

College Charter 2016 - 2017

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ASKHAM BRYAN COLLEGE CHARTER 2016 -2017

1. INTRODUCTION

The Askham Bryan & Newton Rigg College Charter is one of the ways in which the College informs its customers about the standards of customer service it expects to provide.

The Charter is designed to enable students and their parents or guardians to gain a better understanding of the standards set by the College. The Charter will also be of interest to Schools, Colleges and employers.

2. THE COLLEGE MISSION

To be the College of choice for land-based and land-related learning across the North of England.

Strategic Priorities

1. To provide an outstanding, enjoyable educational experience which changes people's lives and exceeds expectations
2. To inspire and nurture ambition within students, staff and corporation which builds confidence and maximises potential
3. To develop a high quality learning and social environment which is safe, healthy and sustainable
4. To grow student participation, recruiting with integrity and around sound curriculum
5. To empower a single staff to drive the college forward and who both earn and receive respect
6. To build effective and stable partnerships which contribute to our mission
7. To communicate effectively with key stakeholders both internal and external and act on feedback

3. ADMISSIONS

The information and service you will receive before making an application

The College aims to provide prospective students, their parents, guardians, teachers, employers and the careers service and other stakeholder groups, with up to date information about the College and courses on offer. The Student Records

Department is pleased to answer telephone or web enquiries and will provide information on request.

Representatives from Askham Bryan College attend a variety of events organised by individual schools and other organisations. A complimentary programme of taster days, interview days, open days and preview days allows potential students, parents, teachers and employers to discover more about College life and the courses on offer. Information on the College website, www.askham-bryan.ac.uk, is updated regularly and will provide a further source of information for prospective students. The College aims to produce published information in a style that is suitable for its intended audience.

Wherever possible printed information will include details on:-

- existing full-time and part-time Further Education, Apprenticeships, Higher Education and Community Education courses, as appropriate
- forthcoming new courses, additional information is provided when available
- the duration of each course
- the site where the course is delivered
- the qualification received on successful completion of the course
- the entry requirements for each course
- the possible progression routes after each course
- an outline of how the course will be assessed
- the teaching and learning facilities available. This may include for example:- information technology resources, learning resources and specialist facilities

The College aims to:-

- respond to requests for information within five working days
- provide Schools/Colleges in the region with printed materials as they are produced
- produce prospectus and printed information which meets the needs of its students
- provide useful and informative information events at the College or at other venues
- produce information on the website including a web based prospectus which is accurate and updated regularly
- acknowledge the needs of each individual applicant and provide guidance and support to ensure equality of access.

4. THE APPLICATION PROCESS

The information and service you will receive after making an application

Every student who applies for a College course will have their application processed in a fair and efficient manner in accordance with the Admissions Policy published by the College.

If you are applying for a full-time or part-time course your application will be acknowledged and you will be invited to visit the College for a guidance interview. You will normally be interviewed by a Course Manager and you will have an opportunity to discuss your career objectives and receive help in deciding whether the course you have applied for is suitable. If the course you have applied for is not suitable the interviewer will discuss alternative options with you.

At this stage, information about fees and other course costs will be confirmed and you will receive guidance on possible sources of funding. You will be given the opportunity to discuss your individual learning needs with the tutor, so that the College can provide appropriate support to enable you to achieve your potential.

At this stage you must also disclose any other information material to your application. This will include any specific support needs you may have. You must also disclose any criminal convictions; failure to do so may result in your place being withdrawn at any time pre or post enrolment.

You will normally be given a verbal indication whether your application has been successful at the end of the interview. Where there are conditions attached to the offer you receive, such as entry requirements, or finding a suitable work placement, these will be confirmed in writing.

In order to ensure that the college is able to support their needs, the college may (under specific circumstances) refer your application to an admissions panel. The admissions panel may add conditions to your offer.

Should you fail to meet any condition your place may be withdrawn.

The College aims to:-

- invite applicants for a guidance interview normally within 4 weeks of application whenever appropriate
- record enquiries for new programmes and despatch information as soon as it is available
- provide applicants with appropriate pre-enrolment guidance consistent with current interview guidelines
- undertake an initial skills assessment of all learners at interview where appropriate or during induction
- allow applicants the opportunity to discuss their individual learning needs
- allow students with learning difficulties or disabilities to discuss their requirements for additional support
- dispatch joining packs to students in good time for the start of term
- evaluate and provide feedback on our services throughout the year

You can expect your enquiries to our Student Records department about your application to be dealt with efficiently and sympathetically.

Applications for full-time Higher Education courses:

The College aims to:-

- reply to UCAS applicants within five working days of receipt of application
- reply to internal and direct applications within five working days of receipt
- invite all applicants to the next Open/Information Day
- answer queries and provide advice and guidance on courses and fees

Higher Education Open Days are normally held five times a year and give applicants an opportunity to discuss their chosen course and any individual learning needs with a course tutor and obtain information and advice on costs and funding.

5. LEARNING SUPPORT

Students with learning difficulties or disabilities

We welcome applications from students with disabilities or learning needs and we are normally able to make reasonable adjustments to take individual needs into account to ensure fairness and equality of access

FE students with higher levels of need, particularly those classed by their local authority as “high needs learners” should contact the college as early as possible in order to ensure that the college has the time and information to negotiate an appropriate support package with the local authority. Learners in this category are often offered opportunities to develop multi-year transition programmes to the college from their current providers.

All the College sites are adapted to meet the reasonable needs of all students. The College has a detailed disability statement that can be obtained from Student Services.

Students on full-time Further Education courses will receive an initial assessment of skills to help our learning support team to identify those who may benefit from additional support.

Higher Educational students can have their support needs identified and supported through the DSA assessment process and in liaison with College staff.
<https://www.gov.uk/disabled-students-allowances-dsas>

The College aims to:-

- provide students on all FE and Apprenticeship courses with an assessment to determine their learning needs
- refer HE applicants to the appropriate channels to ensure access to assessment
- ensure that students with identified learning needs are offered the opportunity to attend learning support sessions.
- give special consideration during examinations. It is your responsibility to provide evidence which informs the College of your learning difficulty or disability at the beginning of your course.
- work with students with disabilities and learning difficulties and provide a service that meets their needs

- liaise with professional agencies for disability and endeavour to continuously improve our service to learners

6. HIGHER EDUCATION

The College is committed to promoting progression, including Higher Education study to its level 3 students. The College already provides internal progression opportunities onto land-based Higher Education courses validated by Harper Adams University and The Royal Agricultural University.

The College aims to:-

- Provide current Further Education students with timely information on appropriate Higher Education courses available at Askham Bryan College and other Higher Education Institutions
- Provide potential applicants from the College and the region with advice on the range of courses available at Askham Bryan, finance for Higher Education study, the UCAS system and application procedures.
- Ensure that Higher Education students develop the necessary knowledge, understanding and transferable skills to succeed on the course of study and in their chosen career.
- Promote access to Higher Education, including opportunities for mature students seeking continuing professional development or a change of career.
- Advise Higher Education students on the facilities and services provided by its validating partners.

7. STUDENT SERVICES

Student Services are here to help you throughout your time at the College. The Student Services team will talk to you on an individual basis and do their best to help you or refer you to a Pastoral Tutor (PT), Careers Adviser, Student Finance Officer, Counsellor or Learning Support Assistant. During induction you will be informed about the range of Student Support Services available at the College.

In **Appendix 2** you will find a quick guide to help you identify who can help you.

Pastoral Tutors

You may be allocated a Pastoral Tutor (PT) who will monitor your progress whilst at College and provide you with guidance and support.

Careers Adviser

A Careers Adviser is available within Student Services. The College Careers Adviser will help you prepare an action plan to help you focus your ideas. There is also an external Careers Adviser who visits the College regularly. The College Careers Information Room is based in the Learning Resource Centre. It has a range of

written information resources which are kept up to date as appropriate. In addition, careers advice to Further Education students is delivered through the group tutorial programme.

College Counselling Service

The College provides a confidential counselling service if you have personal problems which are affecting your ability to complete your course. Appointments can be booked through Student Services on 01904 772271.

Student Union

You are a member of the College Student Union once you have enrolled at the College or its centres, the benefits of which will be highlighted during induction. Students who choose not to join will have access to all the College's student facilities. The officers of The Union are elected by the student body and the President and Vice President represent students on a number of committees and are members of the College Corporation (the Governors).

Residential Accommodation

The College has accommodation for approximately 370 students in study bedrooms on the York campus and 195 at the Newton Rigg centre. Self-catering accommodation is available to students over the age of 18 at the York centre. The on-call wardens support students out of normal College hours. Students who apply for residential accommodation will be sent relevant information and a joining pack in August. Residential students are required to sign and comply with an accommodation agreement.

The College has a policy which governs the conduct and safety of all residential students. In addition, the College has disciplinary policies that govern the expected conduct of all students for the benefit of the whole student community. Reference is made to other College policies and procedures in Appendix 3.

The College aims to:-

- ensure that all students are aware of the range of services provided by Student Services.
- ensure that full-time FE students have access to a designated tutor who acts in a pastoral capacity.
- provide information that is relevant and easy to understand

For residential students

- provide warden cover 24 hours each day during term time
- train all wardens to ensure the safety of students
- offer residential students a range of social activities
- allow residential students to represent their views at the Student Council meeting

Tuition Fees

The College will not charge tuition fees for full-time Further Education courses to students aged under 19 as at 31st August 2016 (if they meet the Government's UK residency requirements). Higher Education students may apply for student loans for assistance with the cost of tuition fees and also for assistance with living costs. You can obtain up to date information from the Student Services Office.

Fees may be payable for Further Education students aged 19-24. Students aged over 24 will be expected to pay fees and may be eligible to access a loan. Guidance is available through

<https://www.gov.uk/guidance/24-advanced-learning-loans-an-overview>

For further information and guidance, including HE Fees see the Askham Bryan Fees Policy 2016/17

As a student you may be able to obtain financial help from:-

- Residential Grants
- 16-19 Discretionary Bursary
- 16-19 Vulnerable Bursary
- Trusts, charities and scholarships
- other benefits
- <https://www.gov.uk/advanced-learner-loan/bursary-fund>

You can obtain up to date information from the College Student Services office.

The College aims to:-

- enable students to obtain an interview with Student Services within 24 hours of requesting an appointment
- provide grant aid application forms and advise students on completing the form
- hold Scholarship, Bursary and Access Funds Decision Panel meetings as planned and communicate the decision to the applicants.
- evaluate and provide feedback on its services throughout the year

8. THE TEACHING AND LEARNING EXPERIENCE

The Quality of Teaching and Learning

You are entitled to high quality teaching and effective management of your course. Course Tutors will endeavour to ensure that you have a positive experience at College. Your learning experience as a whole will be designed to meet your individual needs. The tutors will ensure that courses and schemes of work meet the requirements of the awarding/validating body. College policies and procedures provide a framework for ensuring that you are treated fairly and that teaching and learning is delivered according to the College Quality Policy.

The College aims to ensure that:-

Teaching and learning

- all students will receive an induction to the College and the course of study
- teaching and learning is planned to meet the needs of all students and classroom management is effective
- aims of lessons are made clear to students and teaching is interesting and effective in extending student skills and knowledge
- teaching is sensitive to equality of opportunity and moral/social issues and individual needs are met through inclusive learning
- a variety of appropriate learning methods are used by teachers
- effective work experience is organised where appropriate
- the study of Maths and English to develop your skills towards GCSE equivalent level is integrated into all FE programmes. It is a requirement of the funding of your course that you fully engage with and attend this element of your studies. Should you fail to do so your place may be withdrawn.
- teachers have appropriate qualifications and up to date knowledge
- there are high quality facilities and resources to support learning
- all students will receive a Student Handbook specific to your course of study

Assessment

- practical work is well organised and carried out safely
- an assessment schedule is issued at the start of a course
- assessments are appropriate and provide evidence of competence
- adequate feedback on assessment performance helps students to know how they are progressing and how they can improve
- assessments handed in on the due date are normally assessed and returned to students within 3 weeks
- twice a year reports are normally sent to the parents/guardian of students who are under 18 years.
- English and Maths qualifications are externally examined. Failure to attend such examinations may lead to the withdrawal of your place at college.
- there is appropriate specialist equipment and other resources to support teaching and learning
- students will receive informative arrangements in advance of examinations from the Examinations Officer
- notification of examination results will be provided within 10 working days of their receipt in College

Parents Evenings

Parents Evenings are held twice a year for full-time FE students. All parents/guardians of students under 18 and students over 18 are entitled to attend these meetings.

Attendance

Regular attendance is very important on all courses and successful completion of the assessment and achievement of the qualification is closely related to punctuality and regular attendance. For full-time Further Education students your Pastoral Tutor

monitors and encourages attendance. Unauthorised absences leading to poor attendance will be monitored and may lead to disciplinary action.

Work Placements

Work placements form an important part of most of the Further Education and Higher Education courses at Askham Bryan College.

The placement will help you to develop a range of skills demanded by employers and enhance your career opportunities. The College also ensures the employer is committed to providing a safe learning opportunity and takes an active role in the skills and social development of students.

All students are fully briefed on what is expected whilst they are on work experience, and are issued with a work experience handbook that outlines project work and health and safety issues etc.

Employers

The views of employers are important to the College. We welcome feedback on our courses, the service we provide and the performance of our students on work placement. Employer Advisory Groups are designed to facilitate communication with employers in each curriculum area. In addition, the Pastoral Tutors are in regular contact with employers and ensure that relevant information is passed on. The Pastoral Tutors and the Careers Adviser also organise employer visits to the College, where employers talk to students about the industry and employment opportunities.

If an employer requests a College reference for a learner who has applied for a job, that employer has a right to expect clear and concise information about what has been covered in the programme of study and standards achieved by the applicant, subject to the learner's consent.

9. STUDENT REPRESENTATION

You are entitled to be represented and make your views known in a number of different ways:

- Student Council (HE or FE route), which meets at York and at the Centres
- student representatives on curriculum teams and at the Equality and Diversity Group
- as a member of the Student Union (SU)
- student representation on the Board to the Corporation through the membership of the SU President

Equality and Diversity

You are entitled by law to equal treatment regardless of your gender, disability or ethnic background, sexual orientation or religion. The College has an Equality and Diversity Policy, a copy of which can be obtained from Student Services. An Equality and Diversity working group, with student representation, monitors activities to ensure inclusivity. In addition, the College has a Guide to Support for Students with Disabilities.

Feedback

We welcome feedback on our standards of service. If you are not satisfied with any aspect of the College services you can use the Feedback System, details of which can be obtained from the College Reception and from Student Services.

Safeguarding

The College is committed to Safeguarding and promoting the welfare of young people and vulnerable adults. Askham Bryan College has a Designated Safeguarding Officer and other named Safeguarding Officers are Jane Sullivan (NR), Marilyn Shersby, Wendy Kirkbride (NR) and Arwen Stephenson.

Incidents and concerns must be reported to the Safeguarding Team. If there is something bothering you at home or at College or you are worried about a fellow student, you can contact the Safeguarding team on 07773 312617 or 07971 892692 or alternatively you can email them in confidence on bsafe@askham-bryan.ac.uk

10. STUDENT CODE OF CONDUCT

Student Code of Conduct

We believe that the College should be a place in which everyone has the right to work without being hindered by others in the College. You have rights and responsibilities which the code of conduct explains.

Your Rights:

- to be fairly treated and respected by fellow students and staff
- to be represented on committees and bodies which have been established by the College to facilitate formal communication between staff and students
- to have access to supportive staff for learning and pastoral matters
- to work and live in a safe and secure environment
- to feedback on your progress on your course

To ensure that every member of the College Community is able to benefit from these rights, students are expected to fulfil their responsibility to other College members.

Your Responsibilities:

- to follow the reasonable requests or instructions of any member of college staff.
- to abide by all College policies
- for residential students – to abide by the regulations laid out in your accommodation agreement
- to follow the College requirements in respect of attendance, punctuality and the submission of work for assessment
- not to abuse or harass other members of the College community verbally or physically
- not to behave in a manner which affects the lives of others in a negative way
- to conform with College regulations

- be responsible for the completion of all your assignments, and ensure that they are handed in on time
- ensure that all coursework submitted is your own work
- be punctual for examinations, (failure to turn-up may result in a charge for the entry fee)
- abide by the regulations of the relevant examination board/awarding body
- behave in an acceptable and considerate manner at all times when engaged on College activities and conduct yourself so as not to interfere with the work or study of other College members and visitors
- abide by the College's Equality and Diversity Policy and respect other members of the College community and not use words, gestures or actions that are violent or intimidating, or which are a form of sexual or racial harassment
- observe the College's Drugs, Alcohol and other Intoxicating Substances Policy
- have visible proof of your status as a learner at the College at all times and produce that proof on request by any member of staff – lanyards and ID badges should be worn at all times except during practical work
- pay all tuition fees and other charges promptly when due
- give your views on the learning experience in order to assist with improving course quality
- inform the College if you leave the programme early, giving the reason, in order to assist the monitoring and evaluation process
- be aware of and observe health and safety rules and regulations, and fire evacuation procedures (a copy of the College Health and Safety policy is available from the College Learning Resources Centres)
- inform the College of any medical condition which might have an effect on the health and safety of fellow learners, staff and visitors, particularly in workshop situations. Confidential information will be handled with tact and sensitivity
- take care of the College environment, buildings and equipment
- eat and drink only in those areas designated for the purpose
- respect the College no-smoking policy
- take responsibility for your own property, as the College cannot be held responsible for loss of damage, other than damage caused by negligence on the part of the College

If you experience a problem you should try to resolve your problem by talking to the person involved. If this fails to resolve your problem you should talk to a Pastoral Tutor or a member of the Student Services team who will do their best to resolve the matter. If you are not satisfied with the action taken then you are entitled to use the College's formal complaints procedure. Details can be obtained from Student Services.

The staff at the college hopes very much that you will enjoy the time you spend at the College and that you will be successful in your studies.

A final thought

Tutors will provide you with the knowledge and resources to help you learn but you have to put in the time and effort to understand new information and skills, to complete your assignments and prepare for examinations. In other words you will only get out of studying what you are prepared to put in.

The real rewards of education come later when you have successfully obtained your

qualification and have progressed to your chosen destination which may be another course of study or your chosen career.

Work hard and enjoy your studies at Askham Bryan College!

Wes Johnson and Tim Whitaker – Campus Principals

**Appendix 1
COLLEGE CORPORATION 2016-2017**

The College is governed by the College Corporation whose members are:

Current Student Union representative	President of the SU Vice President
Anthony Alton	Chair of Corporation - Farmer/Formal Councillor
Jennifer Bartram	Solicitor
Alan Bowe	Land Agent
Ian Brown	Accountant
Alun Davies	Former Vice Principal
Jane Downes	Vice Chair of Corporation - Veterinary Consultant
Peter McKenzie	Auditor
Alan Skidmore	Councillor/Formal Military Engineer and Estate Management
John Smith	Non Academic Staff Governor
Ian Snowden	Academic Staff Governor
James Standen	Farm and Estate Manager
John Williams	Former Relationship and Head of Bank North Region
Ian Youdan	Land Agent

Appendix 2

Frequently asked questions

Where to go for Help

This short guide will help you to decide who to go to if you have a question to ask or require help. If you are unsure ask at Student Services or in the Student Records Office.

Problem

Who can help

I am unable to do my assignment because I do not understand the lessons

Pastoral Tutor (PT) or Module Lecturer

I am having difficulty paying for my accommodation

Student Services for help with Financial Advice

I cannot concentrate on my work because I have a personal problem

Student Services can arrange for you to talk to a counsellor

I am nearing the end of my course and I am unsure about what to do next

Careers Adviser

I think I may be dyslexic

Dyslexia co-ordinator or Learning Support will be able to advise you and arrange for you to be assessed

I am unable to hand my assignment in on time

Pastoral Tutor or Course Manager

I am homesick

Wardening team or Student Services

My employment commitments have increased/changed and I am unable to complete the course.

Pastoral Tutor or Course Manager

Appendix 3

The College has a range of Policies and Procedures relating to Students' rights and responsibilities which can be found on Moodle

Some current policies and procedures include the following:-

- SCA 02 Behaviour Management and Disciplinary Policy
- SCA 05 Policy and Procedure for Residential Students
- SCA 06 Safeguarding Policy
- SCA 09 Bullying and Harassment Policy and Procedure
- SCA 10 Careers Education and Guidance Policy
- SCA 13 Policy and Procedure relating to drugs, alcohol and intoxicating substances
- SCA 14 Policy on Academic Misconduct
- SCA 16 Policy and Procedure for Allocation of Bursaries
- SCA 19 Parental Involvement
- SCA 20 New Assessment Policy
- SCA 21 Guidelines for Assessment and Internal Verifying of Work Based Courses
- QA 4 Examinations Policy and Procedure
- QA 9 Admissions Policy and Procedure
- HR 12 Equality and Diversity Policy

How to Contact the College

YORK

Askham Bryan College
Askham Bryan
York
YO23 3FR

Telephone: 01904 772277

(Student Records

Telephone: 01904 772333)

BRADFORD

Askham Bryan College at Shipley College
The Mill Building,
Victoria Road,
Saltaire,
Shipley,
BD18 3LA

Telephone: 01274 327261

GUISBOROUGH

Askham Bryan College Guisborough Centre
Avenue Place
Redcar Road
Guisborough
TS14 6AX

Telephone: 01287 633870

HEXHAM

Hexham Auction Mart
Hexham
NE46 3SG

Telephone: 01768 893400

LEEDS

Askham Bryan College Leeds (Temple Newsam)
Reception Office,
Stable Courtyard,
Temple Newsam Estate,
Leeds,
LS15 0AD

Telephone: 0113 3367568

MIDDLESBROUGH

Stewart Park
Middlesbrough
TS7 8AR

Telephone: 01287 633870

MIDDLESBROUGH

Newham Grange Farm
Coulby
Newham
TS8 0TG

Telephone 01287 633870

NEWCASTLE

Askham Bryan College at West End College
John Marley Centre
Muscott Grove
Benwell
Newcastle upon Tyne
NE15 6TT

Telephone: 0191 2748465

NEWTON RIGG

Penrith
Cumbria
CA11 0AH

Telephone: 01768 893400

SCARBOROUGH

Scarborough Sixth Form
Sandybed Lane
Scarborough
YO12 5LF

Telephone: 01723 380722

THIRSK

Thirsk Rural Business Centre
Blakey Lane
Thirsk
YO7 3AB

Telephone: 01845 574928

WAKEFIELD

Askham Bryan College at Wakefield College
Margaret Street
Wakefield
WF1 2DH

Telephone: 01924 789789