

Welcome to Adult College

Induction Pack 2023-2024

- We are really pleased that you have chosen to join the Adult College.
- We hope you will have a happy and rewarding learning experience.
- Thank you for choosing to study at the Adult College.

Ahlaan bik

خوش آمدید

Witam

أهلا وسهلا

歡迎

ਸੁਆਗਤ ਹੈ

Soo dhawoow

Powitanie

Willkommen

Khush Amdeed

Salut

Privet

Bine ati venit

Mrahba bik

Huānyíng

Bienvenido

Sbāgata

Laskavo prosymo

ברוך הבא

Karibu

Yōkoso

Добро пожаловать



What you can expect from us



Lifelong learning and community engagement.



Helping and empowering support.



Qualified teaching, support and work teams – helping you to unlock your talent and fulfil your potential.



Excellent, safe and supportive learning environments.

Health and Safety

In the event of a fire



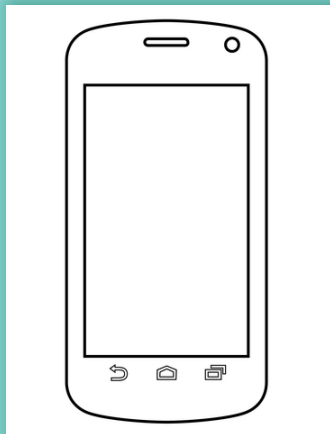
- Raise the alarm by informing your tutor or a member of staff.
- Follow further instructions from your tutor/fire warden.

Fire Drills



- This is a controlled test to confirm the safe running of the Adult College's fire alarm system.

No food or drinks are allowed in the classrooms



Please note that on occasion, you may be asked to use your phone for learning in the classroom.

Please wear your ID badges at all times around the college. All student badges will have a blue lanyard this year.



What we expect from you

- Be in class at least 5 minutes before the class start time.
- Attend every session of your course.
- Inform your tutor in advance of any absence.
- Be properly equipped.
- Respect your tutor and classmates.
- Follow your tutor's guidance to take advantage of additional courses and support sessions.

British Values

Democracy

Liberty



Tolerance

Rule of Law

Respect

What you can expect from us

- Advice and guidance on your next steps to employment, further and/or higher education.
- Advice on financial support.
- Confidential advice on personal issues.
- Support in and outside of the classroom.
- Volunteering opportunities within the College.
- Free access to the Job Shop.

Student Services can support you with:

Learning



We all need a little help sometimes. The Learning Support Team can help with:

- Learning support in the classroom (including English, Maths, IT, ESOL, support with homework, organise your time and work).
- Specialist equipment (for example hearing loops, overlays, magnifiers, laptops and computer software).
- Dyslexia, dyspraxia and any disabilities that may affect your learning.
- **Contact [Student Services](#)**

Welfare



- It doesn't matter what the issue is childcare, money worries or housing stress.
- We are here to help with confidential and impartial advice and support.
- Arrange an appointment at reception or via [email](#)

Finance



Student Services can help you with the following (depending on eligibility):

- Course Fees
- Books, material & equipment
- Childcare fees
- Specialist Software
- Speak to a member of staff or email the Adult College [finance inbox](#)

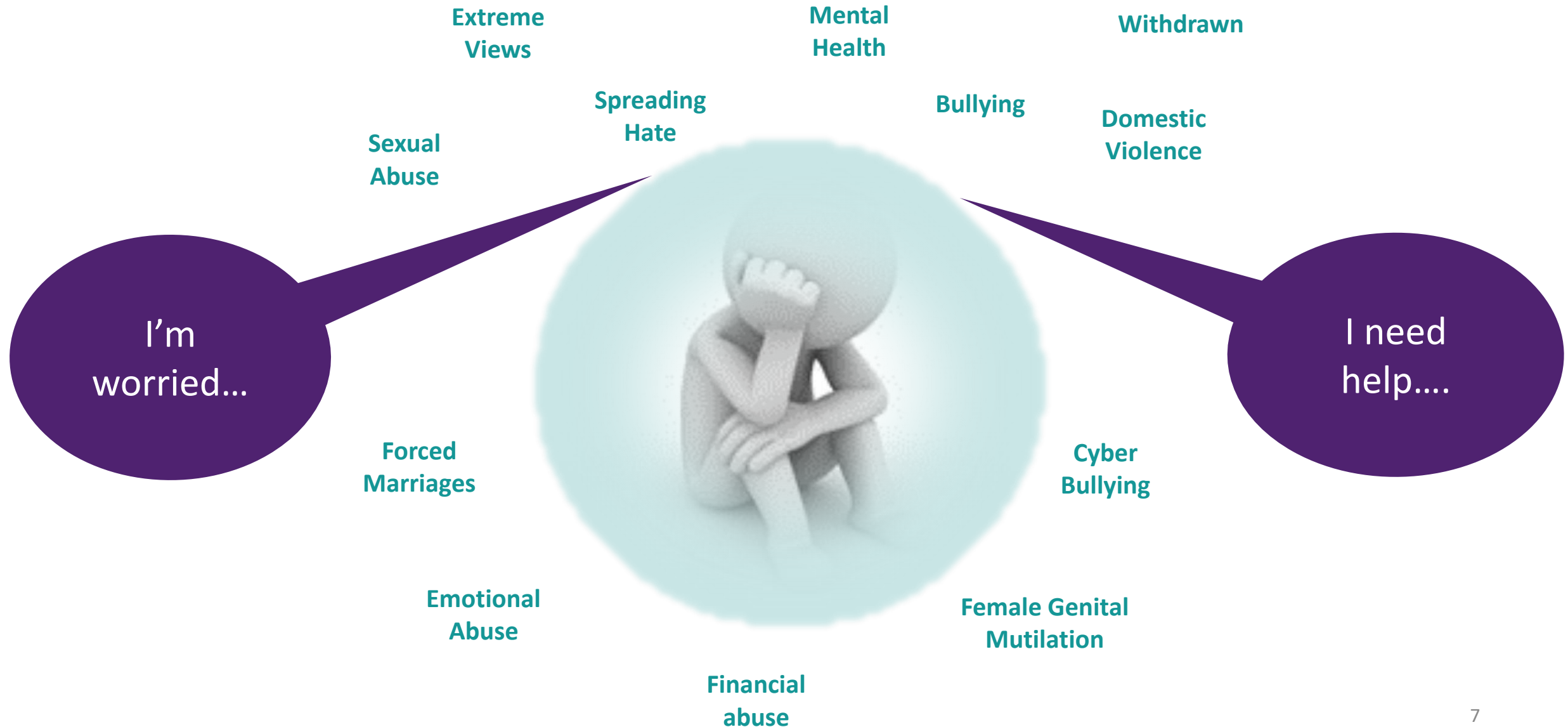
Student Services Team



The Student Services team is made up of the Student Services Manager, Access Facilitator and Learning Support Assistants. We are on hand to support you with your learning and overall wellbeing.

Our aim is to ensure that every students had the opportunity to progress by removing the barriers to learning, through different enrichment activities.

Safeguarding is everyone's responsibility
For help & support contact AdultCollegeSafeguarding@lbdd.gov.uk
0208 270 4722



Prevent

What is Prevent?

- Prevent is the Government's strategy to stop people becoming involved in violent and non-violent extremism and those who support terrorism.

What is Extremism?

- Extremism is vocal or active opposition to Fundamental British Values. It also includes calls for the death of members of the British Armed Forces.

What is Radicalisation?

- Radicalisation is when a person or group of people adopt and promote increasingly extreme political, social or religious beliefs that go against the current law; or reject expressions of freedom of choice.



If you see or hear something that could be terrorist related

- Call the **Police Hotline** on **0800 789 321**
- If you require urgent police assistance dial **999**
- If you're concerned about someone in your community, please contact your local police force by dialling **101**

This is your Safeguarding Team



Abby
abby.jokomba@lbbd.gov.uk
020 8187 2809



Carol
carol.chaplin@lbbd.gov.uk
020 8227 3157



Natasha (Welfare Officer)
natasha.chew@lbbd.gov.uk
020 8227 5258

You can also make contact in confidence via:

- [**adultcollegesafeguarding@lbbd.gov.uk**](mailto:adultcollegesafeguarding@lbbd.gov.uk)
- **020 8270 4722**

You can contact any member of the Safeguarding Team by **email** or **phone**



Queenie
020 8270 4722



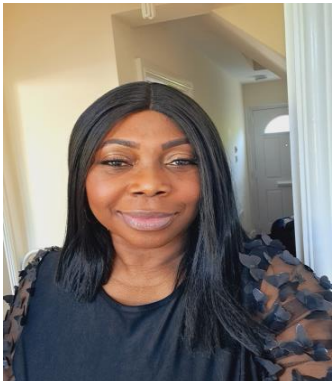
Saeda
saeda.almalkawi@lbbd.gov.uk
020 8227 5272



Yvonne
yvonne.bennett@lbbd.gov.uk
020 8227 3140
07812 291606

Ask for Kathy...

- If you need discreet help with a safeguarding issue, you can approach a member of staff and use the safe word to 'Kathy'. Saying **"I need to speak to Kathy"** will alert the member of staff to refer you discreetly to a safeguarding officer.



Abby



Carol



Natasha



Saeda



Queenie



Yvonne

Internet Safety



Online safety

- **Keep** personal information private and be mindful what you share.
- **Keep** your privacy settings on.
- **M**ake sure your internet connection is secure
- **B**e careful what you download.
- **C**hoose strong passwords
- **A**lways log out when you have finished

Online classes

- **D**ress appropriately, your lesson may be recorded.
- **I**f possible, find a quiet location away from any noise.
- **F**ollow your tutor's instructions at all times.
- **C**hats and posts are monitored and unacceptable behaviour will be reported to the Safeguarding Officer.

How to get support: Digital Support sessions

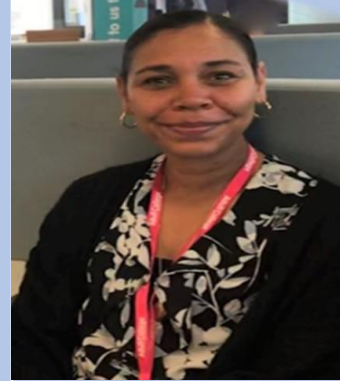
You can get free one to one assistance during the Digital Support sessions by enrolling to one of our onsite sessions below:

- **Tuesday at the Dagenham site 9.30am-12pm**
- **Wednesday at the Barking site 12.30pm-3pm**

The Curriculum Team



Saeda Almalkawi
Curriculum Manager ESOL



Janet Okebu-Stewart
Curriculum Manager
Skills for Life



Carole Young
Vocation and Employability
Curriculum Manager



Donna Lomas
Curriculum Manager
Digital Inclusion



Karen Yarnell
Curriculum Manager Wellbeing
and Community Partnerships



Bahia Khalef
Curriculum Manager Wellbeing
and Community Partnerships

Learner nominations and celebration

Learner of the Month



- Each month, tutors will nominate learners who have shown excellent dedication, commitment and progress.
- We will occasionally ask you to appear in videos and photographs. Please let your tutor know if you would prefer not to be included.
- We will regularly ask you to give us feedback about your progress and the impact of your course on your life and wellbeing. Please help us by cooperating with these requests for feedback.

Celebration of Achievement



During the Summer term, we hold an Award event to celebrate the achievements of our learners, volunteers and teaching staff during the academic year.

Both staff and learners are invited to submit nominations.

Nominees are encouraged to bring along family and friends to celebrate too!

Equalities calendar and events



The Adult College has an Equalities, diversity and inclusion committee whose responsibility is to promote awareness and education of key dates and celebrations.

This is to support and celebrate the diversity of learners and staff at the College.

The College maintains a culture of respect and fairness, where discrimination will not be tolerated. We aim to disseminate information and use this educate others to challenge discrimination it all its forms.

Brew events

These sessions happen every half term at both sites and are an opportunity for you to have a cup of tea or coffee with us to share your college experience.

Job fairs

Throughout the year, we collaborate with the Job Shop to host a variety of fairs ranging from apprenticeships to childcare. Residents have the opportunity to speak to industry specialist and can receive advice on careers, courses, qualifications and support such as finance and childcare.

One Borough Festival

This is a yearly event held in any one of the Borough's parks. Fun, family learning activities are offered in The Adult College Tent, and we are also on hand to offer information, advice and guidance.

Student Governor Forums

Two student governors are elected to represent the Learner Voice. You can contact them via Teams, e-mail or through the student governor

Individual learning plans and progress

As part of your course, you may be asked to complete an initial and diagnostic assessment for Maths and English. These will help us to determine the support you will need. Every learner has an Individual Learning Plan (ILP) where they identify their personal goals and map their progress to achieving these.

The ILP plays a vital role in your learning. The ILP is where you set and review targets and contains a record of discussions with your tutor in progress reviews etc. It is part of your responsibility as a learner to 'own' your ILP, review it regularly and add to it throughout your journey.

Have your say...

Participate in focus groups

These sessions happen every half term at both sites and are an opportunity for you to:

- **Share and discuss any College issues.**
- **Provide feedback about College services.**
- **Generate ideas.**

Meet the student governors

You will have an opportunity to meet your Student Governors.

This is your opportunity to have your say in your termly newsletter. If you wish to get involved, email: adultcollegemarketing@lbbd.gov.uk.

How are you doing?

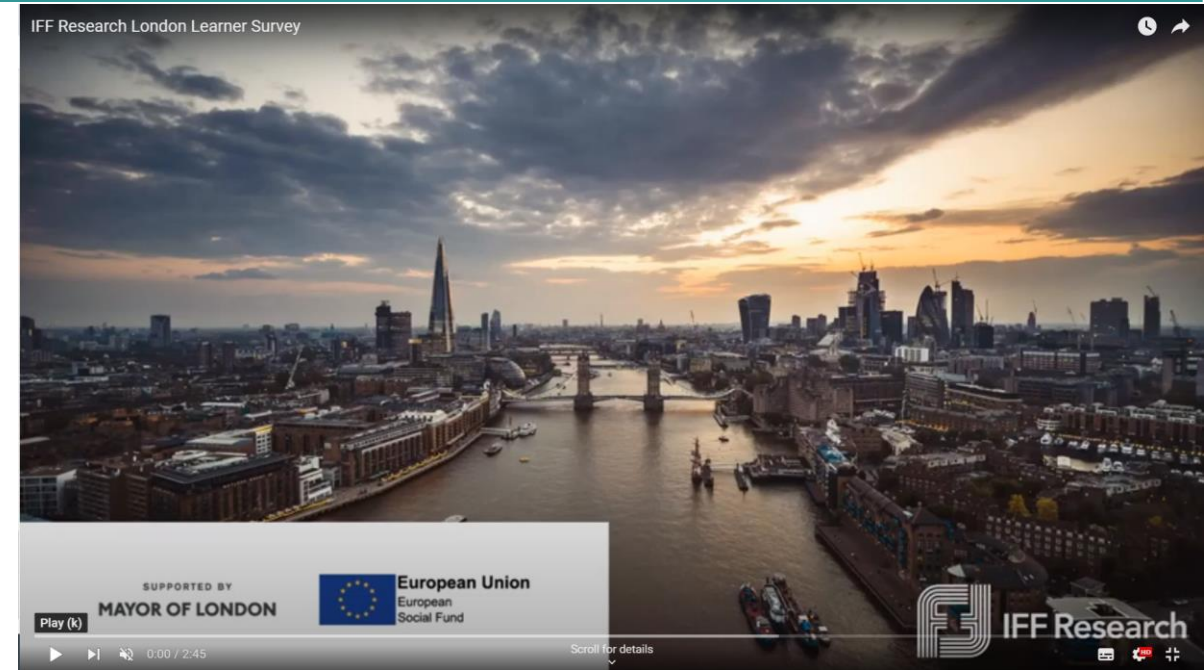
After you leave the Adult College, you will be contacted by staff to get your feedback and establish if you need further support with your next steps. This may be advice on further education or employment.

London Learner Survey

After you have completed your introductory course and enrolled on your main programme of study, you will be required to complete the London Learner survey.

Watch this [short video](#) to find out more.
To access the survey, click on the link:

<https://www.iffresearch.com/LLS/ekku>



Compliments, Comments and complaints



We welcome all your suggestions and comments and want to know if things are going well or if there is a need for improvement. Please complete one of the Compliments, Comments and Complaints (CCC) cards to provide your feedback and hand in to the Learner Liaison Team at Reception.

If you have a serious complaint or are unhappy with the outcome after speaking with your tutor, please complete a CCC card. Your complaint will be investigated, and we will respond within 5 working days.

CCC cards can be found around the college next to black suggestion boxes.

Volunteering and Job Shop



Volunteering

Volunteers play an important role within the Adult College.

We have a successful volunteering programme here at the Adult College.

Our volunteers are DBS checked. All volunteers receive mandatory training.

For more information or contact Queenie or Abby via the volunteer inbox.

volunteer@adultcollege.bardaglea.org.uk

Job Shop

- **Barking and Dagenham Job Shop** offers people help with their journey to employment to everyone over 16 years of age. From part-time jobs to full-time employment, apprenticeships to volunteer work, the Job Brokers at Barking and Dagenham Job Shop are on hand to support and advise Barking and Dagenham residents.
- The team can help with CV writing, job applications, and finding the right career for each individual. And, if you need help with transport or other problems that are making it difficult for you to get into work, they can help with this too.
- You can contact the Job Shop by phone or e-mail:

Barking Job Shop: 020 8724 8870 barkingjobshop@lbdd.gov.uk

Dagenham Job Shop: 020 8724 8877 dagenhamjobshop@lbdd.gov.uk

Job Shop Construction Team: 020 8227 2809
construction@lbdd.gov.uk

About the course...