

STUDENT HANDBOOK 2020/21



Coleg Penybont
Bridgend College



WELCOME

Thank you for choosing to study with Bridgend College. This Student Handbook contains lots of useful information that you'll need as you begin your studies. It will also be helpful throughout the year, so please keep your copy safe.

The way we are currently operating as a College has changed due to the COVID-19 pandemic. Therefore, some of the services or initiatives contained in this handbook may be temporarily affected. All up-to-date information can be found on our website and the student portal. We encourage you to regularly check your emails for updates, and to take guidance from your Personal Tutor and teaching staff.

If you have any questions, please get in touch using the contact details opposite.

We wish you all the very best as you begin your journey at Bridgend College.

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YOUR DETAILS

Contact us

It's important that we have your correct contact details so we can contact you in the event of an emergency.

If you move house, change your telephone number or email address, please update us by dropping into Student Services

Monday - Thursday 8:30am - 5:00pm
Friday 8:30am - 4:30pm

If you have any questions, call **01656 302 302**
or email **hello@bridgend.ac.uk**

How to log on to your student IT account

To sign in to your student account, please use the following as your password.

The first three letters of your surname with an uppercase first letter, followed by a six-digit version of your date of birth (DDMMYY)

Example:
Surname **Smith** DOB **13/05/02**
Your password would be:

Smi130502



OUR LEARNING COMMUNITY

We want you to feel safe and part of our community at Bridgend College.

Our Student Citizenship Code sets out our commitment to you and what we expect from you in return.

We expect all students to fulfil our learning behaviours:

Be Ready
Be Respectful
Be Safe

Please take time to read our Citizenship Code; it includes important guidance on the use of social media and IT, and our behaviour expectations.

It is important that you make the most of every learning opportunity during your time at Bridgend College so that you can achieve your potential and progress. We expect your attendance to be at 95% or above.

STUDENT LIFE

Enrichment

Enrichment activities give you the opportunity to learn new skills and gain wider experiences whilst studying at the College. We work with local and national organisations and charities who can help you to be all that you can be.

Clubs and societies

We encourage and support students to set-up and run their own clubs and societies to support the interests of others across the College. These provide opportunities to meet new people and share common interests.

Annual awards ceremony

Each year we celebrate the success and achievements of our students. High achieving and inspirational individuals are recognised for their commitment and success.

WorldSkills UK




As a student at Bridgend College, we will encourage you to develop and excel in your vocational studies and provide opportunities for you to compete in regional and national skills competitions.



Student experience

We have a dedicated team of Student Engagement Leads who are here to help give you the best experience at Bridgend College.

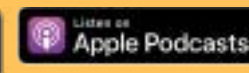
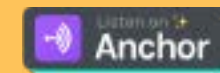
Follow our Student Experience team on social media:

-  /BClearnerexperience
-  @BClearnerexp
-  @learnerexperience

Bridgend College podcasts

Tune into our very own podcast to find out more about life at Bridgend College.

Our podcasts cover a range of topics, from digital wellbeing to student services, so check us out on the platforms below - simply search 'Bridgend College'!



STUDENT LIFE



Cyfleoedd, meaning 'opportunities', is our College careers hub, which is an innovative and collaborative workspace that enables students and employers to connect. We work with students and employers to enhance careers education, promote work-related opportunities and enable talent pipelines to business.

Cyfleoedd builds upon our wider College mission statement, enabling our students to **'be all that they can be'** by preparing and supporting them to achieve, progress and gain meaningful paid career opportunities.

Our careers team is able to support you with:

- Careers advice and guidance
- Searching for paid and voluntary opportunities
- University and employment options or applications
- Employer mentoring
- Mock interviews
- Building your CV
- Work placements

For more information, visit: cyfleoedd.co.uk



YOUR VOICE



Student Academic Representatives

StARs are students selected by their peers to represent them on their course. StARs help make sure the voices of students are heard and feed back any views or issues regarding the course, or the College in general.

Benefits of becoming a StAR:

- Students can gain new skills through their role such as communication, problem solving, negotiation and leadership.
- Recognition – students will be given the opportunity to receive a certificate of recognition and the role can enhance their CV.



Ambassadors

Becoming a Bridgend College Ambassador is a fantastic way to get involved in College life. You'll have great opportunities to support College events, including our Open Evenings, Freshers' Fayre, awards evening and fundraising events.

Applications for both roles open each September.



'Your Voice'

'Your Voice' helps us to improve and do things better.

If you have an idea, a compliment or you think there is something we could improve, let us know!



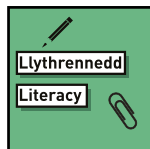
You can email us at:
yourvoice@bridgend.ac.uk
or visit:
bridgend.ac.uk/your-voice



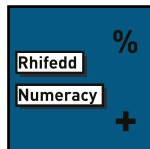
CORE SKILLS

At Bridgend College, we have identified 8 Core Skills - you will use them when learning, in employment as well as more broadly as part of your day-to-day life.

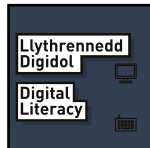
We are committed to developing these core skills to ensure you are ready for your next steps. This may be university, work, an apprenticeship, setting up your own business or progressing to a higher level course in college.



Literacy is the ability to read, write, speak and listen in a way that lets us communicate effectively and helps us to make sense of the world.



Numeracy is the ability to use numbers and solve problems. It includes having the confidence and skill to use numbers and maths in all aspects of life.



Digital Literacy is about knowledge, skill, attitudes and behaviours in the use of digital devices. Digital literacy includes learning how to find, sort, evaluate, manage and create information in digital forms.



Welsh and Bilingualism is about using, applying and developing your bilingual skills by never missing an opportunity to communicate clearly in Welsh or English at the level at which you feel most confident - this could be in college, the workplace, on placement or socially.



Planning is the process of deciding, in detail, how to do something before you start to do it. **Organising** is a process of structuring and co-ordinating task goals and activities in order to achieve objectives.



Critical Thinking is reasonable, reflective thinking focussed on deciding what to believe or do. **Problem Solving** is the process of working through details of a problem to reach a solution.



Creativity is the capability or act of creating something original or unusual. **Innovation** is about making changes or introducing something new.



Personal Effectiveness means making use of all the resources available to you, such as your strengths, skills, energy and time, to enable you to achieve personal or work-related goals. This includes displaying strong leadership and a positive outlook, and can include working independently and within a team.

SUPPORT FOR YOU

Success Centres

The College Success Centres provide students with a welcoming environment for learning. You will find books, journals, magazines, DVDs and a range of electronic resources to help you with your studies and assignments.

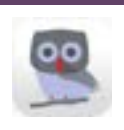
There are also computer facilities and study areas, along with friendly and knowledgeable staff who can help you with resource finding, printing, photocopying, binding and proofreading assignments.

If you need support beyond your timetabled sessions, our Skills Coaches work to support you in further developing your literacy and numeracy skills, revision and exam preparation, referencing and assignment writing and bilingual support.

You can email the Success Centre Team at: **bsc@bridgend.ac.uk** or find them on Twitter and Instagram:

 [@successcentres](https://twitter.com/successcentres)

 [@successcentresbc](https://www.instagram.com/successcentresbc)



Students can also access
MyCirqa, our free Library App



Success Centre, Cowbridge Road Campus

SUPPORT FOR YOU

Personal Tutor

You will be assigned a Personal Tutor who will be part of your course teaching team. Your Personal Tutor will meet with you to check your progress, set personal and academic targets and help you achieve your goals.

Childcare



We have a large day nursery situated at our Cowbridge Road campus. If you have a child aged between 6 weeks and 5 years, you can apply for a place at the nursery. We may be able to support with the cost of childcare. Please speak to a member of the Student Services team for more information or visit: bridgendcollegedaynursery.co.uk

Additional Learning Needs (ALN)

If you have an additional learning need (ALN), it is important you let us know so that we can support you during your time at the College. If you haven't already told us about an additional learning need on your application or at interview, please get in touch with the ALN Team so we can make sure that we provide the right support for you:

01656 302 302 ext 335 | aln@bridgend.ac.uk
or visit: bridgend.ac.uk/aln

Young carers

We know that looking after other family members is a huge commitment. We have some great opportunities for students who are in care, care leavers or look after someone else. Don't be afraid to talk to us or ask for help - contact: wellbeing@bridgend.ac.uk

Transport

Bus passes are provided to all students aged 16-18 who live 3 miles or more from their campus of study.

Passes are provided by the College on behalf of the following local authorities:

- Bridgend County Borough Council
- Rhondda Cynon Taf County Borough Council
- Vale of Glamorgan County Borough Council

Applicants from other local authority areas will need to contact Student Services for specific advice.

Students aged 19+ may be eligible for either a bus pass on one of our contract routes or to claim expenses (for public transport only).

Wellbeing Team

Our Wellbeing Team hosts a fantastic range of sport and enrichment activities across the College.



The Team also hosts a number of clubs and societies which you are able to join. They provide support with wellbeing, counselling and managing money.

Safeguarding

We want our College to be a safe environment to learn and develop. You can help us by wearing your college lanyard and ID card at all times, telling us if you are concerned or worried about something or someone else, and being mindful of your own behaviour and conduct.

You can identify a member of the College Wellbeing Team by their purple lanyard. If you or someone you know is at risk of harm, please speak to a member of staff or email: wellbeing@bridgend.ac.uk

DIGITAL



Den01 is a dedicated innovation space at Bridgend College, aimed at providing training, workshops and taster sessions for students on all things technology. This includes a Tech Club, Gaming Club, Google Support drop-in sessions and Student Digital Champion opportunities, using state of the art equipment such as VR headsets, 3D printers, gaming laptops and robotics.

For more information on upcoming courses or to contact the team at Den01, visit: den01.co.uk

Student Digital Champion opportunities

As a Student Digital Champion, you will have the chance to develop and test new technological initiatives at the College. These could include **virtual reality, 3D printing, 360° filming, vlogging, podcasting, programming, robotics, drones and more!** You will also have the opportunity to create cutting-edge digital content for current and future learners and receive support towards achieving a nationally recognised digital certification.

BRIDGEND COLLEGE APP

Get connected!

- Be the first to receive updates on student opportunities
- Access wellbeing and support information
- View your timetable
- See your assignment schedules and personal targets

To login for the first time, just use your student email address and password!

Download our app by searching 'Bridgend College' on the App Store. It's available on Android and Apple devices.



WELSH LANGUAGE

We are committed to delivering a bilingual student experience and we strive to fulfil our duties under The Welsh Language (Wales) Measure 2011 and the Welsh Language Standards.

As a student, you have rights as part of these standards to have the following:

- Letters in Welsh
- Apply for financial support in Welsh
- Student Handbook in Welsh
- Prospectus in Welsh
- Welsh-speaking Personal Tutor
- Counselling service in Welsh
- Meetings in Welsh
- Certificates in Welsh
- Submit written work in Welsh (this will depend on the examining body)
- Forms in Welsh



We have a range of Welsh activities running throughout the year, so keep an eye out on our student portal and the electronic screens around our campuses for details.



ENTERPRISE

Support for starting your own business

If you would like to work for yourself, either now or sometime in the future, there is a whole range of support available to you.

Whether you would like to be a freelancer, start your own business, become self-employed or just have an idea for a product or service you'd like to explore further, help is at hand. Some of the services you can access completely free of charge include:

- Informal one-to-one meetings/virtual meetings (via Google Meet) for advice, guidance and signposting with Ruth Rowe, Entrepreneurship Officer at Bridgend College
- Business advice and mentoring from Big Ideas Wales or Business Wales
- Workshops and seminars at a variety of locations, including Bridgend College campuses
- Online workshops
- Business bootcamp

To find out more or to make an appointment, please call or email Ruth on:

01656 302 302 ext 237 | rrowe@bridgend.ac.uk

or contact her via the Cyfleoedd website:

cyfleoedd.co.uk

BE YOUR OWN BOSS

Case study

Daniel Ralph - Blue Bench Media

Daniel studied Creative Media at Bridgend College and seized every opportunity to develop his entrepreneurial skills alongside his studies. Not only was Daniel a Student Digital Champion, he also took advantage of many offers to work with local businesses which helped him build a strong portfolio.

All this experience proved invaluable when Daniel set up 'Blue Bench Media' whilst still a Level 3 learner. Specialising in creating video content for social media, the business has gone from strength to strength and Daniel continues to run it alongside studying for a degree in Film and Television at UWTSD which he began in 2019.

Daniel's passion for and commitment to both his studies and his business have resulted in a number of accolades. He was a finalist at the British Education Awards this year and won both the Bridgend Business Forum Business Student of the Year award and the Bridge FM Young Entrepreneur award.



FREE BREAKFAST

Free breakfast for every student

From **September 2019**, every single student studying at Bridgend College has been able to receive a free breakfast.

Look out for our breakfast stations in Cowbridge Road, Pencoed and Queens Road refectories.

Free Fruit Wednesday

Every Wednesday at both Cowbridge Road and Pencoed campus reception areas, you can help yourself to free fruit.



It's really that simple - if you are a student at the College, you get a free breakfast!

HYDRATION STATIONS

With your free Bridgend College water bottle, you can access water from our hydration stations across our campuses.

We are committed to reducing the use of single-use plastic across all our campuses. Help us to become a more sustainable organisation by using your free water bottle whenever possible.



Don't forget
to bring your water bottle into
College with you!

 DRINKING WATER HELPS
KEEP SKIN CLEAR 

KEEP TRACK  **OF**
YOUR HYDRATION

ADD FRESH FRUIT 
TO YOUR WATER TO
GIVE IT MORE TASTE 

EXCELLENT 
PERFORMANCE
REQUIRES HYDRATION

 **HUNGER**
IS A COMMON SIGN OF
DEHYDRATION

SALTY  **FOODS**
LIKE CRISPS AND PRETZELS
MAKE YOU THIRSTY

FACILITIES

- A range of hot meals and hot and cold snack deals are available at each of our campuses. We also serve hot and cold drinks, fruit and sweet treats.
- You can pay by card at all of our food outlets, with no minimum spend required.
- Free WiFi access for students across our campuses.
- Smoking or vaping is only permitted in our designated smoking areas, which are on all campuses.



TOTUM CARD



Who doesn't love a discount? Sign up for a TOTUM card and receive over 200 fantastic discounts for just £14.99 a year, including:

- 10% off at Co-op
- 15% off at lookfantastic
- 20% off at Virgin Experience Days
- 25% off Odeon tickets (Mon-Thurs only)
- 30% off at Pizza Express
- Up to 40% off at Garmin
- Amazon Prime Student 6 month free trial

Sign-up online at totum.com or at Student Services.



PERIOD DIGNITY

Bridgend College is working with the charity Wings Cymru to support those in need of free sanitary products.

You can find out where the sanitary stations are and how to access them on the student portal.

If you need free sanitary products we have both staff and students who are 'Wings Ambassadors'. Look out for someone wearing a 'Wings' badge.



At the beginning of 2020, we launched a brand new, sustainable initiative in a bid to tackle period poverty in the community.

Funded by the Welsh Government and in partnership with Silly Panda and Wings Cymru, the scheme is an eco-friendly, innovative approach to promote period dignity by giving students at the College access to sustainable solutions to sanitary products and breaking the stigma surrounding periods.

Bridgend College is proud to be the first college in Wales to provide FREE eco-friendly packs to students.

For more information, contact the Student Wellbeing Team: wellbeing@bridgend.ac.uk

FINANCIAL SUPPORT

During your time at Bridgend College, you may be eligible for financial support to help with the costs of studying. Access to financial support will depend on your household income along with some other factors.

Education Maintenance Allowance (EMA)

EMA is a weekly payment to support 16-18 year olds with the costs of studying. Payments are made directly to your bank account every two weeks providing you have met the attendance requirements. EMA will not affect any other benefit payments you or your family already receive.

You can apply for EMA if all of the following apply to you:

- You usually live in Wales
- You are aged 16-18
- You are studying at college for a minimum of 12 hours each week and your course is approved by the Department for Education and Skills
- You meet the nationality and residency requirements
- You live in a household with an income of either £20,817 or less OR £23,077 or less and there is more than one young person who qualifies for Child Benefit in the household

For more information or to apply visit: StudentFinanceWales.co.uk/EMA

Welsh Government Learning Grants (WGLG)

If you are 19 years or older and studying on a full-time course, you could get up to £1,500 or up to £750 for a part-time course, depending on your household income.

You can apply for a WGLG if all of the following apply to you:

- You are aged 19 or over on the first day of the academic year (1st September)
- You meet the nationality and residency requirements
- You live in Wales
- You live in a household with an income of £18,370 or less
- You are studying and/or progressing on an eligible further education course
- You are studying on a course which is more than 275 hours of study across the academic year

PLEASE NOTE: Any of the criteria outlined in the financial support section is subject to change. For more information on EMA and WGLG or to download an application, please visit:

StudentFinanceWales.co.uk/FE

Application packs are also available for collection from Student Services from April for the following academic year of study.

Financial Contingency Fund (FCF)

The FCF is open to all full-time students and is a limited fund. FCF can support students with some of the cost of childcare, lunch, course equipment, cost of travel or a Disclosure and Barring Service (DBS) check. Eligibility for FCF is dependent on your household income.

For more information or to apply for the FCF, please visit: bridgend.ac.uk/newstudents

Please note, all information and eligibility correct at time of print but is subject to change.



REPORTING ABSENCE

We expect all students to maintain at least 95% attendance, but we understand that there are times when you may be unwell.

It's important that you let us know if you're unwell or unable to come to college.

Please contact us and let us know before the start of the college day, your name, student ID number, reason for absence and when you expect to be back at college.

- bridgend.ac.uk/absence
- absence@bridgend.ac.uk
- 01656 302 302

Attendance will affect payments of any financial support you receive from the College (EMA, WGLG, FCF).



GOVERNORS

Bridgend College Board of Governors

Recently crowned with the Association of Colleges (AoC) Beacon Award for Leadership and Governance, the Governing Body takes its role very seriously within Bridgend College. Its main role involves focusing on the College's broad purpose and strategic direction, nature of educational programmes, overall ethos, admissions policy and relationship to community.

To find out more, visit: bridgend.ac.uk/the-corporation



Student Governors

The College appoints Student Governors who are the voice of students. They actively participate in many meetings throughout the year and they provide a different perspective to many of the other Governors. It's important for our students to have this formal representation because many decisions that are made at the College have a direct affect on them.

For information about becoming a Student Governor or to apply, visit: bridgend.ac.uk/governor or email: wellbeing@bridgend.ac.uk

TERM DATES

Induction	Tuesday 1st September - Friday 11th September 2020
Term One	Monday 14th September - Friday 23rd October 2020
Half Term	Monday 26th October - Friday 30th October 2020
Term Two	Monday 2nd November - Friday 18th December 2020*
Half Term	Monday 21st December - Friday 1st January 2021
Term Three	Monday 4th January - Friday 12th February 2021
Half Term	Monday 15th February - Friday 19th February 2021
Term Four	Monday 22nd February - Friday 26th March 2021
Half Term	Monday 29th March - Friday 9th April 2021
Term Five	Monday 12th April - Friday 28th May 2021
Half Term	Monday 31st May - Friday 4th June 2021
Term Six	Monday 7th June - Friday 25th June 2021

*Please note: Monday 2nd November - Friday 6th November is a reading week. College transport will not be provided during this time. Further information about individual student requirements for this week will be issued by course tutors.

CLOSURE DAYS

(No students in College)

Thursday 18th & Friday 19th March 2021
Monday 3rd May 2021
Tuesday 22nd & Wednesday 23rd June 2021

IMPORTANT DATES

Monday 2nd - Friday 6th November 2020	Reading Week
Monday 16th - Friday 20th November 2020	Global Entrepreneurship Week
Friday 15th January 2021	UCAS Deadline