



Cheshire College
South & West

YOUR COURSE **HANDBOOK**

A level (level 3)

2024|2025





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WELCOME TO COLLEGE AND PURPOSE OF THE HANDBOOK

On behalf of the A level Team,

Welcome to Cheshire College – South & West. We are delighted you have chosen to study with us.

This learner course handbook is designed to provide you with a detailed explanation of the nature of your course, its structure, the approach to assessment and course policies that affect you.

We will keep you updated on a regular basis with any new information that would be of interest to you as soon as it is available. So please don't forget to make a note in your handbook if we advise you of any new additions.

Additional items for your information will be issued to you at appropriate times. For example, procedures associated with work experience are best dealt with at a time when preparation for work experience is underway rather than at the beginning of your course.

It is essential that you read the course handbook thoroughly at the beginning of the course and ask for clarification of any aspect that is not clear to you. It is also a good idea to keep it safe as there will be many occasions when you will need to refer to it.

We want you to enjoy your course with us at Cheshire College and we will do our best to make sure we all pull together and work hard to aid you in reaching your goal of gaining your qualification. It is important that you in turn work hard with a professional and positive attitude, attend the course regularly and utilise all the facilities that are on offer to you at the College.

Your tutors are here to help and guide you, but your goal can only be achieved by your co-operation, and we are here to teach you and help you become a valuable member of staff to your future employer.

Your timetable will be made up of 4 days in college. Learners on a study programme will have a mandatory 1 hour weekly Personal Development Tutorial and termly 1:1 meetings with their Personal Development Tutor.

Your course could include a range of various wider learning or enrichment activities – these could be in the form of vocationally related excursions, guest speakers or employer collaborations.

Your course is full time.

Past learners on this course are now holding down successful positions such as Solicitors, teachers, researchers or undertaking further studies. We trust that you will follow in their footsteps.

Enjoy your course!



**Cheshire College
South & West**

ABOUT YOUR COURSE

Welcome to your course team

Assistant Principal of Curriculum:



Paul Browne

Assistant Director of A levels:



Jenny Nolan

Personal Development Tutor: Chloe Roux



Personal Development Tutor: Hannah Cottrell





Personal Development Tutor: Rhianna Warnes Personal Development Tutor: Luke Billington



The Course team wishes you every success on the course and will do everything in their power to ensure that your experience is both an enjoyable and rewarding one.

Teams VLE or Padlet

Your tutors will use Microsoft Teams VLE or Padlet to provide access to resources used in class, for assignment information and assignment submission and for communicating information. The link to your course's Teams VLE or Padlet site is:

How you are assessed

The A levels you will study are two-year linear qualifications with formal exams in the second year the Summer Term. However Art A levels are assessed through a Personal Investigation and controlled assessment, while other A levels we offer also have coursework or practical elements, normally making up 20% of your final marks, these include: History, Media, Music, Drama, Physical Education, Geography, Computer Science, French, Spanish, English. While Science have practical endorsement aspects that must be covered and will be applied in the exams.



On going Assessment is planned over the 2 years to check that you are making good progress against your target grade. These Assessments are designed to check deep learning and to ensure you are developing the skills required to successfully achieve.

We have also scheduled Progress Assessments throughout the year, these are designed carefully to allow us to monitor the progress you are making in all your subjects. You will receive feedback and agree SMART targets to focus on learning and improving your knowledge and skills. We do have subject support sessions and access to our academic coach should we feel that you need a little extra help.

Progress Assessment Dates

Start	End	Deadline Year 1 (Enter mark book)	Title
09/09/2024	13/9/2024	Bridging Tasks & Initial Assessment / Right student right course Deadline 27/09/2024	IA
11/11/2024	15/11/2024	Progress Assessment 1 Deadline 29/11/2024	PA1
03/02/2025	07/02/2025	Progress Assessment 2 Deadline 28/02/2025	PA2
28/04/2025	02/05/2025	Progress Assessment 3 Deadline 16/05/25	PA3



Timetable

Your timetable is available on ProPortal which can be accessed from the learner intranet ([link](#)). This includes details of the times of all of your subject classes and group tutorials with your PDT including start and end times and the rooms the sessions are in.

Each A level subject is schedule for 4.5hrs per week classroom teaching, made up of 1 X 1.5hr and 3 x 1 hour lessons. Your lesson times will be dependent on the group/ block, details of which are below.

	09:00	09:05	09:10	09:15	09:20	09:25	09:30	09:35	09:40	09:45	09:50	09:55	10:00	10:05	10:10	10:15	10:20	10:25	10:30	10:35	10:40	10:45	10:50	10:55	11:00	11:05	11:10	11:15	11:20	11:25	11:30	11:35	11:40	11:45	11:50	11:55	12:00	12:05	12:10	12:15	12:20	12:25	12:30	12:35	12:40	12:45	12:50	12:55	13:00	13:05	13:10	13:15	13:20	13:25	13:30	13:35	13:40	13:45	13:50	13:55	14:00	14:05	14:10	14:15	14:20	14:25	14:30	14:35	14:40	14:45	14:50	14:55	15:00	15:05	15:10	15:15	15:20	15:25	15:30	15:35	15:40	15:45	15:50	15:55
Mon	C												Break / Tutorial		B					A (Yr 13)					Lunch / A (Yr 12)					D					C																																																	
Tue (Yr 13 in)	D					C					E					Lunch					D					E																																																										
Wed	B					Break / Tutorial		A					Lunch / C (Yr 12)					C (Yr 13)					E					B																																																								
Thu	A					Break / Tutorial		E					B (Yr 12)					Lunch / B (Yr 13)					A					D																																																								
Fri (Yr 12 In)	D					C					E					Lunch					D					E																																																										

Weekly topic and independent study time

Each subject will provide you with a Student Scheme of Learning – detailing weekly topics and tasks/ activities to be completed outside the classroom (independent study tasks), these are designed to reinforce your classroom learning and to help deepen your knowledge and understanding, while ther tasks may include additional reading, writing activity and preparation for your next lesson – particularly if the topic is challenging, it is worthwhile doing some preparation work ahead of the lesson so you can confidently engage from the onset.

Enrichment activities

The college offer a wide range of activities during the academic year. And as part of your course you may be asked to attend trips, visits, session with visiting speakers and participate in competitions.

There is a wide range of activities you can participate in which will support your personal development, ignite a new interest or provide some fun and an opportunity to make new friends. You can join a sports activity, do creative play, practice for your driving theory test, join a book club, chess club, e-sports club, get involved with the LGBTQ+ group or Environmental group or any of the other activities on offer or even create a group based on your interests. We can help you with that.



Our Masterclass series provides short sessions over lunchtimes covering a range of topics including wiring a plug, the basics of British Sign Language and building a bird feeder with all materials supplied.

Each campus has a Student Senate which is our student body here to represent you and offer further opportunities for you to take part in fundraising and other activities in the community.

Our enrichment programme is available online on the Student Intranet where you can also sign up for activities but also look out for our Freshers Fair to find out more.

<https://southcheshire.sharepoint.com/:u:/r/sites/Enrichment/SitePages/VolunteerCenter.aspx?csf=1&web=1&e=t8PTK1>





KEY DATES

Term dates

Term dates are published on the College Website at [link](#).

 Autumn Term Monday 2nd September 2024 ↓ Friday 25th October 2024	 Autumn Half Term Monday 2nd September 2024 ↓ Friday 25th October 2024	 Autumn Term Monday 4th November 2024 ↓ Friday 20th December 2024
 Christmas Holiday Monday 23rd December 2024 ↓ Monday 6th January 2025	 Spring Term Tuesday 7th January 2025 ↓ Friday 14th February 2025	 Spring Half Term Monday 17th February 2025 ↓ Friday 21st February 2025
 Spring Term Monday 24th February 2025 ↓ Friday 4th April 2025	 Easter Holiday Monday 7th April 2025 ↓ Monday 21st April 2025	 Summer Term Tuesday 22nd April 2025 ↓ Friday 23rd May 2025
 Summer Half Term Monday 26th May 2025 ↓ Friday 30th May 2025	 Summer Term Monday 2nd June 2025 ↓ Friday 27th June 2025	 Summer Holiday Monday 30th June 2025

Exam dates for GCSEs

 GCSE Resit November 2024	 GCSE Exams Summer 2025
English Paper 1 → 5th November 2024	English Paper 1 → 23rd May 2025
English Paper 2 → 7th November 2024	English Paper 2 → 6th June 2025
Maths Paper 1 → 6th November 2024	Maths Paper 1 → 15th May 2025
Maths Paper 2 → 8th November 2024	Maths Paper 2 → 4th June 2025
Maths Paper 3 → 11th November 2024	Maths Paper 3 → 11th June 2025

EXPECTATIONS AND COLLEGE POLICIES

Details of college policies are published on the college website [link](#). Below is an outline of expectations in term of attendance, punctuality, behaviour, being work ready and attendance for assessments.

Expectations in terms of attendance and punctuality

100% Attendance Means...

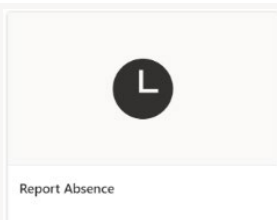
- Higher grades
- Increased confidence
- Stronger memories
- More opportunities
- Brighter future

All learners are expected to maintain excellent attendance and punctuality in all classes. The College expectation is 100% attendance for the duration of your course. Learners and parents / carers can check their attendance on ProPortal.

Learners are required to report all periods of absence via the College's Report Absence App. This will notify the College of a notified absence. Any absence will be considered as 'unauthorised' unless for a valid reason. Absences will only be authorised provided the learner has provided evidence to the College. Learner who do not attend college and fail to notify the College of their absence will be sent a text communication which is also shared with their parent / carer.

Attendance is a key requirement for progression and achievement, please refer to the College attendance policy for more information.

Reporting absence



Any absence should be reported using the College's Report Absence App on the Student Intranet [link](#)

Learners should report absences as early as possible in the day (usually before 8.30am).



Authorised absence

- Any learner who is absent from college but is taking part in a college residential, education visit organised by the college, attending a college examination, on work experience or undertaking self-study will be marked as College Trip, Exam or Work Experience.
- Specialist medical or dental appointments that cannot be arranged outside class time this must be notified in advance. Evidence such as an appointment card or letter will be required to authorise this absence.
- Emergency medical/dental appointment. Evidence such as an appointment card or letter will be required to authorise this absence.
- Any learner who is unwell and requires a period of time at home or in hospital to recover from illness or an operation will be required to provide evidence such as a hospital appointment card or a hospital letter.
- Care of a family member for whom the learner has caring responsibilities. You will be required to notify the College if this is the case.
- A religious holiday if notified in advance (2 days maximum)
- Jury Service.
- Attendance at a family funeral.
- University visit or career/Connexions/job interview if notified in advance.
- Representing the College or self at a regional/national level in a sporting event if notified in advance. Proof of selection will be required.
- Attendance at a probation meeting or court if notified in advance.
- Driving test if notified in advance (A copy of the test letter will be required).
- Absence that is a consequence of disability as defined by the Equality Act or as a result of their declared need eg Education Health and Care Plan.
- Exceptional cases will be considered by the Assistant Principal Learner Services.

Unauthorised Absence

The following reasons are not considered valid for the purposes of attendance monitoring. This list is not exhaustive.

- All holidays during term time
- Job commitments
- Leisure activities
- Family and other celebrations such as birthdays and weddings
- Babysitting
- Shopping
- Driving lessons



- Optician appointments

As part of your course, you will be assigned a Personal Development Tutor (PDT) who is your first port of call with any concerns, issues or worries and any required pastoral support. You should feel free to discuss any matter with your PDT in confidence. Where appropriate, your PDT will offer advice or refer you to a more specialist guidance, for example from one of the College counsellors. Your PDT will meet with you weekly as a group and regularly on a 1 to 1 basis once per term.

It is your responsibility to notify the PDT of any absences. In all circumstances the learner must provide the required evidence such as an appointment card if the attendance is to be authorised. After five days the learner will be unable to self-certify their absence.

Learner Code of Conduct – College Expectations



The College promotes a culture of positive behaviour.

This is to ensure a safe, inclusive and positive environment for learning and personal development so that students develop positive behaviours for work and further learning.

Students are expected to display the following positive behaviours that:

- Demonstrate respect, consideration and kindness to staff and each other at all times;
- Be proactive in safeguarding themselves and each other, sharing and reporting concerns to a member of staff as soon as they are known;
- Dress appropriately for the learning and working environment and remove coats, hoods, hats and headphones when in classrooms, workshops or other learning facilities.
- Student identification must be worn at all times.
- Attend college and be punctual to all classes.
- No smoking or vaping anywhere on College campus other than the smoking shelter.
- Treat all personal and College property with care.
- Mobile devices should only be used in the learning environment as a teaching tool as directed by staff to support learning;

- Consume food and drinks in designated areas. Only bottled water may be taken into a learning environment;
- Participate in all aspects of their study programme.

Respect the College community at all times by;



Disposing of litter in the bins provided



Avoiding excessive noise or disruption to learning



Playing ball games in designated areas only



Parking only in designated bays. Permits are required for visitor and accessible parking bays



Ensuring all entrances and exits are kept clear at all times

Expectations in terms of being work ready

All learners are expected to be work ready in terms of bringing equipment needed to study to class including workbook/files, pens and any other resources.

Expectations in terms of assessments and Exams**Assessments and Exams**

In terms of assessment and exams, all learners should make every effort to:

- Hand assignments in on time to meet deadlines
- Attend all internal and external assessments
- Arrive on time for all exams and complete the exam to the best of their ability

Non-Attendance at Examinations

Learners should make every effort to attend their scheduled examinations, on time:

- Where learners are unable to attend their scheduled examinations, they must ensure that they have reported an absence using the College Absence App and must also notify their teacher that they are absent and will miss an examination
- If the examination is scheduled on a specified day, for example GCSE, BTEC, T level, A level examinations, there will be no opportunity for this examination to be rescheduled; there may also be no opportunity for the exam to be retaken
- Should a learner fail to attend an examination, the Examinations Department will inform the Assistant Director and Assistant Principal of the absence
- The Assistant Principal will review non-attenders to determine whether the learner should be withdrawn from the programme (there may be no further opportunity to resit) or whether a resit is approved with payment
- Where there is good reason for missing the examination and a resit opportunity exists, the Assistant Principal may, on one occasion, approve a resit without charge
- No further resit requests for a learner will be processed by the Examinations Department without Assistant Principal approval or payment of the resit fee



Information for Learners about Malpractice

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

If you are suspected of malpractice the college is obliged to report this to the exam board.

The Exams Officer will:

- Ask the centre staff involved to write witness statements
- Advise the candidate about the process, their rights, and timescales involved.
- Inform the Head of Centre about the incident and may decide to call a senior member of staff to be present in the room when talking to the candidate
- Will notify the awarding body and send any relevant evidence
- Will confirm actions to the candidate in writing, and their parents/carers

When the awarding body's decision has been received by the Head of Centre, the Exams Officer will advise the candidate and their parents/carers in writing

The candidate has a right to request an appeal if they are not happy with the decision, and the Head of Centre will decide whether this is appropriate. The final decision is made by the Head of Centre.

There are several penalties that could be applied if an exam board decide that malpractice has been committed:

- Letter of warning
- Marks could be reduced
 - Zero Marks could be awarded for:
 - A paper or unit of an exam
 - A specified subject
 - All the exams for a specified exam board
 - All the exams for a specified exam season
 - Information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities



Plagiarism and the use of Artificial Intelligence (AI)

Plagiarism means copying from published sources (including the internet) without acknowledgement. Cheating includes copying the work from others or getting someone else to do the work for you. Copying includes allowing your work to be copied by others.

You must ensure that all the work that is produced in assignments is your own. Work must not be copied from other learners, or from any other person. You must not produce assignment work in collaboration with other learners unless this is allowed as part of the assignment and clearly indicated by the lecturer. Quotations from published sources (including books, newspapers, magazines or the internet) must be clearly indicated in the assignment.

All cases of suspected plagiarism, cheating or copying will be investigated and, if proven, the learner will be subject to the college's disciplinary procedure. Awarding bodies may also impose their own sanctions and penalties, including disqualification. For more information see Appendix 1 at the end of the course handbook.



AI and Assessments

A quick guide for students



What Is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly

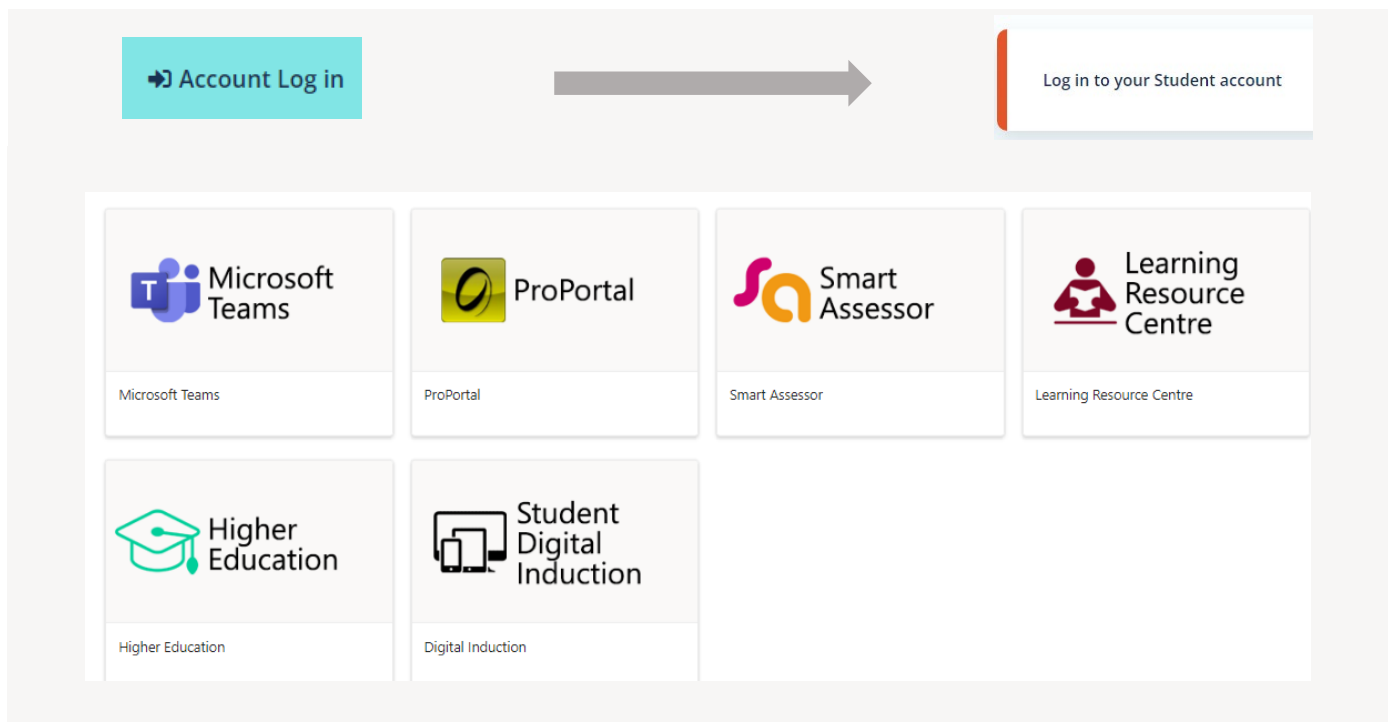


RESOURCES TO SUPPORT YOUR STUDIES AND CAREERS DEVELOPMENT

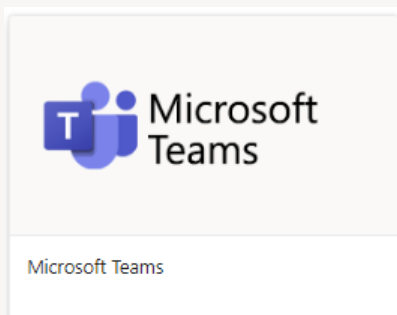
Digital resources

Student intranet

Accessed from the college website: <https://www.ccsw.ac.uk/>



Microsoft Teams VLE



Microsoft Teams VLE is used to:

- easily communicate with tutor and other learners in your class
- access resources your tutors have uploaded
- view assignment details, deadlines and submit assignments

Microsoft Teams can be used at College or away from College

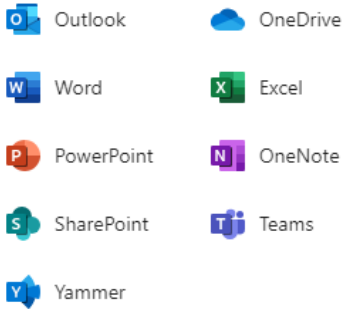
Works on computers, laptops and phones


Some courses also use Padlet to present work. **Any work on Padlet should also be saved in OneDrive.**



Office 365

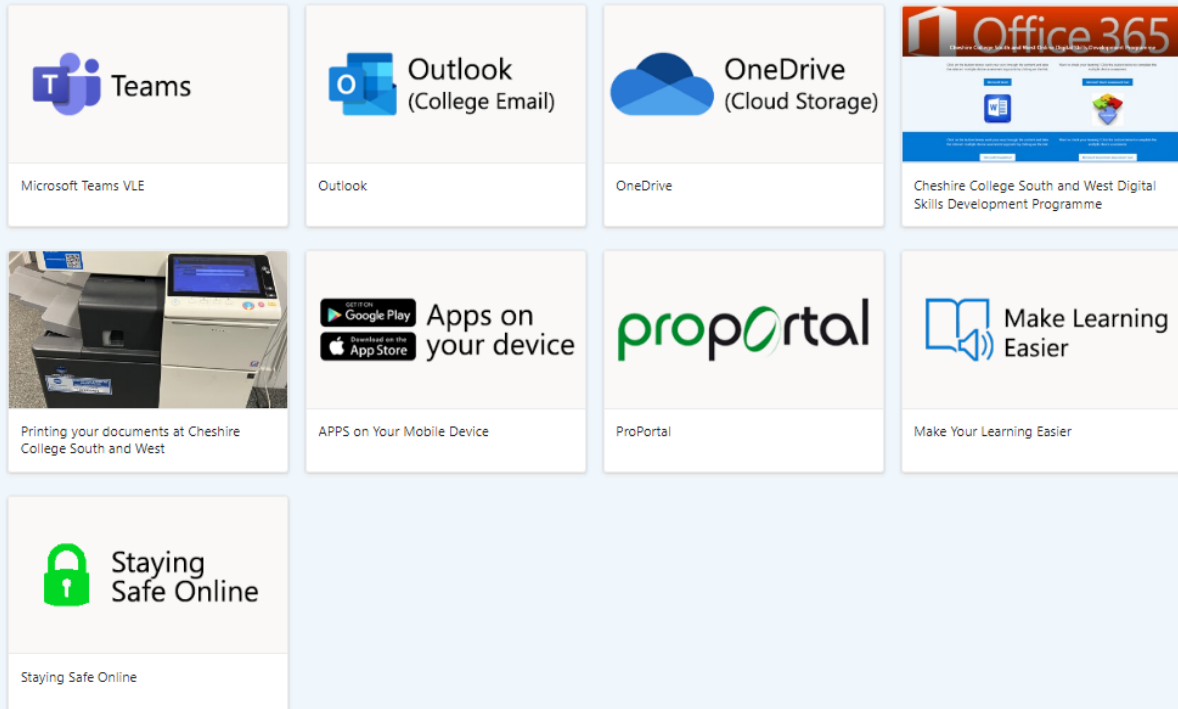
Apps



- accessed from Teams by clicking on 
- free programmes to create documents (Word) and presentations (PowerPoint)
- online storage area to access your own work (OneDrive) from college or away from college. **You should only store your college work and communicate with your tutors using OneDrive or Teams**

Student Digital Induction

Guides on how to use Microsoft Teams, college e-mail, OneDrive and Office 365 and more are available at [link](#)





Digital skills in Cheshire and Warrington

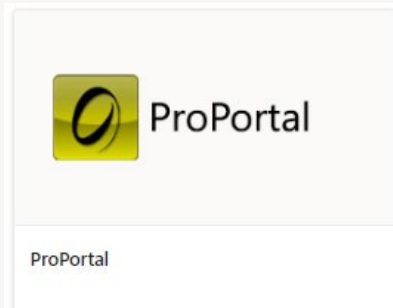


These are some of the top digital skills employers are looking for in Cheshire and Warrington

All learners on courses over 12 weeks are expected to develop their digital skills using the Colleges' Digital Skills Development Programme - [link](#)



ProPortal



ProPortal is your progress tracker, where you can access all the information about you, including your attendance, personal details, meetings, 1:1's, goals, targets and your grades.

ProPortal is used to record information about you and your journey at college. No other learner can see your information on ProPortal. Your tutors and PDT will access this information through a system called ProMonitor and you can see this through ProPortal.

ProPortal is accessed from the Student Intranet site [link](#)

A guide to using ProPortal is available at [link](#)

Parents / carers of learners aged 16-19 will be granted access to ProPortal to view your progress. For further information about how we use your personal data and with who it may be shared please see our Privacy Statement: <https://www.ccs.w.ac.uk/privacy-statement/>

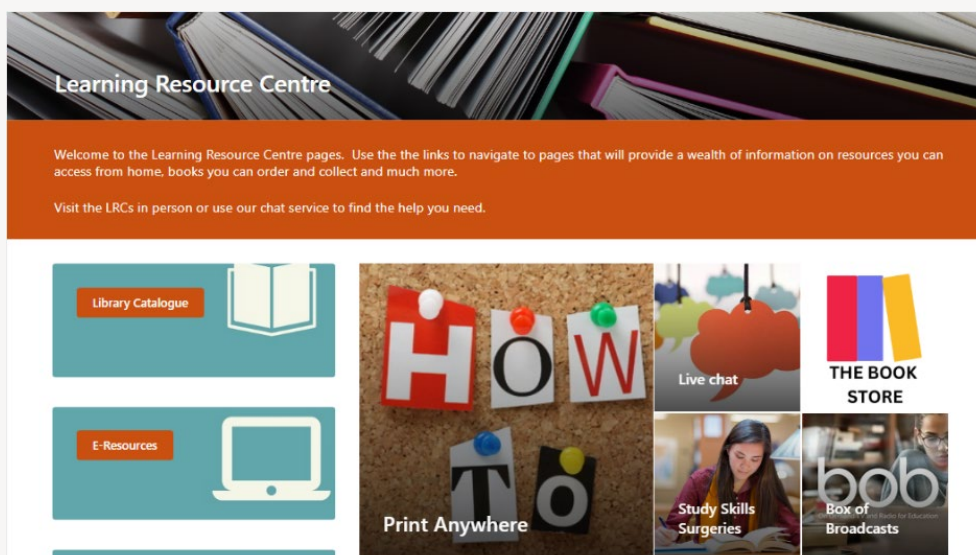


Library Resources

Each campus has a Learning Resource Centre



- accessed from Student Intranet - [link](#)
- a wealth of information on resources you can access from home, books you can order and collect and much more



Useful websites, texts, journals and magazines – search by A Level - subject

Careers and Futures

Our Careers Team offers a confidential, impartial and accessible service, delivered by professional and highly-qualified staff, across all three Campuses. If we can help you in anyway, we will. The team can be found in the Student Hub,

Financial Support (Bursary)



The Bursary Fund is available to learners who require support to help them stay in education or training, you can apply through the College for the Bursary Fund. The College uses an online system called PayMyStudent for applying for financial support.

You can use PayMyStudent on a mobile phone, PC, tablet and laptop. You can upload evidence online, which makes it quicker and easier to apply. You can also view and check your payments online too.

Transport



The College offers FREE transport for all full time learners aged 16-18 living over one mile from the Campus where their course is delivered.

There are three different options available depending on your home location:

1. College Coach Service (Crewe Campus only)
2. Public Transport
3. County Council Transport

For learners aged under 19 years old where a College Coach service exists, this is the only service that the College will subsidise.

[Take a look at the bus routes and times.](#)

You can apply for free transport here:

[Transport Application Form.](#)

Free Breakfast and Lunch

The College provides access to free Breakfast and Free Lunch for all students. You do not need to apply for this it is automatically added to your card daily. Free breakfast and lunches are only during allocated times and on specific items. Ask one of the team in the canteen for more information.

Learner Support

Whilst you are at the College, we will do our best to support you to ensure you are successful. We can offer help and support, to enable you to fully access the College environment and achieve your goals. We work closely with a range of partners including Local Authorities and external agencies.

Our Learning Support Team have a wealth of experience and knowledge in supporting students with SEND and inclusion needs. Support is determined on an individual basis and the best way we can support you is by letting us know about your support and inclusion needs. You can be studying on any programme at the College to have SEND support.

All learners will have the opportunity to meet with the Learning Support Team if a disability or learning need is declared on the enrolment form.

If you have an Education Health Care Plan (EHP), please let the College Learning Support Team know so that they can meet with you and complete a support plan to ensure you have the support you need at College. Support from the College could include transition support and advice, support with exams, equipment loans, access to an Inclusive Learning Advisor or Learning Support Assistant. All support packages will be assessed on an individual basis and from evidence / information shared with the College.

For more information: [Additional Support - Cheshire College South & West \(ccsw.ac.uk\)](https://ccsw.ac.uk)

If you have a request for Exam Access Arrangements, you must let the Learning Support, PDT or Tutor aware as soon as possible. The Learning Support Team will arrange to meet with you to gather evidence and if applicable, apply for exam access arrangements.

For adult learners, your tutor will meet with you at the start of your course to complete an adult screener form and assess if you would benefit from additional support from the College.

Academic Support

If you feel you would benefit from some small group support please discuss this with your Assistant Director who will be able to refer you to an Academic Coach.

Counselling & Wellbeing Support

Your health and wellbeing are always our main priority. So, we offer a number of different ways they can confidentially share any thoughts and concerns they have so we can help in the best way possible.

In addition to your PDT, learners can also access the College Wellbeing Team. The College also has 2 trained Counsellors on site who are able to provide a short-term support for counselling should a learner require the support.

The College also has a dedicated BeSafe Team who are available for support and advise during your time at college.

APPEALS, COMPLAINTS AND COMPLIMENTS

Appeals

The college has a robust appeals procedure which can be found here: <https://www.ccsw.ac.uk/about-us/policies-procedures/> The Appeals Policy outlines the steps and processes you and the college should follow, if you disagree with an assessment decision.

Complaints and Compliments

The college welcomes your feedback and actively seeks out learner views, we encourage the celebration of compliments from learners and share these internally and externally. However, if a learner feels the College standards have failed to meet expectations this will be fully investigated. All information on how to leave a compliment or complaint can be found here: <https://www.ccsw.ac.uk/about-us/policies-procedures/> under the Further Education (FE) Complaints & Compliments Policy (Learner).

KEEPING SAFE

Safeguarding

Cheshire College is committed to keeping its staff, learners and visitors safe at all times on Campus.

To help ensure the College is a safe and secure environment for all:

Provide ID

When you arrive on Campus, please show your lanyard or sign in and out with the Reception team.

If you're a visitor of the College, you will be issued with a visitors lanyard. Visitors need to be accompanied by a member of staff at all times. Please ensure you wear this at all times while on the College premises and return it to Reception when you leave.

Respect on Campus

During your time on Campus, please behave in a way that shows respect for others and avoid language and/or actions that may cause offence.

Smoke Free Policy

Cheshire College operates a strict Smoke and vape Free Policy which has been developed to protect staff, learners and visitors from exposure to second hand smoke/vape and to comply with smoke free legislation. If you wish to smoke or vape outside, please use the designated smoking/vaping area.

Safety on Campus



The College Campus roads are used throughout the day by buses, motor vehicles, bicycles and pedestrians crossing the road. If you believe anyone is acting suspiciously on Campus, or you witness any accidents or incidents, please report them to the Reception team immediately.

Additional needs

If you have any additional needs, please let us know so that we can ensure your time at the College runs as smoothly as possible.

If you have any safeguarding concerns you wish to report, you can email our Be Safe Team on Besafe@ccsw.ac.uk or email the Designated Safeguarding Lead, chris.baggs@ccsw.ac.uk

First aid and accident reporting

The College has a number of qualified first aiders who can administer simple medical help. The first aider on duty can be contacted in an emergency by any learner or member of staff via the College Reception.

The first aid number to call is the estates team on [xxxxx](#)

Under the Health and Safety at Work Act, all accidents or safety incidents must be recorded by a member of staff in the Accident Book for the area where the incident occurred.

Fire procedure

Fire evacuation procedures must be strictly adhered to in the event of a fire or fire drill.

If you discover a fire:

Operate the nearest break glass point to raise the alarm. Try to inform a member of staff so that they may pass details to Central Control and Phone College Emergency Number [xxx](#)

If the fire alarm sounds:

Close windows and isolate or switch off equipment, which could cause a further fire hazard. Leave the building by the nearest available exit and proceed to the Fire Assembly Point.

On evacuation:

If you are in the main building evacuate as follows:

If you are on floor 1, 2, or 3, use the main staircase(s) and exit down to the ground floor, exit the building through the nearest fire exit and assemble at the fire assembly point(s) as signposted.

Remember:

- Close all doors behind you
- Do not stop to collect personal belongings
- Do not use the lifts
- Do not obstruct exits
- Do not re-enter the building



PARENTAL ENGAGEMENT

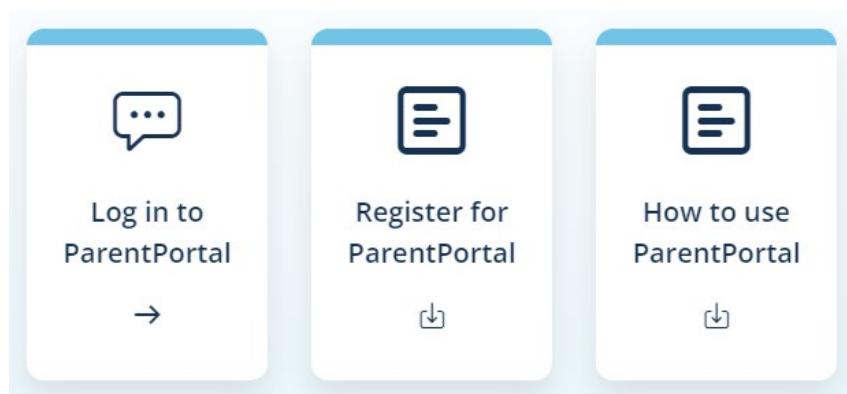
Parental Engagement

The College has a Parental Engagement Strategy that includes times in the year when parents / carers will be invited to meet with staff in the College and review progress of their child on ParentPortal. Types of engagement include a parental welcome evening, three parents' evenings and two parental updates via ParentPortal.

ParentPortal

ParentPortal is a version of ProPortal for parents / carers to access. It provides information on your expected grades, upcoming assessments, SMART targets, your comments, MarkBook tracker, attendance and punctuality and dates of meetings.

Instructions on how to register for, log into and use ParentPortal can be found on the Parents and Carers section of the College Website. <https://www.ccswh.ac.uk/parents-and-carers/>





APPENDIX 1

Applying for DBS

Step 1

To begin you need to obtain a unique user ID number which you can obtain by emailing xxxxxxxx@ccsw.ac.uk. You cannot start your DBS process before you have done this.



Step 2

To start an application, follow this link:

<https://www.onlinecrbcheck.co.uk/login.aspx?ReturnUrl=%2f> and enter your ID number and create a password, please remember this password as it can be used to track your application progress and may be needed if there is an issue with your application. Please make sure you are on the www.onlinecrbcheck.co.uk website before starting the application (*Please see image*).

Step 3

You now need to enter information from 3 pieces of identification which need to be any 2 of the following a **Passport, Birth Certificate, National Insurance Number Letter, Driving Licence, Child Tax Credit**, the 3rd piece can be any other official document such as a bank statement or official letter e.g., a doctor's letter. **These documents need to be current and must not be out of date/expired.**

The form is self-explanatory and asks for the information from the ID outlined above but if you require assistance contact a member of staff such as your tutor.

Complete the final page which then takes you to the payments page to pay £45.20 and submit. If you are in receipt of bursary the application will not ask you for a payment.

Please be aware that, if you are on bursary, the college will only pay for one application so please make sure your application information is 100% correct.

Step 4

Once you have finished and paid/completed your application it will need to be identity checked, so please email a scan/photo of the identification you used in your application. You will need to send the scan/photo of **the documents you used and mentioned previously in step 3** to jacqui.young@ccsw.ac.uk (if you are studying at Crewe campus) or teresa.barnes@ccsw.ac.uk (if you are studying at Ellesmere Port campus). If you are uncomfortable with sending this information over an email it can be arranged for you to come to the office and hand them in person to be checked.

Please note that your **full name, address, and date of birth** need to be visible on at least one of the documents you provide for the ID check.

Once you have received an email confirmation that your identity check has been completed (or you had it done in person) you should receive your DBS certificate withing 1 – 4 weeks. If your certification does not arrive after a month, please contact the College.



ID Document Checking Rules for DBS Disclosure Applications

The DBS have introduced new guidelines to strengthen the ID checking process for DBS disclosure applications. These are effective from 1st July 2014.

The first box below shows the combinations of ID documents that are acceptable. The further 3 boxes list the actual documents that are acceptable.

The last box describes the external id verification check needed to complete the Route Two check.

Documents Required – Route One, Two or Three

Route One (preferred) - One document from group 1, and two more documents from groups 1 or 2a or 2b. One of the documents must verify current address.

If the applicant is not an EU national, then they must be validated through Route One only.

Route Two – three documents from group 2, comprising one document from group 2a and two further documents from group 2a or 2b. One document must verify current address.

For applicants using Route 2, APCS must conduct an external id validation check to verify the applicant's details.

Route Three - if Route One or Two is not possible, then the applicant must explain the reasons to the id checker. In particular, previous changes of name must be declared.

For route Three the applicant must produce a certified copy of a UK Birth Certificate – all copies of UK birth certificates state 'certified copy' when issued by the General Records Office. They must produce a further four documents, one from group 2a, and a further three documents from group 2a or 2b, one of which must confirm their current address.

If the applicant cannot satisfy the requirements of Route One, Two or Three, then contact APCS to arrange a fingerprint check. Such an application can only be submitted on a paper form, will involve a visit to a police station, and will take considerably longer and cost more.

Acceptable identity documents

Group 1 - Primary Trusted Identity Credentials

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK/EU) (Full or provisional) Isle of Man/Channel Islands; photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK & Channel Islands) - issued at the time of birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- Adoption Certificate (UK and Channel Islands).



Group 2a – Trusted Government / State Issued Documents

- Current UK Driving licence (old style paper version)
- Current photo card Driving licence (without counterpart) – All countries accepted, full or provisional
- Certified copy of Birth Certificate (UK and Channel Islands) – issued after the time of birth by Registrars. Photocopies not acceptable.
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands)

Group 2b – Financial / Social History Documents

- Mortgage Statement (UK or EEA)**
- Bank/Building Society Statement (UK or EEA)*
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)*
- Financial Statement - e.g. pension, endowment, ISA (UK)**
- P45/P60 Statement (UK & Channel Islands)**
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK) (UK Residence Permit) **
- Letter of sponsorship from future employment provider (non UK, non EEA only)- valid only for applicants residing outside UK at time of application.)
- Utility Bill (UK)* – Not Mobile Telephone
- Benefit Statement* - e.g. Child Allowance, Pension
- A document from Central/Local Government/Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK)
- Letter from Head Teacher or College Principal (16/17 year old in full time education. Only to be used in exceptional circumstances when no other documents available.)

Note - If a document in the list of valid identity documents is:

denoted with * - it should be less than three months old

denoted with ** - it should be issued within the past 12 months

not denoted – it can be more than 12 months old.

External ID Validation Check

If **Route Two** is followed, then APCS will carry out an **external id validation check** to verify applicant's details. This means carrying out checks to the DBS's required standard against external data sources. If the check is successful, the application continues as normal. If it fails, APCS will contact the employer to discuss the anomalies. If they cannot be resolved, the application may have to be withdrawn.

There is a charge for an external id validation check.

Plagiarism

Plagiarism occurs whenever a learner dishonestly presents as his or her own work the work of another person, whatever the medium (text, written or electronic, computer programmes, data sets, visual images whether still or moving).

Unacknowledged direct copying from the work of another person, or the close paraphrasing of some organisation else's word, is plagiarism. This applies to copying both from other learners' work, work of staff and from published sources such as books, reports or journal articles. Plagiarised material may originate from any source. It is as serious to use material from the World Wide Web or from a computer based encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.

Use of quotations or data from the work of others is entirely acceptable and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly one's own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.

Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.

Direct quotations from an earlier piece of the learner's own work, if unattributed, suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.

Source of quotations used should be listed in full in a bibliography at the end of the piece of work and in a style required by the learner's curriculum area.

Coursework (including assignments, essays, skills assessments and management reports) must be the learner's own work unless in the case of group projects a joint effort is expected and is indicated as such. Learners must acknowledge assistance given from fellow learners, staff and work-based mentors to avoid suspicion of plagiarism.

Major plagiarism is a serious offence and will result in the College disciplinary process being invoked. In deciding upon the penalty, the College will consider factors such as the stage of the study, the extent and proportion of the work that has been plagiarised and the apparent intent of the learner. The penalties that may be imposed range from a minimum of a zero mark for the work (with or without allowing resubmission), the down grading of a result, reporting to the awarding organisation, to disciplinary measures such as disciplinary contact, temporary or permanent exclusion from the College. It is important to distinguish between minor plagiarism and those cases in which the plagiarism is major. Staff assessing learners' work must use their own professional judgement to decide when an instance of plagiarism is significant, i.e., when action needs to be taken over the case. The unattributed use of several words or a single sentence would not normally require significant action (other than appropriate tutor).



Recording your work experience on the ConnectED App

Details of your work experience are recorded on the ConnectED App. Instructions for how to download the ConnectED App and enter information about your work experience are below:

Cheshire College South & West **changing education**

Recording your Work Experience

If you haven't already done so, now is the time to arrange your Work Experience and record the placement on the ConnectED app on your mobile device. Please refer to the instructions on this leaflet and the TV screens around campus. You can also contact one of our Work Experience Co-ordinators or your Personal Development Tutor for support.

Step 1: Download the app

Download on the App Store | GET IT ON Google Play

Type in Connect Placement Manager into your Apple or Google Play store and download the app.

Step 2: Log into the App

Scan your unique QR Code or click the link in your invite email and create your own password.

[X](#) [@](#) [f](#) [v](#) [t](#) [in](#)

ccsw.ac.uk workexperience@ccsw.ac.uk

Once you have signed into the app or accessed the student portal Via the URL link if requested. Select create a new placement and follow the 4 simple steps below:



Step 1- Submit the dates for the placement.

The end date can be adjusted by the Work experience team after it has been created if it needs to be extended or ends early.

The start date **MUST** be at least **TWO WEEKS** from the date submitted for risk assessment to be completed.

The screenshot shows a web form titled "Submit Self-Placement Application" with a help icon. Below the title is a progress bar with four steps: 1. Placement Dates (Your start and end dates), 2. Employer Details (The employer and job details), 3. Timetable (The hours you will attend), and 4. Review and Submit (Confirm all placement details). Step 1 is currently active. Below the progress bar, the heading "Step 1 - Submit Placement Dates" is followed by a help icon. There are two required fields: "Start Date *" and "End Date *", each with a date picker. At the bottom, there are two buttons: "Submit placement dates" (in blue) and "cancel" (in grey).

Step 2- Submit placement details

Category- The industry your placement is taking part in.

We **MUST** have a Contact Phone number and email address to be able to contact the employer for risk assessments and reviews

if the placement is taking place in various locations (for example construction) enter the registered address for the company.



Step 2 - Submit Employer Details ⓘ

Category * ⓘ

Employer Name *

Job / role description * ⓘ

Address ⓘ

Postcode ⓘ

Contact Name ⓘ

Contact Phone * ⓘ

Contact Email * ⓘ

Step 3- Select the days and times for placement.

The work experience team can add extra day/ hours after if you complete more just let us know.

Step 3 - Submit Placement Timetable (Planned Hours) ⓘ

Timetable - Planned Hours

- Select the start and end time for each day. Split shifts are available. Times use the 24 hour clock
- For placements covering multiple weeks use the copy tools under the options menu to the right
- If multiple shifts are required in a single day click the 'Enable split shifts' checkbox
- You can use your keyboard's delete/backspace key to clear a day
- Shift times can only be intervals of 15 minutes

☐ Include unsocial hours choices (7pm to 7am)
☐ Enable split shifts

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
w/c 07 Aug 23:	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00			40	options ▼

Step 4- review the information and submit the placement






The placement will then be sent to the work experience team to verify and send out the risk assessments to the employer.



Step 4 – Self Placement Application Summary

If the details below are correct, please click the "submit placement" button below to complete the application.

Placement planned from Mon 7-Aug-2023 to Fri 11-Aug-2023

Placement Name	
 Placement Contact	 Contact Number  Contact Email Address
 Placement Category	 Placement Address
Job / role description:	
What you will be doing while on placement	

Timetable – Planned Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
w/c 07 Aug 23:	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00			40

[Submit placement](#)

[cancel](#)

If you need any additional support in adding a placement or changing the details of a placement once it has been submitted, please contact the work experience team by teams/email.