

Craven College is committed to creating a stimulating, supportive learning environment based on mutual respect and trust which enables everyone to realise their potential. We aim to deliver good value, high quality learning leading to successful recruitment, retention, achievement and progression. We work to ensure that our students develop the necessary skills to secure career and employment opportunities and contribute as effective citizens.

We expect our students to make a full commitment to their studies, to attend all sessions, to contribute to a safe and happy college life, to be ambitious and most of all... to succeed.

**Our aim is to provide high quality impartial information, advice, guidance and support at all stages of your learner journey to enable you to make informed choices about post-16 education or training, and once on programme, to make exceptional progress and secure positive destinations in employment or further study.**

## AS A STUDENT YOU ARE EXPECTED TO:

Take an active part in pre-enrolment and induction activities, so that you can be sure that the course is the right one for you.

Tell us if you have any identified support needs, including learning difficulty or disability.

Take part in relevant work experience (where necessary) as part of your study programme.

Make full use of the resources available to you including LRC, computer facilities, Moodle and Student Support Services.

Access your online personal tracking system – Proportal.

Tell us when you are having any problems and seek help when you need to.

Pay any fees and charges promptly, or if you have difficulties, discuss them with the Student Finance (bursaries) team.

Accept responsibility to follow up any loan applications with Student Loans Company.

Abide by College rules, regulations, policies and procedures.

Work collaboratively with other students and develop team work skills.

## YOU CAN EXPECT THE COLLEGE TO:

Provide impartial high quality advice and guidance for all potential students through a range of activity including regular open events throughout the year, providing taster opportunities, pro-active engagement with local schools and providers, transition days, and small group or 1:1 support.

Make available details of courses on offer, entry requirements, aims of the programme, assessment, progression and career routes.

Advise charges that are payable for tuition, registration and examination fees – including fee remission criteria.

Confirm programme related expenses including the cost of any books or equipment that you may need.

Tell you about the teaching and learning facilities available.

Advise about financial help to support studies from a variety of sources including Student Support fund, Travel Bursaries, Student Loans.

Help you identify any learning support needs you may have and ensure, where practicable, provide additional guidance and support to help you succeed and develop independent learning skills.

Provide a planned induction in to the College to help you settle into College quickly.

To provide a “Welcome Pack” detailing the range of learning support that is available at College.

Undertake initial assessments (where appropriate) to determine your support needs.

Inform you of the range of Student Services that are provided by the College and how to access them.

Provide tutorial and pastoral support to promote learning, progress and personal development.

Build employability skills and work experience (where necessary as part of your course studies) into your study programme.

Confirm the relevance of your programme of study to your career plans and personal development.

Make you aware of the student agreement which outlines our commitment to you and sets out yours to us.

## BEHAVIOUR AND RESPECT

Everyone in the College commits to respecting the partnership between all members by following its rules and procedures. The College fosters an inclusive community in which everyone is treated fairly, respectfully and independently, to ensure equality of opportunity.

### AS A STUDENT YOU ARE EXPECTED TO:

Behave in a safe and responsible manner, helping to make the College a safe place for everyone.

Be polite, courteous and friendly to all College staff, students and visitors.

Adopt the College ethos and UNITED values; treat everyone fairly and with respect.

Take responsibility for your own studies and participate in College life as an active learner.

Observe all health and safety regulations and safeguarding guidelines to ensure a safe learning environment.

Behave appropriately when representing the College at all times, advocating a positive image and embracing our values in the College and in the immediate community.

Respect the College environment and facilities that we share. For example, put your litter in the bins provided, do not use foul or offensive language.

Wear your ID badge at all times.

To be aware of the Student Anti-bullying Policy and to report any concerns.

### YOU CAN EXPECT THE COLLEGE TO:

Provide a safe, secure and tolerant environment where all staff and students feel valued and respected.

Promote behaviour that enhances learning and performance for all.

Provide praise and recognition for your achievements and positive contribution and treat non-compliance in accordance with the College's Student Disciplinary Policy.

Take all practicable and appropriate measures to provide you with a safe and healthy environment in which to learn and appropriate facilities to support this. We will supply information that helps you to understand and comply with standard health, safety and wellbeing practices in the wider community and work place.

Maintain social and learning spaces supporting you to learn and maximise your independent study time.

Promote awareness of and encourage healthy lifestyles.

Promote and uphold the values of democracy, the rule of law, individual liberty and mutual respect and tolerance for all faiths and beliefs.

## ATTENDANCE AND PUNCTUALITY

Good Attendance and Punctuality are not just rules. These are vital elements to ensure that you make the most of every opportunity to succeed, to progress and to achieve your goals.

### AS A STUDENT YOU ARE EXPECTED TO:

Attend all timetabled sessions, including English and Maths lessons, tutorials and progress reviews.

Be punctual for all lessons and appointments and to contact the College if you are unable to attend, due to illness, or you are likely to be late.

Keep the College informed of any issues that might affect your studies.

Make routine appointments, such as seeing your doctor or dentist, out of College time.

### YOU CAN EXPECT THE COLLEGE TO:

Offer and provide additional support required to meet the needs of individual students.

Provide a safe environment where these issues can be discussed and support put in place to mitigate disruptions to your studies.

Develop an action plan for your progress towards employment or the next level of education.

Encourage good time management, whilst challenging poor attendance and punctuality.

Challenge behaviour that does not meet expected standards and set clear targets for improvement.

## PROFESSIONAL STANDARDS

Your future depends on your ability to form habits for success. When you take the next step of your career into further learning or work, our aim is to help you to be ready.

### AS A STUDENT YOU ARE EXPECTED TO:

Undertake your studies to the best of your ability.

Practice UNITED Values in all of your interactions with other students, with staff and with the public, respecting the diversity of your communities.

Attend all of your classes study independently and through PREP, work hard in your coursework and in tests or exams so that you gain a deeper understanding of your subjects and exceed your initial targets.

Pay attention in class and contribute positively, avoid inappropriate language and disruptive behaviour which will affect your learning potential in class.

Complete and submit your work on time so that you don't fall behind or lose marks and can manage your workload to avoid unnecessary pressure.

Practice the softer skills that employers value such as being punctual, reliable, demonstrating teamwork, resilience, leadership, productivity and critical thinking.

Understand that College rules are for managing the safety and wellbeing of everyone on campus so wear your ID badge, be on time, be respectful, be helpful and be kind to others.

Help to improve the experience of students by contributing your ideas and views through Student Surveys, Focus Groups and feedback mechanisms.

Make the most of opportunities to get involved in activities that continually develop your cultural and social capital and put you in the best position for your next step: work experience, community activities, Student Union, presentations, guest lectures, collective student events.

Tell us when we get things wrong so that we can improve what we do and find solutions to problems.

### YOU CAN EXPECT THE COLLEGE TO:

Provide you with excellent learning experiences that develop your skills and knowledge.

Ensure that all teachers have specialised industry knowledge and undergo continuous professional development to improve the learning experience.

Help you to set meaningful and aspirational targets, charting your progress and reviewing this regularly with you.

Identify any learning support needs and offering targeted support and guidance to help you succeed.

Challenge you to achieve the best that you can from your College experience.

Provide you with encouragement and the tools you need for when you leave the College into employment or further study.

Ensure that you achieve your qualification through timely assessment of work and valuable developmental feedback.

Provide you with the skills of independent learning including.

Create opportunities to build the skills, attitude and attributes that employers value.

Provide opportunities for you to feed back to us on your experience through Student Surveys, Focus Groups and feedback mechanisms.

Provide easy access to the formal complaints process and take prompt action when things go wrong.

Provide a forum for you to contribute to the development of courses and campus life through Student Union meetings, Student Conferences and by including you in meetings about the College.

I have read this College Charter. I understand the expectations of me.

Signed \_\_\_\_\_ Student / Staff (please circle)

Date   /   /

# CRAVEN COLLEGE ON A PAGE...



## MISSION

## ENRICHING LIVES THROUGH LEARNING

## VISION

To become the Further and Higher Education provider of choice for the Craven area, attracting and retaining students by providing high quality learning and teaching. To support students to achieve valuable qualifications, skills and experiences which enable them to fulfil their goals and become economically independent adults equipped to contribute effectively to community and society.

## STRATEGIC GOALS & ENABLERS

Outstanding Learning

To deliver good value, high quality learning leading to successful recruitment, retention, achievement and progression.

Well Prepared & Able Students

To ensure students develop the necessary abilities to secure career and employment opportunities and contribute as effective citizens.

Partnerships, Connections & Networks

To work and collaborate with partners and employers to support the local & national economic development and productivity and enhance the reputation of the College.

Resources, Estate & Infrastructure

To implement a financial, resource and estates strategy that secures the longer term sustainability of the College and achievement of the business objectives.

People & Performance

To develop a culture of high performance and constructive challenge.

Equality & Diversity

To be an inclusive College with a diverse student and staff population.

## AIMS

## VALUES (STRIDE)

**S**afe & Welcoming

**T**eamwork

**R**espect

**I**nnovation

**D**iversity

**E**xcellence