



Peterborough
Regional College



PETERBOROUGH REGIONAL COLLEGE COLLEGE CHARTER 2016/17



WELCOME FROM THE PRINCIPAL

Welcome to Peterborough Regional College. I'm delighted that you've chosen us to provide outstanding education and training. We want you to achieve your potential and set yourself high goals so that you can progress at the end of your studies onto higher education, the next level qualification, an apprenticeship or into employment.

The College staff are dedicated to meeting your needs and supporting your success. It's important that you work with them to fulfill your potential and that you respect the College as a community. But it's also important that you have fun while you're here. We pride ourselves on delivering excellent teaching and learning in a professional but relaxed environment where you can be yourself.

This booklet will provide you with information on the extensive services available to you at the College and how you can make your time here productive and enjoyable.

I'm sure you will settle into college life and enjoy all that Peterborough Regional College has to offer you. Do please stop me and say hello in the corridors or drop by to my office if there is something on your mind that I can help with.

I hope the year ahead is a successful one for you and I look forward to hearing about your achievements.



Terry Jones
Principal & CEO



**MEETING NEEDS; CHANGING LIVES;
DELIVERING A FUTURE WORKFORCE**

MISSION STATEMENT AND COLLEGE VALUES



OUR MISSION:

Raise aspiration, realise potential and inspire success in a diverse community through high quality education and training.

OUR VALUES:

- 1. Student & Employer Centred**
The College aims to achieve a high quality learning and training experience for every customer
- 2. Excellence**
The College strives for excellence in all areas of activity
- 3. Integrity**
The College will demonstrate integrity in everything it does, working with respect, openness and trust and celebrating diversity
- 4. Collaboration**
The College seeks to work in partnership to support our mission

LEARNER STUDY AGREEMENT AND CHARTER

College is a place of learning where you can achieve your aspirations, gain self-respect, make friends and develop to your full potential as an individual.

We are a socially responsible community that values, supports and respects each other regardless of race, gender, age, sexuality, disability, beliefs or religion. We promote equality of opportunity in all our activities.

We are committed to promoting your welfare at all times, keeping you safe and secure, free from harm and influences that do not uphold British and College values. All staff and volunteers share this commitment.

We aim to create a partnership between you and the College by explaining what you can expect from the College and what we expect from you.

We will actively seek your views throughout your time at College through surveys, learner forums and through your class representative. Your comments are welcomed since this will enable us to work with you to improve the quality of our service and your enjoyment of College life and your studies.

You will be provided with a range of activities and opportunities that will improve your skills and develop behaviours required for successful employment and progression to higher level learning. Many of these activities and opportunities will be in addition to your main qualification.



Before you start college we aim to:

- Provide you with clear information, advice and guidance about career, courses and programmes so that you can make a fully informed choice for your future
- Inform you about the college at a Welcome Event and offer you the opportunity to be shown around the college and learning facilities
- Supply details of support services available for all learners, particularly those who need additional help with the learning programmes
- Advise on course fees, payment options, financial help, bursaries and transport services
- Tell you how your chosen programme of study can lead to employment, progression onto other courses and higher education opportunities

Information is available through:

- Welcome Events and school visits
- Prospectuses
- Student Services
- College website



At enrolment you will:

- Present your qualifications for photocopying for our records including previous grades for maths and English
- Receive your college identification and lanyard. You must visibly wear your ID badge and lanyard **at all times** when you are on the College grounds. You must ask for permission to remove the lanyard where it would be a safety hazard (e.g. practical workshop or lab) and put it back on before leaving the workshop
- Have the opportunity to clarify any issues with finance or pastoral specialists in the college
- Identify any undisclosed learning support needs to us

At induction you will:

- Attend the Principal's Welcome speech
- Meet the teaching team, discuss course expectations and receive a copy of your timetable
- Receive support in finding work experience as part of your Study Programme
- Participate in induction events which are designed to help you understand your programme of study, set individualised learning goals and identify your starting points
- Receive a copy of the Learner Charter and Study Agreement (for you to sign) and the Learner Code of Practice and Expectations
- Learn how to access Moodle and e learning



As a learner you can expect the college to ensure you:

- Complete an Initial Assessment in English and maths, where appropriate, at the start of your programme
- Receive your timetable which is confirmed by your tutor and that you understand the need to attend all timetabled sessions inclusive of maths and English
- Have access to tutorial and Progress Reviews including group tutorials to explore themes to extend your skills and understanding relating to careers, personal, social, employability and wider citizenship
- Receive impartial advice and guidance on opportunities for progression to employment and further study
- Discuss and set individualised target setting in one-to-one tutorials to measure your progress
- Receive additional Learning Support to remove barriers to learning
- Express your views through learner surveys
- Are provided with regular feedback on your progress
- Undertake qualifications in maths and English at the appropriate level
- Understand our expectations for you to behave in an appropriate manner, be punctual for sessions and attend all classes
- Experience high quality teaching, learning and assessment opportunities from well qualified staff
- Receive information, advice and guidance to support your wellbeing
- Have access to work experience/ work placement opportunities
- Receive advice on what to do if things go wrong. If you have a compliment, concern or complaint or are unhappy with any aspect of our services you have the right to make this known. First talk to your tutor who will try to resolve the complaint. If you are still unsatisfied, make a formal complaint in writing to the Principal; leaflets are available from Reception

Data Protection

The College takes its responsibilities regarding the protection of personal privacy seriously. The formation we collect and hold as a result of your application, enrolment and progress through the course will be processed and used in accordance with Data Protection Legislation.



Peterborough
Regional College

Peterborough Regional College
Park Crescent Campus
Peterborough
PE1 4DZ

Call: 0345 872 8722
Visit: www.peterborough.ac.uk