

2011/12

INDUCTION



North Warwickshire
& Hinckley College

Why am I being asked to complete this Induction Workbook?

All our students take part in “Induction”. This will introduce you to college life and all the facilities that are designed to help and support you whilst studying at college.

As part of this introduction you will complete a range of activities. The activities will help you to become familiar with college life, what you can expect from us, and what we expect from you. Some activities will be done as a group, some on your own, and all with the help of your tutor.

The information in this booklet and your Student Guide will help you to complete the activities, give you lots of information and help you make the most of your time at college.

Completing the activities will show us that you understand all this and will help you to achieve a **National Open College Network qualification**.

Getting Started and Staying Safe

You should wear your Student ID card at all times when you are at college.

- All staff, students and visitors are required to wear ID badges at all times when they are at college. This is to ensure everyone is safe whilst they are working and studying.
- When you enrol on a college course you will be given an ID badge with your student number and photograph on it. You will need this card to access the computers, Student Centre, college transport, gym and other facilities at the college.
- You will also be given a lanyard or clip so your ID card is easy to wear, can be seen and won't get lost.
- We carry out random checks and if you do not have your ID card you will not be allowed in to college or use the college bus!!!
- Visitors' badges are given to **everyone** visiting the college. ALL visitors, however important, must have their photograph taken and be issued with a visitors badge (this includes people visiting/ using the college facilities)

Remember, you will be unable to access transport and social areas without it!!

College Tour

This is a very big college with different buildings and different locations depending on where you are studying. This may seem overwhelming at first; your Tutor will ensure that you are given a tour of the key areas and services.

From your tour you may have already noticed a few differences between college and where you have studied previously, so it's a good idea to spend some time to think about this and then complete the first 2 activities.

Freshers Festival

The college holds a Freshers Festival as part of Induction, you will meet other students and staff that can support and help you at college. The Festival provides music, activities and events that you can take part in. It is a good chance to meet other students and make new friends.

The **Freshers Festival** for all new full time students studying at any of our college campuses will be on **Friday 9th September 2011 between 12 and 3pm at the Nuneaton Campus**. Transport will be available from other campuses

We look forward to seeing you at the Freshers Festival!

Staying Safe

Safeguarding

We want our College community to feel safe. The college have staff who are trained to deal with concerns and problems, as well as a dedicated Health and Safety Team, who are here to help you to stay safe at college.

Our '**Safeguarding Team**' is responsible for helping students and protecting them from harm. There are photographs of the Safeguarding Team around the college so you know who they are.

"The College is committed to creating and maintaining a safe and positive environment for all children and vulnerable adults. It accepts the responsibility to help safeguard the welfare of the learners and protect them from harm."

Bullying, Cyber Bullying and Harassment

We will not tolerate bullying or harassment of any kind. If you feel you are the victim of bullying or harassment or see any taking place, you should report it to a member of staff or the college Safeguarding Team.

What you need to do to keep safe

Please DO:

- Use College computers and wi-fi for your study and enjoyment responsibly
- Log out if you need to leave a computer
- Keep your College network password safe and only known to yourself. Report any misuse of your account by others to E-Services
- Speak to your tutor, the Student Liaison Team, E-Services or the Library staff if you need any help
- Remember that everything you do on computers leaves its footprint - your emails, text messages and phone conversations are stored for up to a year by internet and telephone companies and may be disclosed on police request

Please Don't:

- Give your College network password to anyone – you are totally responsible for what's happening to your account
- Download stolen or illegally distributed music, films, games etc
- Access pornography, unlawful and offensive materials, including texts and images
- Play games unless it is part of your course
- Attempt to access chat rooms
- Use proxy servers, share viruses or attempt hacking of the computer system
- Send harmful, deliberately upsetting or offensive messages to anyone by any means, including Facebook, phone or email
- Upset or treat badly, including on the internet, anyone because of their age, race, gender, sexual orientation, disability or religion
- Pretend to be someone else when creating Facebook, email and other accounts and using them
- Use College computers and network for commercial purpose (e.g. to run your own business)

If you are worried about anything or anyone please talk to us. We are here to help you. We want our college community to feel safe and we have staff trained to help you.

Call 024 7624 3000, **text** nwhcsafe to 88020 or **email** safe@nwhc.ac.uk

Health and Safety

The consequences of an accident can be quite devastating. If you're involved in an accident the lost time could prevent you progressing through your course, or worse leave you with a long-lasting personal injury. To minimise the risk of an accident happening always listen to the instructions given by your tutor and pay attention to the safe working procedures required to do a job.

You must take responsibility for your own Health and Safety and always remember the golden rule - if you can't do it safely then don't do it!

Fire Alarm

One of the most important procedures to become familiar with is the fire drill. The fire alarm is a continuous ringing bell, and if you hear this you must evacuate the building immediately.

If you hear the alarm:

- Switch off all machinery or equipment
- Move quickly and quietly (walk not run) to your nearest exit
- Gather at the appropriate fire assembly point away from the building
- Do not use the lift
- Do not return to the building until you are told to do so by a member of staff
- Do not leave the site

Please note that the fire alarm is tested each Thursday morning at 9 o'clock and will ring for a short time. If it continues to ring then you should proceed to evacuate the building following the correct procedure for the area in which you are studying.

College Network

Before you can use a college computer you will need to know your network password. When you enrol onto your chosen course you will have your photograph taken and be issued with an identification card. The card will contain your unique student number and you will need this to gain access to facilities such as the computer network and the library.

Have you swiped your card?

The Student Guide details all the information you need to know about student conduct on college computers. Your student number will be the username that you will use to gain access to the college computers, but to protect your account you will also need a password.

How to get your password

- Go to a Login Point Box to activate your network account
- Swipe your ID card by following the instructions on the box
- A receipt will be printed with a randomly generated password.

You now have everything you need!

Using a computer for the first time

When you turn on a college computer you will be prompted to enter your username and password. Your username will be your student number and the password will be the one generated by the Login Point box.

Note: if you forget your password you can create a new one at any time simply by swiping your ID card again. Once you have logged into a college computer you can change your password to one of your own choice (minimum of 6 characters).

The **Login Point Boxes** are located at the Nuneaton Campus in the Library and near the Refectory entrance and in the Hinckley Campus Reception area. If you are based on another campus then your network password will be created for you. For further instructions please speak to your tutor or to the Customer Service Team.

Using Moodle for the first time

To help you become familiar with Moodle and what you can use it for please complete the following activity

For this activity you will need to log onto Moodle and fill in your profile. Your tutor can show you how to do this.

When you have done this you will need to find 2 of the following and read the information relating to this

- 1) Your programme area
- 2) Safeguarding
- 3) Enrichment Experience

Supporting Success and making the most of College Life

Customer Service

Customer Service provides a range of services that ensure that your time at the college is productive, enjoyable and successful. We offer a range of services to support you as you progress through college, starting before you have even enrolled and continuing after you have obtained your qualifications.

Our teams include:

- **Finance:** depending on your circumstances and subject to availability you may be entitled to financial help with equipment, childcare, exam fees, travel, books and materials. We can advise you of all the benefits that are available and whether you should apply. If you are experiencing financial problems please talk to your tutor about student bursaries, look at Moodle for further information or the Customer Service Team
- **Learning Support:** assist individuals with the support, equipment and reassurance they require to enable them to achieve the best of their ability.
- **Careers Guidance:** offer impartial careers advice before, during and after your qualifications. You can discuss your next steps into further study, training, university and work, and they will support you with your career planning and progression
- **Travel:** help and advice including college inter-site bus services, funding and planning your journeys to make your trips to college easier and more enjoyable
- **Other information:** if you have any queries a member of the Customer Service Team will be able to help you or if not, will be able to refer you to someone who can

Student Experience

Student Centres

Our **Student Centres** (Nuneaton and Hinckley Campuses) offer a space for you to come and relax and unwind when out of lessons. Centres are staffed by our Student Liaison Team who will ensure your time here is enjoyable and rewarding.

Student Voice

We want you to have your say and we do act listen and act on your feedback. There are lots of ways in which you can get involved.

Why not get involved with this year's Student Community or represent your curriculum area in the Student Parliament?

Equality and Diversity

Equality means to have the same value, but does not necessarily mean two things are the same - a kilo of fruit and a kilo of chocolate have the same value, but they are both very different! Equality means a state of balance, that we are all valued as individuals but everyone has equal rights. There are many ways in which we are diverse. Our differences might include:

- Ethnicity
- Culture
- National Origin
- Gender
- Sexual Orientation
- Age
- Religion
- Disability

Talk to your tutor about any concerns you may have

Positive Behaviour and Discipline

We hope that you have an enjoyable and successful time at college and we encourage positive behaviour by all members of our college community. The Student Contract is printed below and in your Student Guide.

North Warwickshire & Hinckley College is committed to providing outstanding education through our shared responsibility. Our Contract outlines what you can expect from us and what we expect from you. This contract will be in place for the duration of your time at our college and strengthens the College Mission.

“To release potential and transform lives”

Respect

- We will treat everyone as we would wish to be treated ourselves
- We will respect each other as individuals by behaving in a positive and supportive manner; a disciplinary policy and process is in place to address unacceptable behaviour
- We will listen to your views and work alongside you to continually improve our services to you
- We expect all mobile phones to be off during class time
- We have zero tolerance to alcohol or substance misuse
- We have zero tolerance to bullying and harassment including cyber bullying
- We have zero tolerance to bad language

Responsibility

- We will keep each other safe and fully supported
- We will keep the College a safe and pleasant place to study and work in by only smoking in the smoking shelters, only consuming food and drink in the refectories, not leaving chewing gum on floors or furniture, not spitting, and disposing of litter in the appropriate places
- We will use college equipment responsibly and be proactive in reporting any breakages or faults
- We expect students and staff to wear their ID badges at all times
- We expect full attendance, punctuality and commitment to programmes of study
- We will protect your rights as set out in College policies

Resources

- We will offer you the very best information, advice and guidance
- We will provide you with the very best teaching and learning
- We will provide you with the very best learning and study support
- We will work with our many partners and specialist agencies to make sure you are supported
- We will provide you with outstanding facilities within available resource

You will work with your tutor and other students in your group to agree a “Code of Conduct” based on the College Student Contract.

When you have produced a “Code” for your group, your tutor will provide a copy for you.

Remember, these are your rules and you will be expected to follow them!!

Health and Well Being

North Warwickshire & Hinckley College is committed to maintaining and improving the health and well being of all students and staff through a healthy college environment. We offer a number of facilities that currently include:

- Counselling: tackle issues including anxiety, depression, drugs and alcohol, relationships, stress, bereavement, self-esteem, phobias and eating disorders.
- Free Sport & Fitness Centre
- Sexual Health Service
- Sports Enrichment Activities
- Free Water stations throughout the college
- Stress and Anxiety Management
- Recycling points across the college for glass, paper, cardboard, plastic and batteries.

Achievement and Progression

As you have only just started your course you might believe that it's too early to be thinking about the future! However it's never too early to be thinking ahead and we are here to support you as you achieve and progress. From your tour of the college and by talking to your course tutor you should become aware of who can help you plan for your future

We offer a number of activities that will help you to build skills for the future and you can read more about them in the Student Guide.

Enrichment

Enrichment at college is about learning new skills and gaining knowledge about a range of topics not normally covered by the main course you will be studying.

In addition to the set topics covered by group tutorials, you will be able to choose other enrichment activities to take part in when you are not in a lesson.

These could be fun activities such as clubs, societies and sports activities, or sessions covering more serious topics such as sexual health and behaviour.

We call this 'The Enrichment Experience' and information about this can be found on Moodle or from your personal tutor.

Personal information

My Timetable

		Session 1	Session 2	Session 3	Session 4
Monday	Subject				
	Start time				
	End time				
	Room				
	Tutor				
Tuesday	Subject				
	Start time				
	End time				
	Room				
	Tutor				
Wednesday	Subject				
	Start time				
	End time				
	Room				
	Tutor				
Thursday	Subject				
	Start time				
	End time				
	Room				
	Tutor				
Friday	Subject				
	Start time				
	End time				
	Room				
	Tutor				

Study Support

Your English, Maths and IT skills

When you came for your interview we asked you to complete an Initial Assessment, helping us to guide you towards the right level of programme.

Now you are here, we need to make sure that any help you need is available. To do this you will need to do more tests, they are

- Profiler Diagnostic Assessment in English, Maths and ICT which will help us to measure your working level in English, Maths and ICT
- A piece of free writing that will help us to understand your ability and flair in your academic writing
- A short number test that will help us to understand your ability to adapt your maths knowledge into everyday life

Your tutor will book you in to complete your Diagnostic Assessment Tests during the first few weeks of term. The free writing and number test will be given to you to complete by your tutor.

The results of these assessments will help us to give you the help you need to be more successful.

If you require any specialist support, learning support or access exam arrangements, your tutor and the learning support team are here to help.

Take this booklet with you so that you can write down the results of these tests in the spaces provided

My test results

	Results	What do I need to work on
Diagnostic Assessment		
Maths		
English		
ICT		
Number test		
Free writing test		
Word Skills		
Learning Styles		

It may be that you will need support to help you whilst you are studying at college.

This might be with:

- Specialist equipment
- Help to move around the college
- Help with health problems
- Help with challenges you may be experiencing with your learning
- Help to organise your time and manage your workload

You may have had learning support at school and would like to continue to have some support at college. Talk to your tutor or contact the Learning Support Team on telephone 024 76243113 or 024 76243394 at any time during your studies.

North Warwickshire & Hinckley College

Nuneaton Campus
Hinckley Road
Nuneaton
CV11 6BH

Tel: 024 7624 3366
Email: the.college@nwhc.ac.uk
Text: NWHC to 88020
Web: www.nwhc.ac.uk

Hinckley Campus
Lower Bond Street
Hinckley
LE10 1QU

Award in Progression

Credit Value 3

Unit Code: HB1/E3/QQ/013

Title of Qualification: NOCN Induction to College

Name	
Course	
Curriculum Area	
Personal Tutor	
Internal Verifier	
Sian Whiteley	
Linda Fullylove	
Lynne Court	

Activity 1 (1.1, 2.1)

Take a tour of your campus with your tutor and answer the questions to show that you know where everything is.

1a Are there any TV screens in your **reception area**?

1b If you answered yes, how many?

2. Identify **significant people in your area** and their job roles from the photographs provided

3. How many photocopiers are there in the **library**?

If there is no library on your campus, what is the college number you need to call to borrow books?

4a. **Places to eat.** Can you buy food on your campus?

4b. If you answered yes, name 2 different meals you can buy

5. If you have to travel between campuses, where do you go to catch the **shuttle bus**?

6a. Does your campus have a **College Shop**?

6b. If you answered yes, name 2 things you can buy

7. Where is Customer Service situated on your campus?

8. Name 2 members of the Safeguarding Team

Activity 2 (5.1)

Name **2** differences between this college and where you have studied previously

1

2

Activity 3 (6.2)

When you are at home you think about Health and Safety more than you realise.

Name 5 Hazards that you will find in your kitchen at home *e.g. trailing wires from your kettle*

1	
2	
3	
4	
5	

Activity 4 (6.1, 6.3)

1. Find out where the nearest fire exits are to where you will be studying and write them down here.

2. Identify your assembly point

3. Write down two things you would do if you heard the fire alarm

1.)

2.)

4. Who would you report any accidents at college to?

Activity 5 (6.3)

1. Give 2 examples of unsafe behaviour/practice in a classroom?

1.)

2.)

2. Name 2 activities that are not permitted on college computers? (E-Safety)

1.)

2.)

Activity 6 (4.1)

Group Discussion

With your tutor discuss 'Our Contract' and identify your ideas for a 'Code of Conduct' for your group.

Write down your ideas in the space below

Activity 7 (3.1)

1. Name two reasons why you chose to come to college?

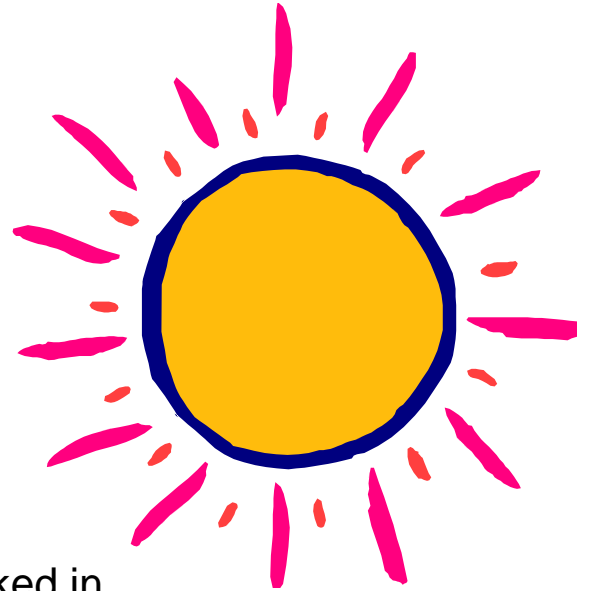
1 _____

2 _____

Congratulations!!!! You have now completed your Award in Progression qualification. Please hand your completed work to your tutor and continue to enjoy your time at North Warwickshire and Hinckley College.

Free Writing Exercise

Write an Email to your boss about changes to your holiday.



You have a week's annual leave booked in August; however you now need to change the dates. You know that your boss will not be too happy with this because there is some important work planned for the dates you wish to take. Your absence at this time may cause a staffing issue.

Maths-Life Skills

1. A car firm advertised a second-hand car for £3,975 on credit terms of £495 deposit and 60 monthly payments of £77.80. How much extra do you pay for buying on credit?

2. Here is part of Andy's Council tax bill. Work out his total bill.

First instalment due 15/04/04	£90.27
9 further payments due 15/05/04 to 15/02/05 of	£89.00
Total charge for the year.....	

3. Here is part of a price list in a canteen

Tea	55p		Chips	£1.15
Coffee	60p		Jacket potato	£2.05
Milk	65p		Doughnut	50p
Coke	45p		Scone	35p
Ice Cream	75p		Burger	£1.55
Crisps	37p		Banana	27p

Use the price list to complete these bills.

a)

Tea....._____

Scone....._____

Ice Cream..._____

Total....._____

Change
From £2...._____

b)

Coke....._____

Burger....._____

Crisps....._____

Ice Cream....._____

Total....._____

Change from
£10....._____

- c) Is £5 enough to buy a jacket potato, burger, chips and a coffee?

4) Read the box below and then answer the questions that follow

UK National Minimum Wage October 2010-October 2011

- £5.93-main rate for workers aged 21 and over
- £4.92-the 18-20 rate.
- £3.64-the 16-17 rate for workers above school leaving age but under 18
- £2.50-the apprenticeship rate, for apprentices under 19 or 19 or over and in the first year of their apprenticeship.

Source: <http://www.direct.gov.uk/en/Employment/Employees/NationalMinimumWage/Index/htm>

a) Bill works 12 hours per week. He earns £3.70 per hour.
How much does he earn per week?

b) Jill does 10 hours per week. She earns £5.50 per hour
How much does she earn per week?

c) Jan earns £4.92 per hour. He does 8 hours per week.
How much does he earn per week?

Please - no calculators