etc) that will help you to do so.

Draft submission and feedback

To help you achieve the highest grade you can, your teachers will give you feedback on draft assignments before the deadline.

Teachers will tell you when to bring in your drafts and when you will get feedback on them. For every assignment you will get one opportunity to have your draft work looked at – for some longer assignments you may be given a second opportunity.

The feedback on draft assignments will include:

- comments on your attempts to meet assessment criteria
- actions for you to complete to improve your work.

Please note that the deadline on the assignment brief does not change – you must complete any actions identified by your tutor before the submission date.

NB: This is your only opportunity to use your teacher's feedback to improve your work. Make sure that you read it carefully and if you don't understand it, ask.

If you do not bring in drafts when asked, teachers do not have to give you another opportunity to do so, or provide you with any feedback before you submit the work.

Feedback is usually written so that you can refer back to it throughout the year, and use it to help you improve any assignments that you are working on.

Turnitin

All written work that you submit must first have been uploaded to Turnitin – a piece of software that has been developed to check student submissions for accurate referencing of sources. Work uploaded to Turnitin will generate an ‘originality report’. This report will highlight occurrences of other people’s work that has been used or quoted in your assignments and will give you an overall ‘originality’ percentage.

Although you must not plagiarise other people’s work, when writing assignments, it is good academic practice to correctly use referenced sources to support your ideas. Referencing is expected and necessary at this level of study. (See ‘Appendix 1 – Study Guide’ for more information.)

An originality report should show that you have correctly referenced all of the sources used in your work. It is recommended that you use Turnitin reports to check your assignments before they are submitted for marking. If you check and find you have not correctly referenced all of the sources used in your work, you should update it and check again before submitting it for marking.

Any assignments submitted for marking that contains incorrect referencing or suspected cheating will be dealt with under the College Academic Malpractice Policy (see section K for more details)

When you submit work through MS Teams, it may be automatically checked by Turnitin.

Authentication

When you submit finished work for marking you must sign it to confirm that it is your own work and has been completed according to the rules of the qualification.

If you submit work electronically (e.g. in Teams) when logged in to your college account, that is the same as you signing a paper copy.

If you sign work which is not your own then you have committed academic malpractice, which HCUC treats very seriously (see section K for more details).

E) Marking and Grading

Once your assignment has been submitted it will be marked and returned to you within 3 (working) weeks. Marked assignments show you which assessment criteria you have met, which you haven’t met, and why.

Marking and feedback will show where in your work, or how, you have met criteria. If not all criteria have been met, feedback will state why you did not meet them.

Feedback must not tell you how you can improve your evidence to meet any criteria you haven’t achieved.

This is because you may be able to submit the assignment again – see Resubmissions (below). Feedback may give you advice on how you could improve future assignments.

When you have completed all the assignments for a unit and they have been marked you will receive a unit grade. This reflects the highest level at which you have met all of the assessment criteria in the unit.

Units are provisionally graded Unclassified, Pass, Merit or Distinction. Grades are only confirmed at the end of the academic year by the Assessment Board.

- To achieve a Pass you must have met all of the Pass criteria for the unit
- To achieve a Merit you must have met all of the Pass and all of the Merit criteria
- To achieve a Distinction you must have met all of the Pass, Merit and Distinction criteria

Just completing your assignments doesn't mean you will get a Pass (or better) for the unit.

You have to meet all of the Pass criteria to achieve a Pass – if you complete all assignments for a unit but do not meet all the Pass criteria the unit will be graded as Unclassified.

If you do not complete all the assignments for a unit then you do not automatically get an unclassified grade. You will instead have failed the unit – refer to Section H) for more detail.

If you don't pass a unit, then you do not earn the credits associated with it and so may not achieve the minimum amount of credit at the level required to achieve the HNC or HNC qualification.

Resubmission

If your work met all of the Pass criteria contained in the assignment brief, you may not resubmit it to get higher grades. You have only one opportunity to achieve Merit and Distinction grades.

If your work was submitted on time but did not meet all of the Pass criteria contained in the assignment brief, you will be expected to re-submit it.

You will be asked to re-do the assignment wherever possible but you may have to complete a new one – for example if the original assignment was an exam.

No further guidance or support can be given to you while you complete a resubmission and only one resubmission per assignment is permitted.

If you need to resubmit any assignments for a unit, then your unit grade will be capped at a Pass.

If your resubmission still does not meet all Pass criteria, then the unit grade is Unclassified.

If your assignment was submitted late, you cannot resubmit it. See section F).

F) Late Submission of Work

Extensions to deadlines

If you know that you are going to be unable to meet the submission date, you must speak to your teacher at least 3 working days before the deadline.

If you are unable to meet an assessment deadline due to accident, illness or severe emotional or mental stress you should complete an extenuating circumstances application form (see Appendix 2) and submit it with supporting evidence (e.g. a Doctor's letter).

Only the Head of School and Section Manager may give extensions to deadlines. These will only be granted on an individual basis depending on the specific circumstances.

If you are given an extension to the deadline you have until this date to complete the assignment. If your work is submitted by this date, it will be marked and graded as described in section E.

Missing deadlines

If you submit an assignment after the submission date without an agreed extension or an accepted extenuating circumstances claim, it will still be marked but:

- late work may not be marked at the same time as other students, and may take longer than usual to come back to you
- feedback on late work may also be reduced
- **no re-submission is permitted. If you don't achieve a Pass (or higher) you have failed the unit and possibly the whole course.**

Note that if you submit work late you may not be able to achieve Merit or Distinction grades, depending on the requirements of the assignment.

G) Assessment Boards

Assessment Boards take the final decisions on unit grades. This is to ensure that assessment is conducted with rigour, probity and fairness across all HE programmes and is a requirement of Pearson.

At Assessment Boards the team that delivered your qualification present the grades they have awarded for every unit for every student to an independent panel. Students do not attend. The panel examines the grades awarded in the light of internal and external monitoring reports. They will then either ratify the grades awarded or, if there are doubts about the quality of assessment, ask for further internal verification (IV) to confirm them. This means that unit grades could change following assessment boards. If there are any changes you will be informed about them.

Where students do not have a Pass grade or better for one or more units the panel will ask for more details. If there are valid extenuating circumstances (see section F), the panel could decide to give students more time to complete their work (a deferral), or a resubmission opportunity. The panel will also decide what conditions apply (e.g. new deadlines).

In exceptional circumstances, the panel can recommend that students repeat units they have not passed the following year. The student would have to attend all lessons in repeated units and complete all of the assignments again, and the grade is limited to a Pass. There

would be additional fees to pay for any repeated units, and these will depend on the unit size and content.

The panel's decisions on any further opportunities will depend on feedback from tutors on students' ability, commitment to the course, timeliness of submitting assignments, and if they made use of feedback opportunities.

If students do not have pass grades for one or more units and there are no valid extenuating circumstances then the panel will confirm the student has not passed the unit(s).

Assessment Boards also decide on progression – for example from HNC to HND or from the first year of a part-time course to the second year. Students will normally only be able to progress if they have achieved at least a pass grade in all units in the year.

Assessment Boards take place at least once a year, at the end of the academic year. Some courses may have interim assessment boards to review progress during the academic year (e.g. at the end of a semester).

If you know that you will not have achieved at least a Pass grade in all units by the Assessment Board, you should write to your tutor explaining why, so that the board can consider this.

If you wish to progress but have not achieved at least a Pass grade in all units by the Assessment Board, you should write to your tutor explaining why, so that the board can consider this.

Appeals against the decisions made by assessment boards can be made using the procedure for appeals against assessment decisions. See Section J for more detail.

H) Overall Grade Calculation

Unit Grades confirmed by Assessment Boards are reported to Pearson. Pearson will then produce a certificate and send it to the Examinations Department at HCUC. The certificate will be posted to you as soon as possible. Qualifications have an overall grade of Pass, Merit or Distinction.

HNC

To achieve an HNC you need to have:

- Completed units with 120 credits at level 4
- Achieved at least a Pass grade in units with a total of **105** credits or more at Level 4

This means that you can still gain the overall qualification if you have:

- an Unclassified grade in one level 4, 15 credit unit
- at least a Pass grade in all the others.

HND

To achieve an HND you need to have:

- Completed units with 120 credits at level 4 (i.e. the HNC)

- Achieved at least a Pass grade in units with a total of **105** credits or more at Level 4
- Completed units with 120 credits at level 5
- Achieved at least a Pass grade in units with a total of **105** credits or more at Level 5

This means that you can still gain the overall qualification if you have:

- an Unclassified grade in one level 4, 15 credit unit
- an Unclassified grade in one level 5, 15 credit unit
- at least a Pass grade in all the others.

Unit and Qualification Points

If you have failed any unit (i.e. not got at least an unclassified grade), then you have not completed it and will not have earned enough credits to complete the qualification.

Completed units are allocated points per credit - **For the HND, only level 5 units earn points.**

- Unclassified 0 points
- Pass 4 points
- Merit 6 points
- Distinction 8 points

So a 15 credit unit will total 0 points for U, 60 for P, 90 for M and 120 for D.

Points are totalled and the overall qualification grade awarded based on the following boundaries:

Pass	420-599 points
Merit	600-839 points
Distinction	840 points or more

Please note that Universities and Employers may have entry requirements that require you to achieve high grades in specific units or even across all of your units.

I) Internal & External Monitoring

HCUC engages in numerous activities to maintain the standard of assessment on your qualifications and to ensure that they meet national standards.

Internal Verification (IV) of Assignment Briefs

Before assignment briefs are issued to students they will be internally verified. An Internal Verifier (a member of staff with specialist subject knowledge) will examine the assignment briefs to ensure that:

- they enable students to achieve Awarding Body criteria
- they are fit for purpose
- the context is relevant to the students
- the guidelines and instructions are clear
- they do not discriminate against students as a result of gender, race, disability, sexuality, age or faith group.

You may see a stamp, signature or date on assignment briefs to confirm they have been IVd.

IV of Assessment Decisions

A proportion of assessed work from your qualification will be internally verified. The internal verifier (IV) – who must not be the person who assessed the work – will check that the assessment decisions made are justifiable and that the written feedback and guidance given to you is appropriate. Work must be internally verified from every unit of the qualification, from every person assessing work on the qualification and from every student on the qualification. The IV gives feedback to the assessor about their assessment decisions – they do not communicate directly with students. This process should be completed within the three-week turnaround for marking assignments and should not delay the return of your marked work.

You may see a stamp, signature or date on marked work to confirm it has been IVd.

Standardisation

If different teachers mark work for the same unit (e.g. if there are two or more groups studying the same unit with different teachers), they meet and complete marking exercises to ensure that they all apply assessment criteria consistently across units and qualifications and that their marking agrees with awarding organisation requirements.

External Examination

External Examiners are subject specialists, employed by the awarding organisation to make sure that HCUC is running qualifications correctly. External Examiners visit the College annually to:

- ensure that the national standard of the qualifications is maintained
- check the accuracy and consistency of assessment decisions by sampling those made by your tutors
- evaluate the effectiveness of the delivery of the qualification and of the assignment briefs
- examine HCUC's commitment to maintaining and improving quality.

When they visit External Examiners will want to talk to students. You should be asked if you would like to meet with them although you are not required to. External Examiners will want to check your understanding of the assessment and grading requirements and to ask you about the assessment and resources on your qualification. External Examiners complete a report sent to both the College and the awarding organisation which will contain any actions that we are required to take. Copies of external examiner reports will be made available to students.

Academic Standards

The Academic Standards section of HCUC monitors the quality of the qualifications being delivered and the effectiveness of strategies in place to raise standards and improve quality. It does this by inspecting each department within the College every year and then making and monitoring recommendations. Academic Standards are also responsible for managing the External Examination process and monitoring the College's work in meeting any action plans.

Higher Education Academic Standards Committee (HEASC)

The HE Academic Standards Committee is part of HCUC's Academic Board, which oversees the development and quality monitoring of all programmes. Chaired by the Principal of

HCUC – Uxbridge College, the HE Academic Standards Committee meets at least once a term where it monitors all HE provision in the college.

Key duties include:

- reviewing and assessing key performance indicators such as achievement, attendance and punctuality on HE qualifications
- receiving reports (from Unit Review questionnaires, student surveys, External Examiners, Academic Standards and Pearson) and monitoring the actions taken to address any issues raised
- working to identify and address any common themes running across all HE qualifications.

Staff representatives from every higher education course attend HEASC, as do Academic Standards staff, the Head of Guidance & Information Services, the Head of Marketing and the HE student year representatives. See the section on student representation and engagement for more information.

Stakeholder and Scrutiny Committee (SSC)

THE SSC is part of the Governing Body of HCUC. It meets at least once a term to advise the HCUC Corporation and the Principals of Uxbridge and Harrow Colleges on:

- a) The educational character of HCUC
- b) The needs of local stakeholders
- c) Strategies to respond to local needs
- d) Strategies to improve the performance of HCUC

One HE student attends SSC to provide HE student views on how the college is meeting their needs.

J) Academic Appeals (Against Assessment Decisions)

We take great care to ensure that work is marked fairly and within the national standard.

If you are unhappy about your marks please see your Tutor first – they will explain your grading decision further. Remember, you are only awarded marks for results, not effort, and you must ensure you have met all the assessment rules in this handbook.

If you are still unhappy about your grade, HCUC has a formal Appeals Against Assessment Decisions Procedure. In simple terms it means that if you disagree with any of the assessment decisions that have been made on your course (including those by the assessment board), in some circumstances you can appeal for the decision to be changed. This does not necessarily mean that the assessment decision will be changed but that someone will investigate for you and tell you the decision.

Appeals must be based on one or more of these reasons:

- the assessment procedures were not conducted in accordance with the requirements of the Awarding Body, the College's Higher Education Assessment Policy or in accordance with College requirements
- the assessment was based on inadequate, incorrect or biased information
- your performance was adversely affected by illness or other circumstances which was for good reasons unable to be made known to the assessor at the time of assessment against which appeal is being made
- the assessment decision may seriously hinder full accreditation or progression.

If you are going to make a formal appeal you must do so as soon as possible after you get your result and **not more than 30 calendar days** after you do so.

Appeals Procedure

Informal Procedure (full policy Page 2, Section 5.0)

I have an appeal. What can I do?

Talk to my course tutor, Course Team Leader/ Section Manager or Head of School. Their names are:
Tutor.....
CTL/SM.....
HoS



NO



Formal Procedure

You are not satisfied with the decisions that were made in the informal stage

Write formally to the Vice-Principal stating your name, the name of the assessor and course tutor of your course, details of the assessment decision and why you think it is wrong (refer to Grounds for Appeal).

Exceptions

There are certain circumstances under which the College Appeals Against Assessment Decisions Procedure is superseded. Details of this are contained within the full policy (available on the Intranet and College internet).

The Office of the Independent Adjudicator

If you are still not satisfied after the formal appeal has been completed, you can complain to the Office of the Independent Adjudicator – we will give you the details of how to do this. The OIA is an independent body that runs the student complaints scheme for all organisations in England and Wales delivering Higher Education. The OIA cannot re-mark the

work or change the grade, but they can make sure that College assessment and appeal procedures were carried out correctly and fairly.

K) Academic Malpractice

The College has an Academic Malpractice Policy which deals with all forms of cheating in assessment (the full policy is available on request). Types of cheating include:

- directly copying or paraphrasing the work of others and presenting it as your own (plagiarism)
- getting someone to produce all or part of your work (personation)
- working together with other students to produce work and submitting it as your own individual work (collusion)
- copying another student's work with or without permission
- knowingly allowing a student to copy your work
- resubmitting previously graded work
- using forbidden notes or books in producing work or tests
- presenting work downloaded from the internet/online sources as your own
- fabrication of results (including experiments, research, interviews, observations)
- deliberate destruction of another student's work
- giving your work to another student so that they can copy from it.

By signing work submitted for marking you are confirming that it has been completed according to the rules of the qualification. It is important that you ask your tutor if you are not sure about any of the rules as anyone caught cheating will face penalties as described in the College Academic Malpractice Policy.

HCUC may use Turnitin to look for evidence of academic malpractice in any of your assignments.

Possible penalties include disqualification from units or even the entire qualification. This could affect your ability to successfully complete your programme of study and could lead to exclusion from the College.

4. HE STUDENT REPRESENTATION & ENGAGEMENT

HCUC believes that the best way of constantly improving our higher education courses is by collecting and acting on student feedback. Student views are given the highest priority and so we want to hear from you. There are several ways that you can get involved:

A. Student Representatives

Being a student representative is a great way to help improve the quality of higher education at HCUC (and to improve your CV and UCAS personal statement).

i) Tutor Group Reps

Every HE group is asked to elect a Rep. The role of Tutor Group Reps is to collect the views (both good and bad) of everyone in their group, discuss these with College staff and to feedback responses to the group.

Tutor Group Reps' contact details are supplied to Student Support so that they are included in whole college (i.e. including FE students) activities - such as tutor group rep training events and student council meetings.

Tutor Group Reps will be invited to meetings with the Head of School (with the Reps from all other courses in the school) and to meetings with the HE Year Reps (with the Reps from all other HE courses in the College).

After these meetings the Tutor Group Reps should share with their group the details of what was said and any information they may have been given.

ii) HE Year Reps

The role of HE Year Reps is to collect the views of the HE Tutor Group Reps at termly meetings and to report them formally at the HE Academic Standards Committee (held three times a year) to senior College staff. They will then feedback to the HE Tutor Group Reps what was said at HEASC.

One HE Year Rep also attends the Governors' Stakeholder and Scrutiny Committee meetings, where they should advise the Principal and Corporation of HE Student needs and how well these are being met.

For the summer term HE class rep meeting, the HE Year Reps prepare an annual report for discussion and ratification.

HCUC recognises that this is a significant role and therefore formally recruits (and rewards) HE Year Reps from the new first year students each October. HE Year Reps will usually continue in the role in their second year.

NB: HE Year Reps do not have to be HE Tutor Group Reps too.

B. HE Student Representation Co-ordinator

The HE Co-ordinator is a member of staff who helps the HE Tutor Group and Year Reps in their roles. The Co-ordinator can suggest discussion topics, provide an agenda and help

arrange HE Rep meetings, record student views, suggest formats for Reps' reports, proofread the annual report and help with presenting views at HEASC.

The co-ordinator may also send important or interesting information out to HE Reps for them to share with their group.

C. Student Surveys

Students will be invited to share their views and opinions of their course, tutors and the college regularly. This includes:

i) Unit Reviews

Twice a year students will be asked to complete a review questionnaire. You will be asked to evaluate the teaching and learning, assessment and feedback, resources and environment and the content of the units you are studying. These results are presented at HEASC where your tutors will be asked to comment and state what they are going to do to improve the course.

ii) Surveys

The HE Co-ordinator will send out surveys throughout the academic year – usually once per term – asking for students to rate various aspects of the course and the college. To complete the survey students need to be logged in to their college account.

iii) Graduate Outcomes

This is an external survey run on behalf of the government about 15 months after you finish any HE qualification, to find out what have gone on to do. Results are published so prospective students can see what they can go on to do.

The survey uses the contact detail you give to the college while you are here. Please ensure you keep these details up to date.

iv) Pearson Annual Student Survey

Each year Pearson will ask all students around the world who are studying BTEC Higher National Qualifications to complete a survey about their student experience. Results will help Pearson to continue to develop these qualifications.

D. Tutorials

Your timetable may include tutorial and / or study skills sessions. These are to support and guide you through your studies. This will include identifying and developing the higher level skills needed on your course.

E. Complaints

At HCUC, we try to get things right every time but on occasion things may go wrong. If this happens, we want to hear from you so that we can improve things.

If you have a complaint or concern you should first speak to your tutor. If you feel unable to do this or are not satisfied with their response, you can make a formal complaint. Complaints Forms are available from Reception, the Learning Centres or the Student Support Centre.

One of the Student Support Officers will be able to explain the process to you and help you complete the form.

On receipt of your complaint we will:

- acknowledge your complaint within five working days
- investigate your complaint and provide a written response by an appropriate manager.

When you complain please supply as much information as possible to help us investigate (e.g. date, time, location, names / descriptions of people involved, what the problem was, what anyone present said / did).

You can submit complaints anonymously, or as part of a group.

If you feel able to provide your contact details though we will be able to respond to you or ask for more detail if required.

F. Office of the Independent Adjudicator

If you are not satisfied with the response to a complaint you can complain to the Office of the Independent Adjudicator – we will give you the details of how to do this. The OIA is an independent body that runs the student complaints scheme for all organisations in England and Wales delivering Higher Education.

5. RULES & RESPONSIBILITIES

A) Code of Conduct

This Student Code of Conduct applies to all students of the College.

Students are required to abide by the Code of Conduct and College Rules and Regulations

HCUC expects all students to:

- Help to maintain a pleasant environment for everyone.
- Show respect for others and uphold the Equality & Diversity Policy.
- Devote time on the College premises to the purposes of learning and activities which promote learning or personal development.
- Be polite and behave in a manner which will not cause offence to others.
- Show respect for property and possessions and equipment. Students will be liable for any damage for which they are responsible.
- Uphold the good reputation of the College, either on site or off site.
- Follow health & safety and evacuation procedures, this includes any rules around Social Distancing, washing your hands and/or using sanitiser.
- Wear and display a College ID card and colour coded lanyard at all times, and never lend an ID to anyone else. Staff are authorised to examine identity cards on request. Any visitors to the College Campuses must be approved by a member of staff, must sign in and out at Reception and be escorted by a member of staff.
- Stay within your colour coded zone unless you have permission to move across a zone.
- Observe the College no smoking rule which applies indoors and outdoors in all areas of the College (except designated outdoor places).
- Conform to the College's policy on the use of Information Technology Facilities.
- Dress appropriately for undertaking College activities, and observe the no hats and hoods rule. The College cannot accept liability for loss or damage to personal clothing or property, which occurs on College premises or during any organised College activity.
- Commit to attending all classes. The College reserves the right to terminate a student's enrolment if attendance falls below 80% or they do not attend for a period of 4 weeks or more without good reason. Any action taken against a student will be in accordance with the College's Student Disciplinary Policy and Procedure.
- To provide accurate personal information. Students must notify the College if they change address. Employed students sponsored by their employer must notify any change of employer. Students under 19 years of age must notify the College of the name, address and telephone number of parents/guardians.
- Use of college digital facilities, wifi, PCs etc and use of personal devices while on campus must meet expected behaviour standards as must student engagement with other students while online e.g. on social media.

The College will not tolerate:

- Acts of vandalism, spitting and dropping litter.
- Bullying, threatening or abusive behaviour, whether verbal or physical or via electronic means such as text messaging, e-mails or online forums.
- Harassment in any shape or form.
- Swearing or language that is offensive to others.
- Fighting or any form of loud or aggressive behaviour.
- Any form of criminal activity.

- Attempts to convert individuals to religious faiths or political causes.
- Use of the premises to promote a political or religious cause.
- Use, intent to supply, possession, or being under the influence of drugs and illegal substances.
- Possession and / or misuse of alcohol during the College day.
- Possession of a knife or dangerous weapon.
- Use of mobile telephones, personal music systems or other electronic equipment in class, unless approved by the teacher.
- Eating or drinking in non-designated areas of the College.
- Unauthorised use of hardware, software, student email or data belonging to or used by the College.
- Rudeness or aggressive behaviour to any member of the College, or persistent failure to comply with reasonable staff requests.
- Action which is likely to promote or increase the potential for disruption to the College, its students, staff or property.
- Any activity which is likely to bring the College's name into disrepute.

The College takes its responsibility within the local community very seriously and therefore all the above apply both inside and outside of the College grounds.

Those found in breach of this code will be subject to disciplinary action, which may lead to exclusion from the College.

The Code of Conduct is designed to be cross-referenced to other College policies and procedures, in particular the Equality and Diversity Policy, Student Attendance and Punctuality Policy, College Complaints Procedure, Student Rules and Regulations and Student Disciplinary Policy & Procedure.

B) Attendance & Punctuality

Students admitted to any course of study at HCUC are required to attend regularly and punctually. Students should be active participants in their own learning and as such, many units depend upon full student participation and interaction. Persistent lateness and absenteeism is unacceptable.

Attendance

It is the students' responsibility to make sure they understand their timetable and they know where and when their classes will take place. Students who miss a significant number of lectures normally obtain poor end of year results. Picking up a set of notes after the lecture or copying somebody else's lecture notes is a poor substitute for actually attending a lecture and absorbing its content.

Please note that holidays may not be taken during timetabled study periods, as this is highly disruptive to student achievement.

If you are absent for periods of longer than three days please notify your tutor, and in the case of illness you should obtain a medical certificate where appropriate, particularly if you

wish the illness to be considered as an extenuating circumstance in respect of coursework or examinations.

Punctuality

All students are required to arrive on time for all classes and other scheduled activities and should remain for the duration of the teaching session. Not only does late arrival and early departure from lessons impact your own learning, it is also disruptive, impolite, and unprofessional. The disruption caused is also unfair to your peers and tutors.

Attendance and punctuality is monitored and students who are not participating in lectures, tutorials, seminars and practicals on a regular basis may be withdrawn.

C) Equal Opportunity – a Simple Guide

You will hear the phrase ‘equal opportunities’ many times at College, and throughout your life. It’s an important phrase for us and for you, so please take a moment to read this section.

HCUC has a written ‘Equality and Diversity policy’ about equal opportunities, which is available on the College intranet. Its message is that:

- All learners are equally important to us
- All learners need different sorts of help
- We will give whatever help we can to ensure that everyone has an equal opportunity to achieve their qualifications and reach their goals.

We encourage and expect respect between all students, staff and visitors to the College. We refuse to allow discrimination (unfair treatment) against anyone because of their age, gender, ethnic origin, disability, sexuality, gender reassignment, or faith. We welcome and celebrate the diversity of students and staff in the College.

Please help us make sure everyone at HCUC feels valued, and no-one is discriminated against. Treat staff, students, visitors and neighbours with respect. Do not allow yourself to get involved in any form of bullying or harassment, including name calling and insults. If you feel that you are not being treated fairly and with respect, or if you think that discrimination is taking place, please let a tutor, someone in Student Support or any other member of staff know.

Thank you

D) Religious Observance

Our Statement on Religious Diversity states:

"HCUC is a secular college devoted to embracing diversity and tolerance. All faiths are treated equally in accordance with our policy on Equality and Diversity and Code of Conduct. Our resources are dedicated to learning and therefore we do not provide any specific facilities related to one religious activity."

College resources exist primarily for the delivery of learning activities, but where practicable, arrangements will be made for people to carry out essential religious observance. Vacant rooms are notified to reception for the purposes of prayer but there are no dedicated prayer rooms and students should not pray in corridors.

Wherever possible rooms will be allocated for prayer at lunchtimes. Timetables of these rooms will be made available on the student app.

You are asked to pray either before or after classes.

Ramadan lasts for approximately one month. In respect of our students the Principal advises that, during this period, Muslim students who are fasting at this time may bring water into classes and also biscuits to break their fast.

This is an exception to the college rule of no food or drink in classrooms. Please also ensure that food and drink are not consumed near to computers or other equipment.

Students must attend classes as normal.

Please also remember that students who are unwell, pregnant or breastfeeding can become weak and are normally exempt from fasting.

The College will consider formal requests for absence for students wishing to observe essential religious celebration, up to a maximum of two days per academic year. The application for absence must be made to the Head of School, ideally a minimum of a week in advance, in writing.

The students receiving permission for such leave of absence, should be aware that classes will be run as normal and that responsibility rests with them, their independent study, and liaison with their teachers to ensure they are not disadvantaged by any lost learning opportunity.

For purposes of bursary claims and register of attendance, students will not be penalised for absence where permission has been properly sought and granted for religious observance.

E) Learning Support for HE Students

The College welcomes students with disabilities and / or learning difficulties. Students may be able to get support with their studies if they have a:

- long-term health condition
- mental health condition
- specific learning difficulty, e.g. dyslexia, dyspraxia

To get this support you must apply for and be granted Disabled Students Allowance (DSA). DSA is a grant that covers the additional study related costs that you will incur because of your disability or specific learning difficulty. DSA is not means tested and doesn't have to be repaid.

Applications for DSA can take several weeks so if you have not already applied, you must do as soon as possible. However, you can apply for DSA even if you have already started your course.

You can get information about DSA - and an application form - from the DSA website. Use the links below:

DSA Website - www.gov.uk/disabled-students-allowances-dsas

DSA Application Form - www.gov.uk/disabled-students-allowances-dsas/how-to-claim

Please read this information carefully as it gives details of the evidence of your disability or specific learning difficulty that you will need to supply when you apply.

Please speak to the Information Centre for further information about applying for DSA.

When you are granted DSA you will receive a Notification of Entitlement, stating the support they will pay for. DSA may help with the costs of:

- specialist equipment, e.g. a computer if you need one because of your disability
- non-medical helpers, e.g. Note Taker, Communication Support Worker, Proof Reader
- extra travel because of your disability
- 1:1 specialist study skills support
- other disability-related costs of studying.

If you haven't already, please discuss your needs with your tutor as soon as possible. Your tutor may need time to put arrangements in place for you.

For information about Learning Support please contact the Learning Support Team helpline on 01895 853308/853415.

F) Health & Safety

HCUC complies with the Health & Safety at Work Act 1974 and it is the duty of everyone to comply with this Act.

Health and Safety procedures will feature very strongly throughout your course. We make no apology for this, as safety is one area that we cannot allow you to learn by experience!

At no stage should you be asked to operate a machine or piece of equipment or use potentially hazardous chemicals and other substances without risk assessment and adequate training.

You must wear appropriate protective clothing in certain workshops, kitchens, laboratories, craft rooms or leisure facilities. If, during your course you fail to wear the required clothing you will not be allowed into these areas.

Fire alarms / evacuations

Both staff and students are required to evacuate the building when the fire alarm sounds. Each classroom details the nearest fire exit and displays the college fire procedure. Security

barriers automatically deactivate throughout the college so an immediate escape can be made.

The Fire Department will send two fire engines to the college so staff must ensure that the road remains clear of standing people

No-one may re-enter the building until the alarms have been turned off and the Fire Department have declared the premises to be safe. The Duty Manager will indicate when people can begin to re-enter the building.

Occasionally the fire alarms are tested whereby a brief alarm signal will sound. These are the only occasions when evacuation is not required and staff will be notified of these prior to the testing via email.

Lock down

In exceptional circumstances, college buildings may go into 'lock-down'. If this happens, please follow staff instructions.

First Aid

The College does not have a First Aid department. Instead, some staff with First Aid qualifications have volunteered to be First Aiders. The list of First Aiders is kept with the reception staff at all campuses.

If a First Aider is required, please contact the main reception desk who will then get a First Aider for you.

G) Safeguarding

We want all students at HCUC to feel safe.

Please speak with your tutor or a member of the College's Safeguarding Team if you are worried about issues such as:

- Physical, Mental or Sexual abuse
- Self-harm
- Bullying (including online)
- Domestic violence
- Forced marriage
- Sexual harrassment
- Extremism/ Radicalisation / Terrorism.

Please report any hate crimes or concerns you may have about another student displaying extremist views.

Confidentiality

All information about you and your personal life is treated with complete confidence at all times.

If exceptional circumstances arise that give us good grounds for believing that you will cause harm to yourself or others, then it is possible we may need to share information with someone else. In such circumstances we would talk to you first.

Safeguarding..... Everyone's Responsibility

6. LEARNING RESOURCE CENTRES, TEAMS & APP

There are Learning Resource Centres (LRCs) at all sites. Please check the app for opening times.

Resources available:

Essential subject specific resources are available for all courses studied at HCUC including: course books, magazines, newspapers, CDs and DVDs as well as a vast range of fiction.

Chromebooks can be borrowed from the LRC and can be used around the College but must be returned the same day before the LRC closes.

There will be a 10p fine per day for late book returns, £1 fine per day on late laptop returns and restrictions on future borrowing

LRC e-resources are available 24/ 7 including e-books (online koha catalogue and ebrary), e-journals (Infotrac) and reference material Oxford Reference.

If you need help accessing any of our resources, hardcopy or electronic, please ask at the desk.

There are PCs available at all LRCs. PCs need to be booked at the desk. If you need any IT, Teams or App help please ask.

LRC Events

The LRCs run a series of student centred events to promote literacy. These involve author visits, poetry performances and world book night. Get involved and make the most of your time at the College!

Study Skills sessions

Research and study skills help is always available in the LRCs, please ask for assistance whenever required to find the most useful resources for your course and use them correctly. Tutorials are available on time management, essay writing, exam revision and techniques. Please see the LRC page on the app for details. Up and Coming Study Skills Sessions will be flagged on 'My Events' via the app and you will be able to book a session directly.

Logging into College PCs

When logging into college PCs your username is your Student ID number.

When you first log in your password is: College5050

You will be asked to change your password. New passwords must be at least 8 characters long, contain at least one capital letter and one number.

If you need help with your password please contact the LRC Team.

Office365

Everyone in the College will have an Office 365 Account. This gives you access to One Drive to store your files.

You can also access to Word, Excel, PowerPoint, Teams, Outlook for your email and more.

You will have access to your work 24/7 - at College or at Home.

You can download Office at home too from your College Office Account

HCUC App

- View your timetable and receive alerts for changes
- Connect and communicate safely
- Post to your Class group
- Events, Benefits, Information
- Self-Directed study register
- Link to Pro Portal for Smart Targets
- Attendance

The App is available in the App Store and on Google play.

IT Services

IT services maintain the computers around the College and can help with IT issues.

To contact please email: ithelpdesk@hcuc.ac.uk

Open Access areas

(Availability of these is subject to any social distancing health and safety requirements)

Open access areas are available for students to use so that you are able to access a PC outside of timetabled lessons.

The opening times for the areas are generally the same as the College opening times.

By using PC's at the College you are agreeing to our acceptable use policy. This explains how we expect you to use college systems and also how to behave when in the open access areas.

If you do not follow these rules, warnings will be issued which can result in a ban from the open access areas for a period of time.

All PCs in the open access areas have the software management system 'My PC' installed on them. This means that students are able to pre-book PC's. To do this, visit the LRC's site via the app.

We advise all students to take regular breaks when working at a PC for health and safety reasons. As a result students can only use a PC for a maximum of 3 hours at which point they will be required to take a 15 minute break.

7. STUDENT SUPPORT

A) The Student Support Team

The Student Support Team is here to help you with any problem or difficulty that might be having an effect on your learning or success at College. We are not here to judge but to listen and help. The problem may not be directly linked to your studies to have an effect on your happiness or success at College, for example:

- Financial support
- Travel and transport i.e. applying for Oyster cards
- Mental health issues
- Personal and relationship difficulties
- Health and wellbeing concerns
- Support is offered to all students who get into trouble and reach Stage 3 or 4 of the College's Disciplinary process.

We offer the highest standards of confidentiality, however sometimes we may have to break this if we feel that you or others are at risk, but we will keep you informed if this is the case.

We have external agencies that we may refer you to if required e.g. counselling or support agencies.

B) Careers Guidance

HCUC is committed to helping individuals achieve their full potential.

We provide student-centred and impartial information, advice and guidance (IAG) to all learners at the College who want to find out more about their career options or continuing education.

8. DISCIPLINARY PROCEDURE

In the unfortunate event of a student not complying with the rules and regulations set out in this handbook, disciplinary action will take place.

A brief guide to disciplinary procedures:

Preliminary or informal stage of disciplinary:

Your personal tutor will meet with you to explain the problem and give you a chance to improve. Parents, guardians, social workers and key workers will be informed of the meeting. The Head of School will also be informed.

Stage 1: First written warning

And Meeting with Section Manager or Course Team Leader or personal tutor.

Stage 2: Second written warning and

Meeting with Head of School or Section Manager or Course Team Leader.

Stage 3: Formal Disciplinary Hearing

Meeting with Assistant Principal or Senior Manager, such as Head of School and Student Support representative.

Stage 4: Meeting with Assistant Principal or Senior Manager, such as Head of School and Student Support representative.

This is normally for students that have previously had a Stage 3.

Possible outcomes of stage 3/4 disciplinary hearings:

- **No further action; written warning; final written warning or Exclusion.**

Appeal Stage:

If a student is excluded from the College at Stage 3 or 4, they may appeal against the decision by writing to the Principal stating the grounds for the Appeal (please refer to the Disciplinary Policy and Procedure for more details).

Suspension

Any member of staff who believes a student guilty of misconduct or other breach of HCUC's Student Code of Conduct can ask the student to relinquish his/her ID card and leave the premises, pending an investigation which could lead to a full disciplinary hearing.

The student's absence is temporary and the student will be returning the following day unless the suspension is extended by a Head of School, who will decide on an appropriate way to proceed and must contact the student if the suspension is extended detailing the reason.

Suspension is a neutral act and the purpose is to allow an investigation take place unhindered and/or avoid further issues.

In a suspension, student ID cards are normally be confiscated or deactivated and students may not access the College premises (both internal and external).

APPENDIX 1 – STUDY GUIDE

A) How to Write Essays

Writing an essay is important for you for a number of reasons:

1. It gives you the chance to research a project in depth
2. It helps you to focus your thinking on a topic.

The plan

A plan is essential for good essay writing. The type of plan and the amount of detail you include is your personal choice. The plan is important because:

- your ideas and resources are brought together and displayed before you
- your plan gives an outline and shape to your essay
- you can establish a line of argument in the plan
- your plan can prevent errors, repetition and unnecessary waffle
- using a plan enables you to produce your essay much quicker
- with a plan, you can concentrate on expressing ideas and writing with confidence, before committing yourself to the final details.

Points to consider in the plan:

1. use plenty of space - it will be easier to read follow and add to
2. plan in pencil with a rubber - you can then rearrange and correct
3. leave a margin - still more notes can be added
4. analyse the questions - this leads to a line of argument
5. state the line of argument - this gives a direction to the essay and helps with the introduction
6. separate out the main idea or areas of knowledge and make them subheadings - they may provide paragraphs
7. fill in any facts, figures, quotations, comments, ideas which fit subheadings - these form main body of essay
8. keep your notes at hand - you need them to look up details
9. use text books - to check notes and to get extra information.

The introduction

The introduction introduces the essay or argument. It should be a statement of intent, wherein you say how you are going to proceed. It is important to you, the writer, because it gives direction. It is also important to the reader and for the impression it first gives.

The introduction should give the following information:

1. an assessment of the topic – to show that you are aware of what you are going to discuss
2. a line of argument, theme or idea – outline how you intend to proceed
3. a transition to the start of the argument – smoothly linked to the first paragraph.

- Do not use your best or most important points in the introduction
- Do not start with an answer to the question.

You might also consider writing your introduction to a pattern, for example, about two sentences for each of the three points suggested above.

Structuring the essay

To begin with you must think in paragraphs. Some people suggest the six paragraph rule – that you should be able to find six areas to discuss (this can be expanded to seven, eight etc depending on required length of the essay).

Selecting information

You should have at your disposal more facts and knowledge than you need to answer any particular essay. It is important to be selective, and to use only relevant information. A few things can help:

1. reading/lots of research
2. discussing ideas and points with others
3. thinking and note-taking as ideas come to you.

For each piece of information, you choose to use, you must be sure why you are using it.

Logical argument

Information must be used in a logical way. Every idea, comment and observation must be supported by evidence (facts or reasons). Giving reasons and evidence leads to building up a logical argument. Where there are opposing pieces of information or a conflict of view, express them both. It is your duty to do justice to all sides of the argument.

B) General Presentation

All work must be submitted with a cover sheet. If submitting assignments on paper ensure they are in a transparent protective cover. Do not insert each page of the essay in a plastic pocket.

Typing - all essays should be word-processed. Always prepare two copies – keeping one for yourself in hard copy as well as electronically.

Sequence - the essay should have a cover sheet, main body of writing which should include an introduction, argument/discussion, conclusion, appendices (extra things and illustrations) and a reference list/ bibliography.

Pagination - page numbers should begin on the first page (not cover sheet) of the text, following the preface (if used) and continue to the end of the work. They should be placed at the bottom of the page.

Headings - section and chapter headings (in bold text) should always begin on a new page – you can use subheadings to introduce new topics and these should also be identified in bold text. Subsections should be differentiated from the main text by using extra spacing.

Illustrations - must be captioned and numbered. They may be placed throughout the text or placed at the end of the essay. They must be good quality and they should be preferably scanned in to your essay, but if that is not possible then they must be good photocopies, neatly trimmed and spray mounted. A list of illustrations must be included with your work with references to source.

C) Referencing Your Reading – Reference Lists & Bibliographies:

What's the difference between a reference list and a bibliography?

The reference list is used to cite all the items you have made direct reference to in your text (by the author's name and year of publication). The list is organised alphabetically by the names of the authors (or originators) of the work.

During the course of your reading you may have used material for extending your knowledge of the subject, but from which you do not make specific reference.

A bibliography lists all these items, again alphabetically by author. This is generally included after the reference list. Both may also contain research evidence taken from electronic material such as the Internet.

(the above paragraph is taken from: Bucks and Chilterns University handbook (2006) who acknowledge Learning Resources Services, University of Northampton).

Where do you put it?

The reference list and bibliography should come at the very end of the essay. Essays without references and bibliographies will be considered incomplete, and in some cases will not be marked. The reason for the harsh stance is because of the danger of PLAGIARISM (see section 4 Part K) Academic malpractice.

All essays must include a bibliography as well as a reference list.

How do you compile them?

Keep a list of the full bibliographical details of every work consulted during your research. Prepare a notebook in alphabetical order so that you can add new items without any trouble. Make a note of which you have directly used in your text and those you have not so that you can separate them later.

The Harvard Method

The preferred system for referencing is the Harvard Method which is thought to be more student friendly. The Harvard Method is sometimes known as the "author/date" system. In it a work is referred to by its author's name, year of publication and page number in the text in brackets, while its full reference appears only once in a reference list or bibliography at the end of the essay. The need for footnotes is therefore not necessary.

EXAMPLE

Bayley, S, (1991) *Taste*, London, Faber and Faber

Note: Book or journal titles should be underlined or italicised.

The order is: Author, surname/first name, date, title, place, publisher.

Periodical entry:

Periodical entries must give exact references to journal issue numbers and page numbers.

Jones, Lynn (1987) "Literature Review" in *British Journal of Occupational Therapy*, 50, 9 September, 308

If more than one book by an author appears in the bibliography these should be listed in order of publication (earliest first).

Citation of electronic sources – the Internet

The most important thing to remember when using any electronic source is that it is ephemeral by nature. That means that the source may not be there when a revisit is made. The date is therefore necessary at the end of the citation. These can be placed alongside your book lists.

EXAMPLE

References:

Bayley, S, (1991) *Taste*, London, Faber and Faber

Lifelong Learning Uk. (2008) New Overarching Professional Standards for Teachers, Tutors and Trainers in the Lifelong Learning Sector. [Online]

Available from:<http://www.standardsverificationuk.org/documents/professional_standards_for_itts_020107.pdf> [accessed 4th October 2008].

Bibliography:

Keeley-Browne, L (2007) *Training to Teach in the Learning and Skills Sector*, Harlow, Essex, Pearson Education Ltd.

APPENDIX 2 – EXTENUATING CIRCUMSTANCES APPLICATION FORM

Please complete this form (in full) and return it to the School Office together with any supporting evidence **within 5 working days** of the event for which the extenuating circumstances are claimed.

Forms returned after this deadline will only be considered at the discretion of the Head of School under exceptional circumstances.

Student Name:..... Student Ref:
Programme of Study: Year:

Assignment/assessment (s) affected by claimed extenuating circumstances

Unit Number	Unit Title	Tutor	Assignment / Assessment Title	Deadline

Reason for the claimed extenuating circumstances

(Please give a brief overview of the reasons – further detail can be appended on a separate sheet if necessary)

.....
.....
.....

Additional evidence supplied

(e.g.: medical certificate, solicitor’s letter, copy of death certificate, police report)

.....
.....
.....

Please note: It is the responsibility of the student to ensure that all documentation to support their claim is attached to this application form.

Student Name: Student Signature:

Please tear off this strip and return to the student

Student Name: Assignment/Assessment:

Date Application Received:

School Representative Name: Tutor Name and Signature.....

APPENDIX 3 – GLOSSARY

Glossary of terms used for assignments. This is a summary of the key terms used to define the requirements within units.

Analyse	Present the outcome of methodical and detailed examination either: <ul style="list-style-type: none"> • breaking down a theme, topic or situation in order to interpret and study the interrelationships between the parts and/or • of information or data to interpret and study key trends and interrelationships. Analysis can be through activity, practice, written or verbal presentation
Apply	Put into operation or use. Use relevant skills/knowledge/understanding appropriate to context
Arrange	Organise or make plans
Assess	Offer a reasoned judgement of the standard/quality of a situation or a skill informed by relevant facts
Calculate	Generate a numerical answer with workings shown
Compare	Identify the main factors relating to two or more items/situations or aspects of a subject that is extended to explain the similarities, differences, advantages and disadvantages. This is used to show depth of knowledge through selection of characteristics
Compose	Create or make up or form
Communicate	Convey ideas or information to others
Create/construct	Skills to make or do something, for example, a display or set of accounts
Critically analyse	Separate information into components and identify characteristics with depth to the justification
Critically evaluate	Make a judgement taking into account different factors and using available knowledge/experience/evidence where the judgement is supported in depth
Define	State the nature, scope or meaning
Describe	Give an account, including all the relevant characteristics, qualities and events
Discuss	Consider different aspects of a theme or topic, how they interrelate, and the extent to which they are important
Demonstrate	Show knowledge and understanding
Design	Plan and present ideas to show the layout/function/workings/object/system/process
Develop	Grow or progress a plan, ideas, skills and understanding
Differentiate	Recognise or determine what makes something different
Discuss	Give an account that addresses a range of ideas and arguments
Evaluate	Work draws on varied information, themes or concepts to consider aspects, such as:

	<ul style="list-style-type: none"> ● strengths or weaknesses ● advantages or disadvantages ● alternative actions ● relevance or significance. <p>Students' inquiries should lead to a supported judgement showing relationship to its context. This will often be in a conclusion. Evidence will often be written but could be through presentation or activity</p>
Explain	To give an account of the purposes or reasons
Explore	Skills and/or knowledge involving practical research or testing
Identify	Indicate the main features or purpose of something by recognising it and/or being able to discern and understand facts or qualities
Illustrate	Make clear by using examples or provide diagrams
Indicate	Point out, show
Interpret	State the meaning, purpose or qualities of something through the use of images, words or other expression
Investigate	Conduct an inquiry or study into something to discover and examine facts and information
Justify	Learners give reasons or evidence to: <ul style="list-style-type: none"> ● support an opinion ● prove something is right or reasonable
Outline	Set out the main points/characteristics
Plan	Consider, set out and communicate what is to be done
Produce	To bring into existence
Reconstruct	To assemble again/reorganise/form an impression
Report	Adhere to protocols, codes and conventions where findings or judgements are set down in an objective way
Review	Make a formal assessment of work produced. The assessment allows learners to: <ul style="list-style-type: none"> ● appraise existing information or prior events ● reconsider information with the intention of making changes, if necessary.
Show how	Demonstrate the application of certain methods/theories/concepts
Stage and manage	Organisation and management skills, for example, running an event or a business pitch
State	Express
Suggest	Give possible alternatives, produce an idea, put forward, for example, an idea or plan, for consideration
Undertake/carry out	Use a range of skills to perform a task, research or activity. This is the summary of the type of evidence you may be asked to produce
Case study	A specific example to which all students must select and apply knowledge
Project	A large scale activity requiring self-direction of selection of outcome, planning, research, exploration, outcome and review

Independent research	An analysis of substantive research organised by the student from secondary sources and, if applicable, primary sources
Written task or report	Individual completion of a task in a work-related format, for example, a report, marketing communication, set of instructions, giving information
Simulated activity/role play	A multi-faceted activity mimicking realistic work situations
Team task	Students work together to show skills in defining and structuring activity as a team
Presentation	Oral or through demonstration
Production of plan/business plan	Students produce a plan as an outcome related to a given or limited task
Reflective journal	Completion of a journal from work experience, detailing skills acquired for employability
Poster/leaflet	Documents providing well-presented information for a given purpose