

South Downs College

PART TIME STUDENT

GUIDE

2011-12



South Downs College

Welcome

This guide for part-time students is designed to provide you with all the key information you need to benefit from your course. Whether you are based on the main College site or at one of the many centres in the community you are equally welcome to use all the facilities and services of the College.

Although we do try to provide as many resources and services as possible at our community sites, most of them do not belong to the College and we hope you understand we cannot provide every service at each centre in the community. We very much hope the convenience of the location to some extent compensates for this.

College website

You can find out lots of information about the College, including details of all our courses, on our website www.southdowns.ac.uk and on the College Intranet.



For updated news and events
follow us on twitter!
www.twitter.com/sdc_voice



College Calendar 2011–2012

Your lecturer will inform you of the exact date(s) of your class(es);

Autumn 2011

19 September	Part-time courses commence
24 – 28 October	Half Term
16 December	End of Term

Spring 2012

3 January	Term commences
13 -17 February	Half Term
6 March	College Open Evening and Staff Development Day (COLLEGE CLOSED)
30 March	End of Term

Summer 2012

16 April	Term commences
7 May	May Day Holiday
4 – 8 June	Half Term (inc Spring and Queen's Diamond Jubilee Bank Holiday)
11 July	End of Term

College Charter

The South Downs College Charter explains in detail the services you can expect from the College and what to do if things go wrong. You can obtain a copy from the College Intranet, Student Services or Reception at the main site, or the Leigh Park Learning or Cowplain Centres.

Extra support on your course

If you think that you may need extra help whilst on your course, possibly as a result of a specific learning difficulty or maybe a disability of some kind, please contact our Study Centre on 023 9279 7906 who will be happy to discuss all the types of additional support we can offer. Alternatively, you can email us: studycentre@southdowns.ac.uk or if you would prefer, pop in for a chat – we are located in room 162 on the first floor of the main building. Remember you can do this before your course starts or if you experience difficulty during your course.

Students with disabilities

South Downs College is committed to ensuring that students with disabilities, including those with learning difficulties, are treated fairly. Reasonable adjustments will be made to ensure that students with disabilities are not substantially disadvantaged.

If you do have a disability, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed.

Do you use a wheelchair or have limited mobility?

If so, please contact Additional Support on 023 9279 4657. The main College site has 100% access for students using wheelchairs, but access is limited at some of the other centres we use. If there is a difficulty, we will do everything possible to find you a suitable alternative.

Student Union

Part time students attending South Downs College for six or more hours per week are welcome to join the Student Union. This will entitle you to an NUS discount card and to participate in various social events throughout the year. You can apply for this through the Student Union Office in the Coffee House, 09.30 – 16.00 Monday to Friday or direct on the website www.nus.org.uk.

Counselling Service

College has its own student counselling service which is run by qualified and experienced counsellors.

As a student you are very welcome to make use of the counselling service to explore in a confidential setting any issues that may be either work related and/or of a more personal nature.

In addition to face to face counselling the service also offers e-counselling, please email ecounselling@southdowns.ac.uk or follow the link on the intranet for further details.

Appointments to see a Student Counsellor are made by phoning 023 9279 7969, email studentservices@southdowns.ac.uk or by visiting the Student Services Reception Desk.



Health & Safety

The College aims to provide a safe and comfortable working environment at all times. We have achieved the British Safety Council National Safety Award for the past eighteen years recognising our low accident rate, good safety systems and named College Safety Manager.

Please help us by:

- driving within the site's speed limits (10 mph maximum, 5 mph in some areas)
- not parking in disabled parking bays unless you have a blue badge
- only eating or drinking in the on-site college cafés or other community venue eating areas.
- reporting all accidents on the main College site, however trivial, to your Faculty office or Reception or to the Cowplain or Leigh Park Learning Centre offices
- reporting any spillages on the main College site to the Premises Helpdesk (Ext 529) or Reception or to your lecturer at off-site venues
- not smoking in College buildings or at off-site venues
- wearing safety equipment and appropriate clothing in all practical areas and workshops
- informing your lecturer of anything you notice in the College or at an off-site venue which is not safe.

If you discover a fire:

- break the glass of the nearest 'break glass' alarm point
- inform a member of staff and, if on the main College site, the switchboard (Ext 0)
- tackle the fire with a fire appliance if this can be done without endangering yourself.

If there is a fire, vacate the building by the nearest exit, taking only essential belongings, and go to the nearest assembly area to await further instruction.

A simulated fire practice is held on College sites each term to familiarise you with the procedures for the evacuation of the building.

Copies of general safety rules and the College's Health & Safety Policy are available from College Faculty offices and at Reception



Parking at the main site

Despite having over 800 spaces available, there are occasions particularly during the day time when the car parks are full. If you can, please car-share with other students. Please do not park in the designated disabled users' parking spaces unless you are a Blue Badge holder.

Advice & Guidance

Confidential and free careers Advice & Guidance is available for all part-time students. You can contact the team by calling 023 9279 7929 or email a&g@southdowns.ac.uk

You can visit the Advice & Guidance Area in Reception from 09.15 to 16.30, to use the resources and the drop-in service for advice. There are also a range of careers resources in the Learning Resources Centre which is open in the evenings. We also offer evening appointments in the College on Wednesday evenings; please call to make an appointment to see an adviser.

Advice & Guidance is available for part-time students who wish to make an application to Higher Education through UCAS. Please contact Advice & Guidance before you start your application and we will send you an information pack.

If your course is not going well

You may find that you have chosen the wrong course - maybe it involves too much work or too little, or it's at the wrong level for you.

Talk over your concerns with your lecturer first or it may be that you'd prefer to talk to one of the College Advice & Guidance team; please call 023 9279 7927 for an appointment.

Dealing with problems

South Downs College believes that it is in the interests of students and staff to resolve complaints as quickly as possible, by informal methods in preference to formal ones, and as close to the cause of the complaint as possible.

If informal discussion does not resolve the matter satisfactorily, the appropriate member of the Senior Management Team should be approached in person or in writing.

Arts & Sciences courses	Chris Harpum
Business & Community courses	Liz Norland
Rooming and facilities	John Manterfield
Financial issues	Julius Mach
Information Technology	Peter Mudd
Student Services & Marketing	Lucy Manning

If you consider the matter too serious to be dealt with informally a formal complaint may be made to the Quality Manager, Richard Barlow.

Full details of the College's Complaints Policy are available from Reception or Student Services & Marketing at the main site, or Cowplain and Leigh Park Learning Centres.

If you'd like information on other courses

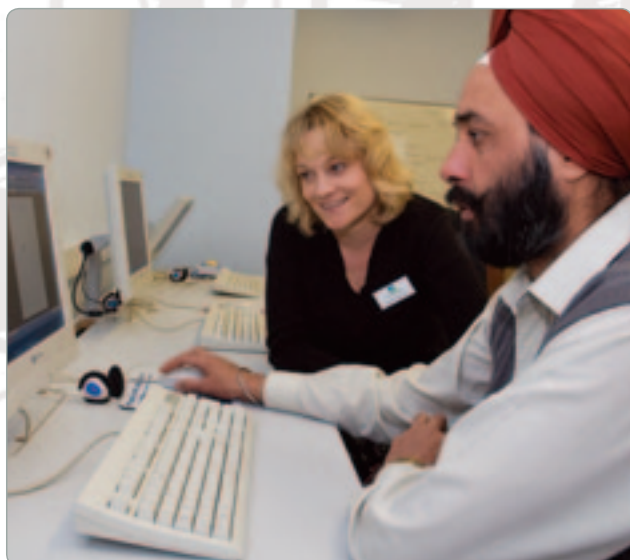
- You can ask for South Downs College course information at the College Reception, on 023 9279 7979, or email jcarter@southdowns.ac.uk
- Go to our website at www.southdowns.ac.uk
- Prospectuses for other colleges and universities can be found in the College Learning Resources Centre.

Discretionary Education Support Grant

This fund is designed to provide support to learners who are experiencing financial difficulty with the costs of learning where the learner is in exceptional and severe financial difficulties. It is specifically designed to respond to hardship and Government priority groups such as those that may become homeless or experience sudden changes in circumstances.

The discretionary Education Support Grant is a fund of money which is limited and can only be allocated whilst funding lasts. Assistance cannot be guaranteed in cases of over-demand.

Please contact Student Services for an application form on 023 9279 7969.



Child care facilities

South Downs College has a purpose-built Nursery, with places for children up to school-age, on the main site. The opening hours are Monday-Thursday 08.30 – 17.15 and Friday 08.30 – 16.15. Please ring the College Nursery, 023 9279 7974, to book your child(ren) a place.

Childcare Support (Aged under 20)

If you are a young parent (under 20) and want to start or continue in learning, you could be eligible for help with your childcare costs through the 'Care to Learn' scheme.

The subject or course you take is up to you and you can study part time or full time.

While you are learning you could be helping to build a better future for you and your family by gaining new skills and qualifications. You will also be meeting new people and making new friends which may give you greater confidence and independence.

Care to Learn is designed to give you the help and support you need to enjoy studying without added worries.

Please see the website for more information www.direct.gov.uk/caretolearn

Childcare Support (Aged 20 and over)

If you are a parent aged 20 or over you may be entitled to receive help with your childcare costs if you are in receipt of an income based benefit or you are attending a Skills for Life course. This is a college scheme and is intended to help towards childcare fees whilst you are attending lessons.

The subject or course you take is up to you and you can study part time or full time.

To apply for subsidised childcare please obtain an Eligibility form from the Student Services Office, which are available from the end of August.

For details of childcare financial assistance, contact Student Services, 023 9279 4606.

Opportunities for all

South Downs College is committed to promoting equal opportunities and will do everything practical to help potential students to succeed on their courses.

If you would like a copy of the College's Disability Statement or Equality & Diversity Policy, please contact Reception or Student Services on 023 9279 7979.

If you would like to discuss your support needs in a confidential interview, please contact Rich Wells on 023 9279 7979 ext 470 or e-mail studycentre@southdowns.ac.uk

If you would like all or any part of this brochure in large print, translated into Braille, on a CD or translated into a foreign language, please contact Reception or Student Services on 023 9279 7979. South Downs College may also be able to provide basic communication between British Sign Language (BSL) users and hearing people. Alternatively, visit our website www.southdowns.ac.uk for further accessibility options.

Drugs policy

Copies of the College's Drugs Policy are available from Student Services or the College Intranet.

Facilities at the main site

The following facilities and services are available at the main site but you are equally welcome to use them whether your course is at the main site or a centre in the community.

Student Services

Opening hours

The Student Services office in main Reception is open Monday – Thursday 08.30 – 17.30, Friday 08.30 – 16.30 during term time. During holiday periods Monday – Thursday 08.30 – 17.00, Friday 08.30 – 16.30.



College Cafés

The main college site has five cafés offering a welcoming and relaxed atmosphere and an extensive range of food and refreshments from 08.30 – 20.30 Monday to Thursday and 08.30 – 16.00 on Fridays.

The café menus are varied and reasonably priced comprising of traditional and international dishes, light meals and snacks. Two salad bars and freshly filled subs and baguettes compliment the range of healthy options available.

An evening meal is served until 18.30 and a selection of hot and cold drinks, sandwiches, homemade cakes and pastries are available until 20.30 Monday to Thursday.

Vending machines offer a selection of snacks and drinks and water bottles can be filled from the free dispensers.

Refectory staff are able to provide customers with information on products, ingredients and production methods if required.

If you would like further information about the services available please look at the College Cafés website on the college Intranet or contact the Catering Manager on 023 9279 7978 or email phumby@southdowns.ac.uk



Learning Resources Centre (LRC)

The LRC has a wide range of resources to help students with their studies. These include books, e-books, magazines, and online resources within a welcoming environment where they can work as an individual or with their friends. The LRC has open access computers (including Apple Macs) and has Wi-Fi coverage. The staff help students find information and make full use of IT within the LRC.

The LRC is open term time;

Monday – Thursday	08.15 – 20.00
Friday	08.15 – 17.30

During College holidays the LRC is open reduced hours

"It is a good place to work with friends in a comfy friendly environment."



College Restaurant & Café

Lunch and dinner are available in the air-conditioned College Restaurant; a high-quality experience in fine dining and table service at affordable prices. To reserve your table, please contact the Restaurant on 023 9279 7952 or visit the College website to book online.

A range of snacks, hot and cold food and beverages is available from 09.30 – 16.00 in the Restaurant Café, which provides rapid service, pleasant surroundings and very reasonable prices. No reservations are required. The Restaurant Café also offers an extensive take away range of items during the day.

The College Restaurant caters for lunch from Tuesday to Friday inclusive. A fine-dining service is also offered on Monday, Tuesday and Wednesday evenings.

Praised by critics, the award winning* College Restaurant and Café provides an environment mirroring current standards of excellence found in top restaurants and offers a meal experience of the highest level.

*** Restaurant Magazine's College Restaurant of the Year.**

The College Shop

The College shop aims to supply all our students with their academic stationery, art supplies and printing needs at very reasonable prices. The shop is located on the ground floor, next to the College Restaurant, and is open Monday to Thursday 08.30 – 16.30 and Friday 08.30 – 16.00. In addition, the Shop is open for the first half of the Autumn Term from 18.00 – 20.30.

The shop helps students give their work a professional finish, stocking a wide selection of art supplies and stationery items, as well as offering services such as photocopying, various presentation finishings and bindings, t-shirt and mouse-mat printing and a range of other printing services that are available on request. Art students can also find course-related art supplies in the College shop, allowing them to buy useful items without having to leave the Campus.

For further information, please contact us on telephone: 023 9279 7979 Ext 260 or email: repro@southdowns.ac.uk

The Holiday Shop

Our working travel agency is open to cater for all holiday needs. From bargain breaks to travel insurance, our helpful staff, who have years of experience in the industry, can organise your trip from start to finish. The Holiday Shop offers a special discount on holidays booked through them.

We are located on the first floor of the main building and are open Monday to Thursday 09.00 – 17.00 and Friday 09.00 – 15.00.

Synergy Hairdressing and Beauty Salon

Our Hairdressing and Beauty salons offer an extensive range of treatments and specialist therapies, at very reasonable prices. In addition, we have a full range of retail products that may be purchased from our salon reception area, to complement your treatment. All work is fully supervised by qualified staff. For salon opening times and to take a virtual tour, please visit www.southdowns.ac.uk



The South Downs College is committed to increasing participation in, and broadening access to, lifelong education for the benefit of individual students and the community. The pursuit of excellence and parity of esteem between all types of provision are fundamental values. The College will provide a high-quality service that aims to fulfil the personal aspirations of all its learners.



South Downs College

College Road, Waterlooville, Hampshire, PO7 8AA

Telephone: 023 9279 7979 **Minicom:** 023 9278 2214 **Facsimile:** 023 9279 4630

Web: www.southdowns.ac.uk **Email:** college@southdowns.ac.uk

Principal: Michael Oakes MA (Cantab.)

"an outstanding college" Ofsted Inspection

The South Downs College has charitable status for the provision of Education and Training



INVESTOR IN PEOPLE