**Higher Education (HE) Student Handbook 2023-24**

*Hello…*

**We are delighted that you have chosen to study your Degree with Craven College**.

We have designed this handbook to give you all the information that you need to make the most of your time with us. The handbook is full of lots of useful information on everything from careers guidance, useful numbers, opening times – giving you everything you require to make the most of the services and facilities that we have on offer.

You can also find lots of useful information on the MyCraven app or at this link: [craven.myday.cloud/dashboard/home](https://cravencollegeac-my.sharepoint.com/personal/bsnowden_craven-college_ac_uk/Documents/Accessibility/Student%20Handbooks/craven.myday.cloud/dashboard/home)

We are dedicated to continually improving the standard of service we offer you and will always do our very best to ensure that you enjoy your time with us, and feel supported. If you have any questions, or need help, please ask a member of our team – they will always be happy to help you. We wish you every success during your time with us.

**Anita Lall - Interim Principal & CEO**

Useful Contacts

* Aireville Campus: 01756 791 411
* Auction Mart Campus: 01756 693 670
* The Aviation Academy: 0113 391 0919

**Address:**

Aireville Campus

Gargrave Road, Skipton

North Yorkshire, BD23 1US

**Email:**

[customerservices@craven-college.ac.uk](mailto:customerservices@craven-college.ac.uk)

[HE@craven-college.ac.uk](mailto:HE@craven-college.ac.uk)

The information appearing in this handbook was correct at time of publication (September 2023).

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# What is Prevent?

The need to prevent people being drawn into radicalisation and extremism and perhaps terrorism.

**Extremism**

Is the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

**Interventions**

Are used when someone has been drawn into radicalisation or extremism. Interventions are intended to divert people away from terrorist activity.

**Radicalisation**

Refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups

**Safeguarding**

Is the process of protecting vulnerable people, whether from crime, other forms of abuse or in the context of Prevent, from being drawn into terrorist related activity.

If you are concerned about yourself or someone you know, contact Student Services on **07921 214 115** or call the Police on **101.**

# United Values

**Craven College promotes United Values**

1. Understanding and Respect of Law: No one is above the law
2. Nurture Mutual Respect: Challenging discriminating behaviour
3. Individual Liberty: Freedom of speech
4. Tolerance of other Faiths and Beliefs: All backgrounds, cultures, religions, and beliefs
5. Equity: Fairness and justice
6. Democracy: Your opinion counts

If you have any concerns, you should report them to a member of the Safeguarding team as soon as possible.

# Safeguarding

Safeguarding is a term that covers many things – all concerned with making sure you are safe, healthy, protected from harm and enjoy positive well-being.

We are committed to creating a safe environment for all students. Our Safeguarding Officers will support you to overcome personal issues and build resilience skills to be successful both at the College and in the future.

**Talk to us, we will listen.**

Call into Student Services, Whernside Building, to speak to our Safeguarding Team or find our details on MyCraven under ‘Student Support’.

* Safeguarding & Wellbeing Lead - 07919 285 244
* Aireville Campus - 07921 214 115 / 07921 214 113 / 07921 743 706
* Auction Mart Campus - 07769 165 523
* The Aviation Academy - 07921 214 113

Your safety is important to us.   
  
**If you see something, say something.**

* Sexual harassment, abuse and exploitation
* Forced marriage
* Hate Crime
* Violence at home
* Bullying behaviour
* Radicalisation
* Emotional abuse
* Neglect
* Relationship violence
* Cyberbullying

# Our Behaviours

We are…

**Aspirational**

Curious – Inquisitive and interested

Optimistic – Have a positive outlook

Progressive – Determined to succeed

**Collaborative**

Connected – Work well with others

Innovative – Creative and solutions-focussed

Responsible – Takes ownership

**Authentic**

Positive Mindset – Committed and determined

Respectful – Inclusive and kind

Socially Intelligent – Self-aware and employable

**Resilient**

Adaptable - Flexible

Enthusiastic – Can do attitude

Pragmatic – Sensible and realistic

Student Behaviour

All students are expected to respect the rights of others and take responsibility for their own actions. Students’ responsibilities are to conform to academic rules and regulations and comply with acceptable standards of behaviour. Where there are instances of non-compliance, disciplinary action will be taken.

**Complaints**

At Craven College we constantly seek to improve what we do and we therefore value comments and suggestions that can help us improve our levels of service. We recognise that on occasions we might not meet expectations and we therefore also value any complaints we may receive.

The College’s Complaints Policy, available on the College website, sets out how we address complaints. It is anticipated that most complaints will be dealt with through informal channels but if you feel that it is necessary to pursue a complaint formally, you can be assured that it will be treated seriously and that we will deal with any complaint promptly and fairly.

# Term Dates

**Holidays**

Holidays must not be taken during term time unless in exceptional circumstances and then must be agreed in advance with your course Team Leader.  
  
**Timetables**

During induction you will be given your timetable of study. This will show your daily start and finish times. It will also show the units that you will be studying each day.

Teaching is face to face and interactive. Please note that under normal conditions sessions will not be recorded or delivered online, as in person attendance and full participation gives you the greatest chance of success.

**Autumn Term:**

**04 September 2023 to 21 December 2023**

College Opens: Monday 04 September 2023

Half Term: Monday 30 October 2023 to Friday 03 November 2023

Christmas Holidays: Friday 22 December 2023 – Friday 05 January 2024

**Spring Term**

**08 January 2024 – 22 March 2024**

College Opens: Monday 08 January 2024

Half Term: Monday 12 February 2024 – Friday 16 February 2024

Staff Training Day: Tuesday 05 March 2024

Easter Holidays: Friday 22 March 2024 @ 12noon – Friday 05 April 2024

**Summer Term**

**08 April 2024 – 27 June 2024**

College Opens: Monday 08 April 2024

May Day: Monday 06 May 2024

Half Term: Monday 27 May 2024 – Friday 31 May 2024

College Closes: Thursday 27 June 2024

# Tutorial Programme

Each HE course has a one hour tutorial every week. Some of these will be group tutorials which will cover a range of topics such as careers, study advice and skills development. Others will be individual tutorials with your course tutor.

Every student will receive at least one one-to-one tutorial each semester and these will discuss your progress on the course and explore any support or help that you might need.

Your tutor can also signpost you to further College services such as counselling, extra study skills support or financial advice.

# Travel Support – Car Parking

**Skipton**

Parking at the Aireville Campus is free for HE students. Parking is also available at the Auction Mart Campus which is free of charge.

**The Aviation Academy**

For those wishing to park at the Aviation Academy, you need to apply to Multiflight for a parking pass. This is a £10 deposit for the card and £10 per month for parking. Alternatively, parking is charged at £7 per day. The pass remains the property of Multiflight. If your pass is lost or stolen it must be reported immediately to Multiflight 0113 238 7100. There will be a fee of £10.00 for a replacement pass. Please return your pass to Multiflight Reception at the end of your validated period for the deposit to be refunded.

Parking permit available here:

[www.craven-college.ac.uk/ enrolment/he-enrolment/aviation](https://cravencollegeac-my.sharepoint.com/personal/bsnowden_craven-college_ac_uk/Documents/Accessibility/Student%20Handbooks/www.craven-college.ac.uk/%20enrolment/he-enrolment/aviation)

The College is keen to support and promote both healthy living and measures to reduce pollution. We encourage all staff and students to use alternative methods of transport where possible and to consider walking, cycling or car sharing. Cycle sheds and shower facilities are available.

**Blue Badge Holders**

There is allocated parking for Blue Badge Holders. If you have a temporary disability, please contact Student Services to discuss your needs. If you consider yourself to have a disability or require special needs assistance with transport, you need to apply to your local authority.

# Widening Participation Bursary

Craven College strives to do all it can so that no eligible student has to withdraw from their course due to lack of financial support.

The Widening Participation Bursary Fund is used to widen access to and remove financial barriers to participation in Higher Education wherever possible.

It comprises of different bursaries and scholarships which include the Achievement Scholarship, Specialist Equipment Bursary, Specialist Work Placement Bursary and Care Leaver Bursary.

You can apply through: [craven.paymystudent.com/portal](https://cravencollegeac-my.sharepoint.com/personal/bsnowden_craven-college_ac_uk/Documents/Accessibility/Student%20Handbooks/craven.paymystudent.com/portal)

For more information please contact Student Services on:   
<mailto:bursaries@craven-college.ac.uk>

# Mentoring & Counselling

**No question is too small or problem too big. We are here to offer advice and support.**

If something is going on in life that is causing you stress or worry you can talk to our Mentoring Team. The Mentoring Team can help you with lots of issues:

- Relationship problems

- Travel and money

- Sexual health and free condom scheme

- Mental health and well-being

- Housing

- Drug and alcohol info and support

- Signposting to appropriate support

At Craven College we want all students to be safe. We also want you to enjoy your learning journey with us. Bullying and harassment can occur in many different contexts such as between classmates, in the community, in relationships and even at home. If you are being bullied or feel threatened in or outside of the College, you can talk to a Student Mentor or another member of staff with whom you feel comfortable.

You can also email: [staysafe@craven-college.ac.uk](mailto:staysafe@craven-college.ac.uk)

**Counselling**  
If you want to talk in confidence about any worries you have, our approachable Counselling Team are available for you to speak to privately, to help you manage and overcome your problems.

Our counsellors are professionally trained and widely experienced and will provide you with a safe and secure place for you to discuss any worries such as anxiety, feeling down or depressed, stress, family and relationship problems, or any other concerns that may be affecting your progress.

Contact: [bbloomfield@craven-college.ac.uk](mailto:bbloomfield@craven-college.ac.uk)

# Wellbeing Champions

**Here to listen**

Are you struggling with...

* Your Mental Health
* Your Physical Health
* Stress
* Anxiety

**Need a friend?** Talk to another student.

Contact Rosemary Simpson on: [rsimpson@craven-college.ac.uk](mailto:rsimpson@craven-college.ac.uk) for more information.

# Student Life

**Dress Code and Equipment**

Students on certain courses are required to be suitably dressed when participating in workshops such as Engineering, Equine Studies or as an industry requirement for The Aviation Academy. We believe this to be good practice for future employment in your chosen sector.

**Lockers**

Lockers may be available to store your equipment. Students must bring their own standard padlock. Please ensure that you store your uniform and equipment in your locker for practical sessions.

**Food & Drink**

There is a Café at the Aireville Campus and Auction Mart Campus. They offer a wide variety of meals, snacks and drinks. Food is freshly prepared and cooked on the premises. Vending machines and water coolers can be found on most of the campuses. There are several social spaces for students to use at all sites.

# Your Students’ Union

Having a great time at College is about more than just studying on your course. Whether you want to meet new people or develop new skills you will have the opportunity whilst you are at Craven College.

The College has an active Students’ Union and if you’re aged 16 or over and a student at the College you have the opportunity to join the Students’ Union and the National Union of Students.

Through the National Union of Students, you’re able to buy a Totum card for just £14.99, which gives you access to hundreds of discounts locally and nationally apply at: <https://totum.com/>

You can get involved in various ways such as running in the SU elections which will be held in October or being a course representative to represent the voice of your fellow classmates, or volunteering at a range of events and activities.

# Careers and Employability

**We are committed to supporting all our students to achieve their career goals.**

Thinking about what you want to do after College or your next steps can be difficult, our expert Careers Team are here to help you on your journey.

Whether you are unsure of your options, want to know more about different careers or want support preparing for your next steps, then our Careers Team can provide you with the personalised support you need. The College is Matrix accredited and has achieved the National Careers Quality Mark and is available to all past, present and intending students.

**Email us on:** [careers@craven-college.ac.uk](mailto:careers@craven-college.ac.uk)

# Additional Learning Support

If you have a disability or learning difficulty our Special Educational Needs and Disability (SEND) Team are here to make sure you get the support or information you need.

If you have a recognised learning difficulty or disability you may be able to apply for Disabled Student Allowance, this gives eligible students funding for specialist support and equipment, the College can support you with your application.

Don’t worry if you don’t qualify for DSA the College can still offer support ranging from exam access arrangements to support workshops. If you declared a learning difficulty or disability on enrolment, a member of the SEND team will contact you to discuss your support needs.

Find us in **W1.07,** Whernside for further information.

# Study Support

We can help you with….

* Maths and English Support
* Study Skills Support
* Exam Access Arrangements
* Structuring and Planning Assignments
* Organisational Help
* Researching
* Exam Strategy Approaches
* Referencing

Find us in **W1.01**, Whernside, Aireville Campus or the High Flyers Lounge at The Aviation Academy or email [studysupport@craven-college.ac.uk](mailto:studysupport@craven-college.ac.uk)

# Learning Hub

Craven College Learning Hub offers quality learning resources to help you achieve your full potential. We offer a wide range of resource materials, books, magazines, electronic resources (including e-books) and DVDs. You can access all electronic information both on and off campus through the Learning Hub section of MyCraven. Staff are more than happy to deliver electronic inductions and research sessions to you and your group on an individual basis. These can be arranged through your tutor.

Opening times (Whernside, Aireville Campus):

* Monday 8:45am to 5pm
* Tuesday 8:45am to 5pm
* Wednesday 8:45am to 5pm
* Thursday 8:45am to 5pm
* Friday 8:45am to 4:30pm

**Where to find us:**

Aireville Campus, Whernside – Room W1.05

Email: [learninghub@craven-college.ac.uk](mailto:learninghub@craven-college.ac.uk) or call 01756 693 818

The Aviation Academy – High Flyers Lounge

# Your Account – IT

You may not be familiar with some of the IT systems used at Craven College, so here is a quick summary of some you will encounter and a few things that you’ll need to do as soon as you can.

Your username, College email and password will have been emailed to your private email address shortly after you enrolled. If you haven’t received this or are struggling to login please call Service Desk 01756 693 839 or email [servicedesk@craven-college.ac.uk](mailto:servicedesk@craven-college.ac.uk)

Please change your password as soon as possible.

For the majority of systems such as Office 365 and logging onto physical PCs or laptops at College, your email address will be required. It should look like this: st999999@craven-college.ac.uk

Some College systems such as ProPortal will only ask you for your username, for example: st999999.

## Passwords

Guidance for creating your password:

Passwords are the first line of defence and are key for protecting College systems and data. It’s no longer about complex combinations and numbers or special characters, the computers can guess that your using a three for E, a zero for an O, etc.

Guidance is as follows:

* Length - At least 14-16 Characters in Length
* Easy to remember, hard to guess - Use a phrase, three to four words that mean something to you remembering to add in the elements listed above
* Don’t share your password – Not even with IT
* Test your password strength – You can test your password strength on the following website, this will let you know how long it would likely take to crack your password. You can test the impact length and complexity has on the time needed to crack your password: <https://howsecureismypassword.net/>

If you need to change your password, you have two options:

1. If you know your current password, you can change it here: <https://account.activedirectory.windowsazure.com/ChangePassword.aspx>
2. If you don’t know your password, call Service Desk on 01756 693 839 or email [servicedesk@craven-college.ac.uk](mailto:servicedesk@craven-college.ac.uk)

## Security Information

On your first login:

The first time you login you will see a screen with "More Information required" where you will be asked to enter two additional pieces of security information which you can use to prove who you are and reset your own password should you need to in the future.

The choices are:

1. Phone - which will either send you an SMS or call you depending on your choice personal
2. Email - enter a personal email address which will email you a code
3. Security Questions - If you choose "I want to setup a different method" you can then choose Security questions. This allows you to pick 3 questions and answers that mean something to you.

## Advanced notice of changes (Summer 2024):

Multi-factor authentication is likely to be implemented for students during the Summer of 2024, this will mean you will also need to approve your logins via the Microsoft Authenticator App or security fob issued by IT. More information on this will follow during the 23/24 Academic Year.

## Phishing

**Think before you click!**

What to look out for:

* Generic greetings e.g Dear Customer
* Poor grammar & punctuation
* Suspicious links
* Fake emails e.g office-365@security.onmicrosoft.com

**44%** of users opened at least one of the phishing emails and accepted the prompt to download the images.

## College WIFI

The Wi-Fi at College is called: “CC-Wifi” - You will need to use your College username and password to login.

## Printers at College

Copiers are provided in key locations across each campus.

You can use the printers by swiping your student ID Badge. To set this up, go to a printer in College, swipe your badge and then type in your username and password. This will enable you to only use your ID badge for future printing jobs.

When on College devices, go to file and print then choose either:

- Follow\_Me\_Mono for black and white

- Follow\_Me\_Colour for colour

Printing from your own devices on College WIFI is currently blocked. If you need to print, save your work to one drive and print from a College device.

## Accessing College Services

You may not be familiar with some of the IT systems used at Craven College, so here is a quick summary of some you will encounter and a few things that you’ll need to do as soon as you can.

**Microsoft Teams** is the College Virtual Learning Environment, from here you can view your course materials such as course specification, assignment briefs, resources and upload assignments.

**ProPortal** is your go to place to see your personal details, timetable information, any meetings that you have and is where you view your progress and targets. Look for the ‘My Progress’ tile on MyCraven.

**Learning Hub** is where you can access learning materials and resources relevant to your course.

## Office 365

You can access Microsoft’s Office 365 on MyCraven to access online versions of Office such as Word, Excel, Powerpoint etc, OneDrive to store all your College work and Microsoft Teams where you can collaborate with your tutors and other students on your course.

## OneDrive

OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices. Please make sure you back up your own documents/data - don’t rely on the College.

You have 1TB worth of storage with your College account.

All students must observe the College’s ‘IT Acceptable Use Policy’ guidelines which will be explained to you during your induction period. The College regularly monitors the safe use of its IT systems as part of our safeguarding commitment to you.

# Filtering and Online Monitoring

Craven College take the safety and wellbeing of our students very seriously.

With the online world developing at such a rapid pace the College has a system in place called Smoothwall. As a College, we want to be able to detect online risks before they become real life incidents.

Smoothwall works by identifying concerns through ‘keystroke monitoring’ and ‘screen capture’, which means that if someone accessing the Craven College IT network, types in certain words or phrases or accesses inappropriate content, a monitoring report will be sent to a member of the Safeguarding Team, flagging that the user may be in need of support.

# MyCraven

The MyCraven app will provide you with quick and easy access to a range of information to support you on your journey as a Craven College student:

* Course information
* Timetable
* Due and marked assignments
* Moodle
* Microsoft Teams
* Student Support
* IT Support
* Events
* The Shop
* The Learning Hub

You can download the MyCraven app in the App Store or Google Play.

# Jisc Discovery Tool

**What is the JISC Discovery Tool?**

The JISC Discovery Tool is a developmental tool you can use to self-assess your digital skills and confidence. It provides a unique, personalised feedback report for you and identifies further resources to support your digital skills. These provide flexible, anytime, anywhere learning resources for you to access whilst studying at Craven College.

**How can the JISC Discovery Tool help me?**

Have you ever explored your own digital skills before? Do you know how to quickly find online resources to help you with any gaps in your knowledge or to build your digital confidence? Then the JISC Discovery Tool is a good place to start.

Resources are themed by topic to include the 6 elements of the Digital Capabilities Framework:

* Digital Proficiency and Productivity
* Digital Learning and Development
* Digital Creation, Problem-solving and Innovation
* Digital Identity and Wellbeing
* Digital Communication, Collaboration and Participation
* Information, Data and Media Literacies

Visit: <https://craven.myday.cloud/pages/jisc-discovery-tool> for more information and to access to discovery tool.

# ProPortal: A Student Guide

The College uses an online tracking and reporting system to ensure that students and parents/person(s) responsible have easy access to a range of information including targets, tracking, attendance information etc.

**The system is available on the MyCraven app under ‘My Progress’. Your login details are the same as your computer login.**

The Homepage offers quick links to the following areas:

* **Upcoming Assessments**: Upcoming deadlines scheduled for your current course
* **Upcoming SMART Targets**: SMART Targets set that need to be reviewed at your next review
* **My Learning Dashboard:** This shows a bar chart of current progress on your enrolled courses
* **Upcoming Meetings**: Scheduled meetings with tutors/progress coach

The following headings detail how to navigate through ProPortal as well as detailing what to find in each section:

Learner Information

* **Further Details:** Student details and emergency contact information
* **Quals on Entry:** Qualifications obtained prior to enrolling at the College
* **My Assessment Schedule**: Upcoming assessments due
* **My Details:** Includes student details and courses currently enrolled on
* **My Enrolments**: Courses you are enrolled on to
* **My Timetable**: Weekly view of your timetable
* **My Attendance:** Summary of attendance to date

My College Journey

* **Welcome to Craven College**: How to use your individual learning plan
* **About Me:** An opportunity to tell us about yourself
* **My Learning Dashboard**: All assessment and grades for completed assignments, per course
* **GDPR Image Consent**: Use of image consent
* **My SMART Targets**:SMART targets set throughout the year by yourself or tutor/progress coach
* **College Information**: Useful college information such as term dates
* **My Enrichment Log**: Log enrichment hours

Support

* **Support Requirements:** Learner profile and any support needs
* **Study Support**: Additional support requirements such as study support, approved exam access arrangements

Student Tracking

* **My Meetings:** Review notes from meetings such as STAR progress reviews

My Next Steps

* **Progression and Destination**: What are your plans for after your course has finished?

My Learning Dashboard

This is available through My College Journey > My Learning Dashboard and shows progress and grades for the current academic year. The Learning Dashboard details your teachers for the courses as well as progress against target.

* **Summary Progress:** to date including projected points based on current grades
* **Units Marks:** and grades for current units and those that are still to be completed
* **Assessments:** Detailed view showing make up of units and grades - Tasks Detailed view showing criteria met, any staff comments and specific criteria missed where appropriate (including where an assignment has been referred).

If you experience any problems accessing ProPortal, please contact IT on 01756 693 839.

# Image Permission

To comply with the GDPR 2018, we need your permission to use your photo/video/quote/name. These will not be used for any purpose other than marketing or media use and will be kept for two years.

Please note that once images have been uploaded onto social media sites, Craven College has no control over how these images will be used by other parties, or for how long they will be retained.

We monitor our social media pages to ensure appropriate content is available and can delete your image(s) from the page; but we cannot guarantee deletion has happened from the hosts’ servers.

In giving your permission, you would agree with the following statement:

I agree to my image (still or moving) and/or quote and name for use in printed publications, on videos, media releases, on websites, in adverts or social media produced by or for Craven College for promotional purposes.

I understand that I may withdraw my permission at any time by removing my permission through ProPortal under My College Journey, GDPR, Image Consent by changing my consent from ‘Yes’ to ‘No’.

If I change my consent at any time, I understand that no further photos/videos/quotes will be used by the College for promotional purposes.

**To give your permission you should do the following:**

1. Log into ProPortal using your student reference number and password set
2. From the headings at the top select ‘My College Journey’
3. From the dropdown select ‘GDPR Image Consent’
4. Read the statement carefully and select either ‘Yes’ or ‘No’
5. Click save

For more information email: [DPO@craven-college.ac.uk](mailto:DPO@craven-college.ac.uk)

# Attendance

The HE courses at Craven College consist of taught timetabled sessions.

We expect you to attend all of the classes as this will give you the best chance of success and allow you to make the most of your time at College. We understand that occasionally this may not be possible, in which case you should let your lecturer know and record it on Proportal.

All students who are unable to attend College for ANY reason MUST record on the MyCraven app under ‘Record Absence’. Select ‘submit absence request’ from the drop down list, state the date and time of your absence in the text box provided and the reason for your absence.

Please repeat this on each day that you are absent.

# Extracurricular

We offer an exciting and constantly-changing programme of extracurricular activities at Craven College to support your personal development and prepare you for your future. Develop a new skill, volunteer for a good cause and keep fit and healthy. Enhance your learning and make the most of the array of activities on offer under the “Five Ways to Wellbeing”.

* Connect
* Get Active
* Keep Learning
* Give
* Take Notice

Relationships: Build relationships and improve your confidence and wellbeing by getting involved with an activity

Sport & Leisure: Keep both your body and mind fit and healthy through sport and leisure

Develop Career & Life Skills: Take up a life skill to be learned away from the classroom

Volunteering: Make a difference and take on a new challenge

National and Global Awareness Events: Support a number of awareness events throughout the academic year

Get involved by contacting Katie Fox on <mailto:kfox@craven-college.ac.uk>. Keep up to date via the MyCraven App, student email or the HE student Team.

An activity that you would like not listed? Speak to a member of the Student Services team as new activities may be added throughout the year.

# Health and Safety

Statutory Law and Local Authority Health and Safety Policy impose certain obligations on all staff, students and clients. The College’s Health & Safety Policy provides full details.

The following are basic requirements:

* You must comply with any written or verbal instructions regarding Health & Safety whilst on College premises or involved in College activities
* You have a duty to protect yourself from injury, including the use of protective equipment when considered necessary by the College
* You must conduct yourself, at all times, in such a manner as not to endanger yourself or others
* All accidents (however slight) must be reported immediately to a member of staff who will complete an accident record
* Do not attempt to lift or move heavy objects which may cause injury or to operate machinery/equipment unless trained or supervised

**Fire and Evacuation Procedures**

* Check the main emergency exit route and secondary route from the venue of your course
* On hearing an alarm, leave the premises quickly and calmly following staff instructions; do not use lifts
* Leave all handheld possessions behind
* Register with your tutor at the designated assembly point outside the building and follow instructions
* Do not re–enter the building until told it is safe to do so by someone in authority

**If you discover a fire...**

* Break the glass on the nearest alarm or inform a member of staff immediately
* Leave the building quickly and calmly and make your way to the assembly point; do not use lifts
* Please note that Craven College operates a NO SMOKING OR VAPING policy in all of its buildings

# Induction Checklist

| **My Rights and Responsibilities** |
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| I know how to contact my tutor |
| I understand how important attendance is and how it links to my success |
| I know how to report absence and how to catch up on lost learning |
| I know how to make a complaint and use my Student Voice to make improvements |
| I know my responsibilities in relation to Health and Safety |
| I know how the Safeguarding Policy protects me and other students |
| I understand what a Safeguarding incident is and how to report this |
| I understand the behaviours and attitudes expected of me both in and outside of the College |
| I know how the Disciplinary procedure works to ensure that all students behave and learn well |
| I understand the Data Protection Policy and how my data may be used |
| I understand British Values and the role I play in demonstrating these |
| I understand that the PREVENT programme challenges extremism and I know how to raise any issues or concerns |
| I understand how I can make an appeal |
| I have been made aware of how to inform the College of any special needs or reasonable adjustments that might require to facilitate my study |

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| **My Programme of Study** |
| I have completed my pre-enrolment task |
| I understand my current level of achievement and how I will move on from this starting point |
| I have set the targets I want to achieve by the end of my study within ProPortal |
| I know how to access ProPortal to check my progress and my Individual Learning Plan (ILP) |
| I understand my qualifications, modules and how I will be assessed |
| I understand my course timetable |
| I know when my assessments are due and how to submit my work |
| I know when to expect feedback on work and how to use this to improve future work |
| I understand how to avoid Plagiarism and Malpractice |
| I know how to access Moodle and Teams to upload work, receive feedback and use resources independently |
| I know about any additional costs for trips, visits, uniforms or equipment |

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| **My Personal Development** |
| I know how to record my Personal Development and progress in ProPortal |
| I know when reviews will take place and how these help me to make great progress |
| I know where to get careers information from, including specific Information Advice and Guidance to help me prepare for my next steps |
| I understand how my programme of study fits into my overall development and goals |
| I’m aware of the types of industries that people tend to work in after studying my programme |
| I understand any further study options that I have after studying my programme |

| **My Campus** |
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| I have had a tour of the campus and understand where to go for lessons, support, food, toilets and recreation |
| I know how to access the computer network and my College email |
| I know where to get support if I have IT or access issues |
| I know where the fire exits and assembly points are and how to leave the building in an emergency |
| I know the First Aid arrangements, including the names of First Aiders and where they are located |
| I know where the Learning Hub is and how I can use this area I know where my tutor’s office is if I need a face-to-face discussion. |

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| **My Student Services** |
| I know who the Student Services team are and how they can help me |
| I have read and understood the Student Handbook |
| I have read and understood the Safeguarding Booklet and the e-safety Handbook |
| I know how to keep myself safe online I know how to get involved with the Student Union and become a representative |
| I understand any finances or bursary support that may be available to me |
| I know how to access Additional Learning Support if I need it I know how to access Counselling Services if I need it |
| I understand the events and activities I can get involved with to have fun, gain experience and become an active citizen in the community |

There is a lot to take in, but we are all here to help. You will feel confident about all the items on the list before you know it. In the meantime – keep asking the questions!

**Good luck on your amazing journey!**