

FURTHER EDUCATION
STUDENT HANDBOOK
2023-24



**OUR
VALUES**



**OUR VALUES ARE THE PRINCIPLES
THAT GUIDE THE WAY WE DO THINGS.
THEY ARE BASED ON CONSULTATION
WITH STAFF, STUDENTS AND OTHERS.**

Our mission

To create a better future for all through education and training.

Our vision

Working together to transform lives.

Our values

Respectful – supportive, empathetic, mindful

Inclusive – belonging, valued, understanding

Trust – credible, accountable, honest

Inspirational & Aspirational – passionate, ambition, belief, confident

Our objectives

To become a truly inclusive college

To deliver a curriculum that meets the needs of students, employers and our community

To deliver an outstanding student experience

To become an employer of choice

To maintain a sustainable college

To grow the college's income through student recruitment

WELCOME TO YOUR NEXT CHAPTER IN EDUCATION AT BRADFORD COLLEGE!

ON BEHALF OF THE ENTIRE BRADFORD COLLEGE COMMUNITY, I AM DELIGHTED TO EXTEND A HEARTFELT WELCOME TO EACH AND EVERY ONE OF YOU.

As your Vice Principal for EDI and Student Experience, I would like to welcome you to a community that celebrates the richness of diversity and values the uniqueness that each one of you brings. As you step into the Bradford College family, you're embarking on a transformative journey that merges education with an inclusive, and vibrant student experience.

Our purpose at Bradford College is to transform lives, and firmly believe that diversity is not just a buzzword, but our biggest strength. Our commitment to fostering an environment where every voice is heard and every perspective is valued is unwavering. As you embark on this exciting journey, keep in mind that you're not alone. You're joining a community that's as eager to learn from you as much as you're

eager to learn from it. Embrace the differences, engage with empathy, and contribute your unique perspectives to the conversations that shape our collective experience.

Bradford College is a vibrant and exciting learning community, it reflects the population of the city, and I expect you to treat all staff and students with courtesy and respect at all times.

Remember that education is not just about absorbing facts, but about developing skills that will serve you well in all aspects of your life. It's about critical thinking, problem-solving, and self-development. As you navigate through this educational adventure, don't hesitate to ask questions, seek guidance, and engage with your peers and support services.

Our dedicated curriculum and support staff are committed to your success. They are here to support you, challenge you, and inspire you to achieve your best. They are focused on your individual needs and aspirations, and are fiercely ambitious for our students. Embrace the opportunities that come your way, both inside and outside the classroom. Participate in discussions, take part in enrichment activities, and make the most of the resources available to you.

My personal ask of you, is that you attend fully, remain Ready, Respectful and Safe (more details throughout this handbook), and work hard during your time at college. As without this commitment, it will be impossible for you to fulfil your full potential.

Congratulations on taking this bold step forward. Your determination and curiosity have brought you here, and they will continue to drive you toward success. Here's to an enriching and transformative experience as you further your education and shape a brighter future.

Let the journey begin!

If you would like to get in touch about your student experience, please contact me via a.khan11@bradfordcollege.ac.uk



**YOUR
LEARNING
YOUR
WAY**



YOUR CAMPUS

Restaurants, Cafés, Hair, Nails and Beauty Therapies

Situated in the David Hockney Building, our attractive ground and first floors contain a café, restaurant, hair salon, nail bar and therapy salon. Whether you're looking to improve your health and well-being, rejuvenate your body or indulge your taste buds, our students offer an extensive range of professional standard services.

Our vibrant hub of leisure related services is largely run by students as vocational training centres, and provides those studying courses related to customer care with valuable work experience. Our services are open to students, staff and the public. You'll find a great place to meet with friends for a coffee, go for a bite to eat or get pampered on a student-friendly budget!

College Catering

The College offers a number of other cafés in most of our campus buildings with food to eat in or take away. Whether you're in the mood for a freshly made sandwich, tasty hot snack, cakes or pastries to go with your hot or cold beverage, there is something for you.

Our cafés and opening hours are as follows:

The Culture Café (DHB, ground floor):	07:45 – 14:30
Grove Café Bar (DHB, ground floor):	Tuesday to Friday 0930 – 1430
Grove Restaurant (DHB, ground floor):	Tuesday to Friday 1200-1330 and Thursday 1800-2100 with last food orders at 1915
Garden Café (DHB ground floor):	09:00 – 15:00
Jo Cox Café (DHB, fourth floor):	15:00 – 19:00
David (Dave) Midwood Café (Trinity Green):	07:45 – 15:00 (2.30pm on Fridays)
Samuel Lister Café (Lister Building):	08.30 – 15:00

And for students studying in the Advanced Technology Centre, food and drinks can be purchased from the College's tuck machine located on the ground floor near reception from 08:00 – 14:00.

All cafés are open Monday – Friday but opening hours may vary during holiday periods.

**Trinity Green Sports
and Fitness Facility**

Our superb sporting and fitness facilities are based in our state-of-the-art Trinity Green Campus. These include a 1,000m² sports hall (the size of eight badminton courts); a fitness testing suite; an aerobics and dance studio complete with fully sprung wooden floor; a fully equipped fitness suite; a state of the art multi-use 4G pitch; two basketball courts designed to Sport England standard.

Trinity Green also featured in the London Organising Committee Pre-Games Training Camp Guide for the Olympics in 2012. This led to Olympic teams from China, India, Vietnam, Nigeria and Tanzania attending the campus in the summer of 2012 as part of their official training and preparation for the London 2012 Olympic Games.

Indoor or outdoor, team or individual, beginner or more advanced - we have a wide range of sports and fitness activities including football, cricket, badminton and boxing.

**Contact activities@bradfordcollege.ac.uk
to find out more.**



Library Services

Discover more than just books. Our library supports learning and research for all students. The library is on the ground floor of the David Hockney Building; and in The Student Services Office, Ground Floor at Trinity Green. You can also access electronic resources 24/7 online. For more information on the services and facilities available, visit the library services pages on the College website, view our subject specific library guides at library.bradfordcollege.ac.uk, or visit our Library Information Desk.

<https://library.bradfordcollege.ac.uk/usingtheLibrary/openingtimes>

Opening Hours - Term Time

Hockney Library, David Hockney Building

Mon and Weds	8.30am to 6.00pm
Tues and Thurs	8.30am to 8.00pm
Friday	8.30am to 4.30pm

Trinity Green Library

Mon to Thurs	9.00am to 5.00pm
Friday	9.00am to 4.30pm

Borrower Number and Personal Identification Number

Your College ID badge is your library card. Your borrower number is your Student ID number which is printed on the front of your badge. You need a 4 digit PIN number to access your library account, which is the year you were born. You will also require your PIN to use the self-service machines in the Library.

Electronic Resources

As a student at Bradford College you have access to a wide range of electronic resources:

- Databases which can help you find information relating to your assignment or research
- Full text of books online via our Library Catalogue
- Study skills package (Skills4Study Campus)
- Electronic resources are available on and off campus

To access them all you need to do is use your College IT username and password.

IT Account

You will need your Bradford College student ID number to set up your own password and use the equipment. With a college IT account you can access the internet, Microsoft Office and other applications, and print your documents.

Links to most of these resources can be found on the Student Portal page.

Virtual Learning Environment

Moodle is Bradford College's Virtual Learning Environment (VLE). All students and academic staff have access to Moodle using their college IT username and password. Moodle is available on and off-campus, which means in 2023/24 you may need to attend some classes online. You can connect to it through any device that is attached to the internet.

Through Moodle you will access learning materials and resources that have been selected by your tutors to support your studies. It can also be a place to keep in touch with your fellow students and teaching staff through the use of discussion forums and instant messaging.

Printing Services

Printers are found in every college building and are distributed on every floor. The majority of these are colour printers. Printing is free of charge, however it is subject to a fair usage cap.

Information about changing printer settings such as page layout or printing in colour/black can all be found online on the Student Portal.

If you need help with printing, ask a member of college staff for help or email itservices@bradfordcollege.ac.uk

Technology And Media Services

The Technology and Media Services Team is a learner-focused team with specialist knowledge, skills and experience. It supports the development and delivery of services in media technology and production for teaching and learning.

There is a range of general use and specialist media, audio-visual and computing equipment for students to borrow including services and support for using your own devices on campus, such as PAT testing. The team can advise you on the most appropriate equipment and production methods for your work or project. It offers general instruction or demonstration in the use of the equipment for people who haven't borrowed items before. For specialist equipment, more in-depth instruction is offered on a one to one basis. There is also a range of laptops available for student longer term loan to support your home studies.

In addition to equipment services, the on-site facilities include a three-camera television studio, a multimedia creation room and up to nine video editing workstations using Final Cut Pro software on iMacs. Equipment and facilities should be booked in advance to ensure the equipment you need is available.

We also host and support the use of web based video recording & library system called eStream, which can stream live and archived video, audio files and photos and works in conjunction with Moodle in order to submit video-based presentations.

<https://estream.bradfordcollege.ac.uk>

The Technology and Media team provides many extended services, including advanced technologies such as 3D printing and scanning. With 3D printing we can help you with the whole process from design concept to final printing, on many different materials and print combinations tailored to your final design or project needs. The Technology and Media team is based on the second floor of the David Hockney Building.

Wireless Hotspots

Wireless hotspots are available in key buildings across campus. This gives you you the flexibility to take your wireless laptop to a hotspot and work at your own convenience.

Further Help

For further help with finding resources relating to your study programme, please contact your librarian.

For general library enquiries and for off-campus support for electronic resources, contact:

askalibrarian@bradfordcollege.ac.uk

For Technology and Media Services contact:

**Technology & Media Services Desk,
2nd floor, David Hockney Building**

Email: **media@bradfordcollege.ac.uk**

Tel: **01274 088411**

FAITH AND BELIEF

Multi Faith Rooms

The college has a variety of accommodation set aside for quiet reflection, meditation or prayer. These facilities are called Unity Spaces as they are used by all of the college community at various times. We have several Unity Spaces across the college for use by staff, students and visitors of any faith or none. The college has a large Islamic population and for this reason at some sites we offer Wudu and Istinja facilities along with the option of gender segregated prayer space.

Faith and Belief

Please also note that on Friday afternoons all of the Unity Spaces become very busy as they are used by Muslim staff and students for Jummah prayer. If you would like to discuss any matters relating to faith and belief, whatever your religion or belief, you can visit our Unity spaces and take time for reflection, meditation or prayer. For more information please visit:

<https://www.bradfordcollege.ac.uk/support/students/learning-support/faith-and-belief/>

We have two rooms available across the College for all staff, students and visitors who would like space for prayer or quiet contemplation, for all faiths and for people of no faith. They are located in the following buildings:

Site	Unity Space room number	Gender segregated prayer space?	Wudu/Istinjah facilities?
The David Hockney Building	G18 The Unity Room	Yes	Yes, for both genders
Trinity Green	Room 0.24	No	Yes, male only

YOUR VIEWS

Student Feedback

The views of students are important for ensuring we offer the right courses and the best learning environment possible.

Talk to us any time

Students can speak to their tutors about any feedback or concerns they have. Remember that it helps us to hear what is going well, as well as where there is room for improvement. Students can also use the complaints procedure. They can talk to staff from Student Services, and they can also approach the Students' Union for help and advice.

Student Experience Surveys

These provide valuable feedback from students about their experience at Bradford College. The surveys are carried out three times a year: Beginning of Course, Middle of Course and End of Course. They are conducted internally and analysed by an external company in order to ensure anonymity for all students who take part. The College uses the results of these surveys to help develop its services.

Focus Groups

Focus groups are held from time to time to explore and strengthen quality at the College.

Student Representatives

All full-time courses at College and many part-time courses have student representatives. A student rep is someone who volunteers to get the views of other students and help to improve the course and College. Through the Students' Union, student representatives are supported where there are course committees, and their comments feature in course assessments and annual course evaluations. The Students' Union works closely with curriculum areas to make changes that will benefit students.

BE A VOICE FOR CHANGE

There's lots of ways to feedback and help make positive changes to the learning experience for all students at Bradford College. **Have your say!**

Complaints

It is recommended that in the first instance, complaints are addressed to the person concerned, to see if a resolution is possible. However we do have a complaints procedure for logging formal complaints. We aim to provide a high standard of service, including the quality of our courses and the care we give students, and we like to hear what works well.

We know that sometimes things go wrong and therefore take complaints seriously. Please email complaints@bradfordcollege.ac.uk us if there is something you want to raise.



Become a course rep



Complete student surveys



Submit feedback through the SU website



Email us



Visit the SU office



Give feedback to your course rep



Take part in Student Parliaments



Speak to your SU officers

**EQUALITY &
DIVERSITY**



EQUALITY, DIVERSITY AND INCLUSION FORM THE CORE VALUES OF BRADFORD COLLEGE. OUR NUMBER ONE OBJECTIVE IS TO BECOME A TRULY INCLUSIVE COLLEGE.

We are an open and welcoming college where equality and diversity are celebrated and promoted and discrimination is challenged. We work to ensure that staff and student communities reflect the make up of the local population and that students are prepared for work in diverse labour markets.

What Is Equality?

Equality is ensuring individuals or groups of individuals are treated fairly and equally and no less favourably, specific to their needs, including areas of race, gender, disability, religion or belief, sexual orientation and age.

Promoting equality should remove discrimination in all of these areas. Bullying, harassment or victimisation are also considered as equality and diversity issues.

What Is Diversity?

Diversity aims to recognise, respect and value people's differences to help them contribute and realise their full potential by promoting an inclusive culture for all staff and students.

What is Inclusion?

Inclusion is providing equal access to opportunities and resources for everyone, regardless of whether they have physical or mental disabilities or are members of minority groups. This ensures everyone can take part, get the most out of college life and fulfil their potential.

**YOUR
LEARNING
YOUR
WAY**



Bradford College
The David Hockney
Building

↑ Garden Mills

← Lister Building

↓ Old Building

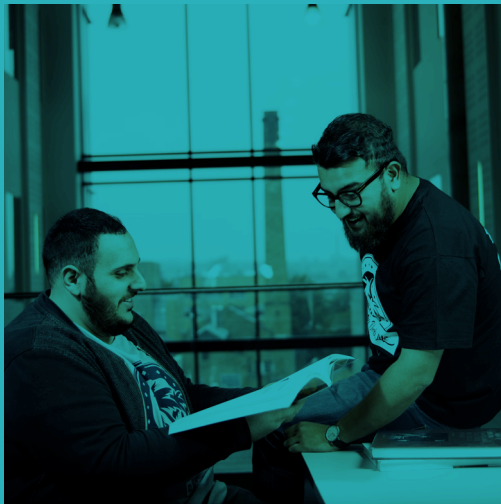
Main Entrance →

Advanced
Technology Centre ↑

bradfordcollege.ac.uk



**CODE OF
CONDUCT**



As a College we expect you:

- To work with tutors, support staff and fellow students to achieve the best you can.
- To comply with the College Code of Conduct at all times.
- To abide by the College and course regulation and requirements in respect of health and safety conduct and behaviour.
- To behave with care and consideration for all other people at College and to respect the rights and feelings of others.
- To ensure that your conduct promotes equality and does not discriminate against any other student or member of staff in accordance with the 9 protected characteristics* listed in the Equality Act 2010.

*(Protected characteristics are age, disability, gender reassignment, marriage & civil partnership, pregnancy and maternity, race religion or belief, sex, sexual orientation.)

As a Student, you are entitled to expect:

- Reliable, accurate and helpful advice to help you choose the right course for your needs.
- Prompt, fair and efficient response to your application.
- Effective, satisfactory and supportive arrangements for teaching, training and learning.
- Information and advice on the College's support services for students with disabilities, medical needs and/or learning difficulties.
- To be able to take part in the College decision making through the Course Committee structure and the Students' Union.
- Opportunities to express valid views about any aspect of the College provision.

- Prompt response to any complaint made using the College Complaints Procedure and to be informed of any reasons for a delay.
- Information about and access to the College Academic Appeals Procedure.
- Access to a safe, pleasant and supportive learning and social environment.
- Your work to be marked and assessed within a reasonable time scale.
- Information about the services available to students and to enrichment opportunities offered to students.
- Clear and accurate information about College and Awarding Body/ Professional Body regulations, course requirements and course costs together with details of financial support available to students.
- To be satisfied with your course and be aware of what will be required to progress further.
- Equality of opportunity for access to education and training.
- Active implementation of our policies which seek to combat inequality and discrimination.
- To publish our results, our standards and how well we live up to them.

In order to provide an effective service, we also need you to:

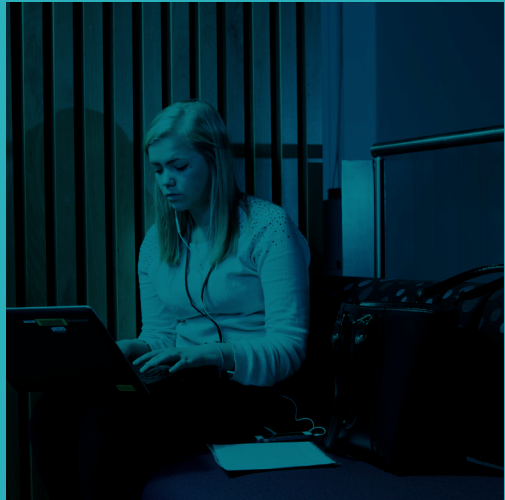
- Display your College ID Card at all times when on College premises.
- Notify your course leader in the case of absence or illness or alert them to any difficulties you are experiencing at College.
- Use the systems in place to offer your views and to inform College of any shortcomings in its services, including, health and safety or the quality of course and learning support.
- Ensure that you are fully aware of all the costs and financial requirements of your course. Make use of the services provided by the College and the Students' Union.

Change of Personal Details

It is important that we are kept informed of any changes in your personal details, such as your name*, telephone number, address* or personal email address. You can update your contact details at reception or via your tutor. You can also update your details through the Student Portal except for name and address changes. Such information is essential so that Assessment/ Award results are accurately recorded and the details on your certificate are correct.

*Proof of change required.

UNITED
VALUES

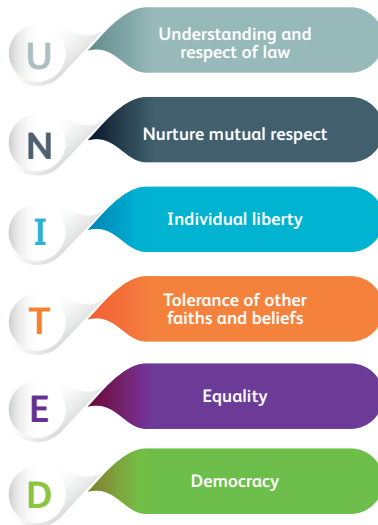


We encourage positive behaviour, and challenge all forms of negative behaviour and ideas.

Bradford College is committed to working together for the benefit of our students, staff and partners in the community through our UNITED Values. These promote a culture and environment that enhances students' learning and achievement, and helps staff in their coaching, teaching and supporting roles.

Our UNITED Values incorporate the UK Government's British Values (part of the Prevent Duty 2015) and also the key principles of the Equality Act 2010. Our College Charter sets out students' rights and responsibilities and our UNITED Values and Behaviours Strategy is built on these UNITED Values.

We firmly believe that if negativity and division are not challenged, they can lead to potentially harmful consequences. We firmly believe that nurturing mutual respect, understanding and integration is key.



ID card

Bradford College expects all staff, students and visitors to wear their ID cards in the appropriate lanyard holder at all times on College premises.

What are the benefits of this?

- Safety – We need to know who is in the building and why.
- Anybody who is not enrolled is classed as a visitor and **MUST** sign in even if they have been a student in the past.
- Students can identify who is a fellow student, staff member or visitor really quickly, by looking at their lanyard.
- Students must report anybody without visible ID to College security team.

Please note:

Sharing/ loaning your ID card to anyone else is classed as gross misconduct and will result in an immediate suspension.

Even if you have paid for a replacement card, it remains the property of Bradford College and must be handed over to staff when requested.

YOUR ID CARD



SAFEGUARDING AND WELLBEING

Who we are

The Safeguarding and Wellbeing Team can support you to achieve your potential and help ensure your time here is an enjoyable and outstanding experience. We are committed to ensuring our learners are safe and protected from harm. This includes, supporting you with your mental health and wellbeing throughout your time at College.

What we do

Safeguarding is about ensuring our students (and staff) are safe from harm.

The Safeguarding Team are here to:

- Listen to you
- Believe you
- Keep you safe and out of danger
- Help you find the best way forward
- Explain to you if we need to involve anybody else.

We have a non-judgmental approach and take all concerns seriously. We are here to support and provide you with expert guidance as and when you need us.

Remember, it is good to talk and share your concerns.

We can provide support with the following:

- Something or someone is making you feel really unhappy
- Somebody is making you do things that you don't want to do
- A situation you are in feels dangerous, risky or uncomfortable
- You are worried about a friend, classmate, brother, sister or other family member
- You have feeling of not being able to cope
- You feel overwhelmed
- You have feelings of low mood
- You feel anxious
- You have worrying thoughts and emotions

Internet Safety

Safety online is something we all need to be aware of. Identity theft is one of the problems, but there are other risks. New ways of sharing personal photos, videos and other data are emerging all the time.

The popularity of social networking websites and other new media has caused many experts to be concerned that some students disclose too much information about themselves. So - think carefully about the information you share, and respect other people's right to privacy.

Your online behaviour is essentially public, however confident you are that it's either private or deleted. And remember - your computer, your phone your tablet are your responsibility. Take care of your personal details, keep your computer and mobile devices secure and your identity safe.

How to contact us

Tel: 01274 088999 or 07872 052703

Email: safeguarding@bradfordcollege.ac.uk

We are based on the Second floor, Student Services, David Hockney Building (DHB), and we are also available in the Student Services Office at Trinity Green site. We can come and meet you on request if you study in a different building.

We are available from Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm.

For an up-to-date list of help and resources, please visit: www.bradfordcollege.ac.uk/help/knowledge-base/safeguarding

Useful Tips

Here are some tips some of our graphic design students learnt when they took part in a national online safety competition last year – we think they are worth sharing:

- Be really careful who you share your personal information with.
- Find out who you are talking to. People may not be who they say they are.
- Respect given is respect earned!
- Mind your language.
- Be smart. Be legal. Downloads can be tracked!
- Cyber bullying – just don't!

For more good advice:

Visit Get Safe Online: <http://www.getsafeonline.org/>
The National Union of Students
Student Survival Guide.
The Suzie Lamplugh Trust personal safety tips on internet safety.

MENTAL HEALTH

Mental Health

What is Mental Health?

In many ways, mental health is just like physical health: everybody has it and we need to take care of it. Mental health impacts how we think, feel, communicate and react. Good mental health is therefore essential so that you as students can achieve your full potential. Good mental health enables you to deal with the stresses and strains of everyday life and including your studies.

Mental health problems are common and 1 in 4 people will experience poor mental health at some point in their lives. Common mental health conditions include depression, anxiety and eating disorders.

What we can do to help

If you feel like you're struggling with your mental health, please have a chat with a member of our Safeguarding and Wellbeing Team. We can support you and ensure that reasonable adjustments are made when you need it.

Support can include:

- Specialist one-to-one mental health support
- Adjustments to coursework/deadlines
- Exam considerations such as extra time
- Access to counselling
- Referral to external support organisations

Referral process – what happens when a referral is received?

A member of our team will contact you directly for an initial assessment. During the assessment, we will ask you:

- If you have any diagnosed mental health conditions
- If you are working with the Disability Services Team
- If you have had support in the past
- If you are working with any external professionals
- What your symptoms are and how your mental health affects you day-to-day
- If you would like your tutors to be aware. If they are aware we can draw up a Learning Support Agreement (LSA) with reasonable adjustments in place for support in class.

Support provided may include:

- Specialist one-to-one sessions to see how you're doing, discuss coping strategies and other ways of helping
- Referring you to our counselling service and external support agencies
- Liaise with curriculum staff and attend review meetings if required
- Attend relevant professional meetings with you to agree how best to support you moving forward

Who to contact in college:

Call 01274 088999 or Email wellbeing@bradfordcollege.ac.uk

We are based on the Second floor, Student Services, David Hockney Building (DHB), and we are also available in the Student Services Office at Trinity Green site. We can come and meet you on request if you study in a different building.

We are available from Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm.

WELFARE ADVICE

Our Welfare Advisors provide support for any students experiencing hardship or in need of financial support. They also provide specialist bespoke support in the following areas:

Young Carers

Young carers are those under the age of 18 who have the responsibility of caring for someone else - usually a family member with a mental or physical illness or disability. Our team can help you cope with balancing these responsibilities with your studies.

Estranged Students

This is someone studying without the support of a family network.

Unaccompanied Asylum-Seeking Children (UASC)

This is a young person who is in local authority care due to being in the country without any family. We have a dedicated Welfare Officer for students who are Unaccompanied Asylum Seeker Children.

Care-experience

If you have been in care for a minimum of 13 weeks, some of which was after age 16, you are entitled to continuing support from your local authority until age 25. As a looked-after child, until the age of 18 you will be invited to attend Personal Education Plan and Looked After Child reviews, to ensure that your needs are being met.

Guidance for students:

If any of the above applies to you, please get in touch with the Safeguarding and Wellbeing Team and we will support you during your time at college.

How to contact us:

Tel: 01274 088999

Email: safeguarding@bradfordcollege.ac.uk

For an up to date list of help and resources, please visit <https://www.bradfordcollege.ac.uk/support/students/safeguarding-support/welfare-support/>

HARASSMENT AND BULLYING

All of our students are entitled to study in an environment where they feel safe and respected. We are proud to report that 93% of our students feel safe in and around College. However, it would be wrong of us to assume that no harassment or bullying ever happens.

At Bradford College we have a zero-tolerance approach to harassment and bullying, including sexual harassment and sexual violence.

For this reason, we do everything we can to educate our students around how to behave with kindness, compassion and respect for each other, and also how to seek support or take suitable action when it is needed, whether to protect yourself or to look out for others.

Sexual Harassment can take many forms but here are some examples of behaviours that we will not tolerate and neither should you as a student:

- Sexual comments; using sexualised names
- Sexual jokes and taunting
- Online abuse including sexualised images and comments
- Taking photographs of another without permission
- Sharing sexually explicit messages, nudes, photographs or videos with another student
- Unwanted touching
- Causing someone to engage in sexual activity without their consent (permission)
- Threats of using explicit images of you as revenge
- Homophobic abuse
- Any unwanted attention from another that is making you feel uncomfortable
- **Bullying** can take many forms. Here are some examples of behaviours that we will not tolerate and neither should you as a student:
 - Making threats
 - Name calling

- Sending threats or hurtful messages through email or text
 - Gossiping about someone on social media
 - Body language – eye rolling, making noises, staring
 - Creating fake email or social media accounts to trick someone
 - Taking photos of someone without their permission and posting them on social media
 - Homophobic abuse
 - Attacking someone physically or verbally
- Deliberately excluding someone from a group

Take Action Against Harassment and Bullying:

If you experience behaviours similar to those outlined above, whether directed towards you or another person, it is really important that you let us know about it. We can then agree a suitable course of action to keep you and others safe,

and we can also work with the perpetrator(s) to change their behaviours. If a crime has been committed against you we can support you to report it to the Police.

Talk to someone you trust straight away, this could be your tutor, your class representative, your pastoral support person, the Students' Union or any other staff member. You can also contact the Safeguarding team directly:

Tel: 01 274 088999 or 07872 052703

Email: safeguarding@bradfordcollege.ac.uk

We are based on the Second floor, Student Services, David Hockney Building (DHB), and we are also available in the Student Services Office at Trinity Green site. We can come and meet you on request if you study in a different building. We are available onsite from Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm.

HATE CRIME REPORTING

Did you know Bradford College is a Hate Crime Reporting Centre?

Bradford College is a proud member of the Bradford Hate Crime Alliance (BHCA). The purpose of BHCA is to work jointly with strategic and operational partners to eliminate hate crime within Bradford Metropolitan District Council area.

What is a Hate Crime?

A hate crime is any unwanted behaviour directed at an individual because of a protected characteristic. The protected Characteristics under the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment (including those who are or who have transitioned)
- Marriage or civil partnership
- Pregnancy and maternity
- Race

- Religion or belief
- Sex
- Sexual orientation

Hate crimes can include name calling, threatening behaviour or language, assault, robbery, damage to property, harassment or inciting others to commit hate crimes.

Hate crimes hurt; they can be confusing and frightening. By reporting them when they happen to you, you may be able to prevent these incidents from happening to someone else. You will also help the police understand the extent of hate crime in your local area so they can better respond to it.

Reporting a Hate Crime

If you feel you are a victim of any hate incident there are a number of ways to do this:

To report a Hate Crime to the reporting centre in College contact the Safeguarding and Wellbeing Team: **safeguarding@bradfordcollege.ac.uk** or call 01274 088999

Alternatively:

- Via the West Yorkshire Police online form **<https://www.westyorkshire.police.uk/report-it/hate-crime-reporting-form>**
- To the police on 101 (or 999 only if the situation requires an urgent response)
- To Bradford Hate Crime Alliance **<https://bradfordhatecrimealliance.com/report-a-crime.html>**
- You can also report hate crime at any of the reporting centres across the city: **<https://bradfordhatecrimealliance.com/visit-us/>**



**SUPPORT
SERVICES**



DISABILITY SERVICES

Who we are

Do you feel you need some additional learning support to succeed at College, because of a learning difficulty, disability, illness or other learning need? Then the Disability Services team can help you.

We're committed to supporting all students to get the best out of their time at College and we want you to be able to plan and prepare for life after College as well. Whatever course you're on we're here to help you get the best out of your time at College.

Who we help

We have qualified staff who can provide support for you and your tutors throughout your college journey. This includes support for:

- hearing impairments
- visual impairments
- physical disabilities
- learning difficulties
- dyslexia and other specific learning difficulties
- autistic spectrum conditions
- social and emotional needs

All that we ask is that you provide us with evidence of your disability, learning difficulty or medical need. This will help us make sure our service is fair. It also means we have the information we need so we can provide the right support for you.

If you have an Education Health and Care (EHC) Plan, we will work with you to put together a bespoke support plan that will support you in your college journey. This may include strategies for your tutors, exam access arrangements and a range of other support strategies in and out of class, as outlined on your EHC Plan.

If you don't have an EHC, but have a diagnosis of SEND, then we will put together a bespoke support plan outlining the support you need at college, and if exam access arrangements or assistive technology may benefit you. All other support will be provided by the department you are studying in.

Please contact us at: **disability.services@bradfordcollege.ac.uk** for more information.

LEARNER SUPPORT FUND

Students may be able to get some help with finance whilst studying at Bradford College. This may include travel costs, meals, course related cost, childcare and tuition fees depending on your individual circumstances.

You can apply online - <https://bradford.paymystudent.com/portal/>

More information about what is available can be found on the College website:

16 to 18 year olds: <https://www.bradfordcollege.ac.uk/study/16-18-students/study-money>

19+ students <https://www.bradfordcollege.ac.uk/study/adult-students/study-money>

The Student Funding Team is based on the ground floor of the David Hockney Building. The normal opening hours are given below. Extended opening hours are published on the websites above.

Day	Opening Time	Closing Time
Monday	9:00	4:30
Tuesday	9:00	4:30
Wednesday	9:00	4:30
Thursday	9:00	4:30
Friday	9:00	4:00

CAREERS SERVICE

Careers Service

Not sure what to study? Need to plan your career path? Want to know what jobs your course will lead to? Need to choose the right course for University/Higher Education? Have qualifications from overseas which you need to check?

Our team of fully qualified Careers Advisers can help you with all of these things and much more.

We do this through:

Drop in service:

Visit us at the One Stop Shop on the ground floor of the David Hockney Building and find out how we can help you.

One-to-one careers guidance interview:

You can book a one-to-one careers guidance interview with a careers adviser and talk to us about your future plans. If you don't know what you want to do, we can guide you through the different careers and industries and help you find the right career path for you. We can support you with planning your short and long term career goals.

Job & Apprenticeships:

We can support you with your job search, improving your CV and completing applications.

Interviews:

We can help you practise and prepare for an upcoming job or university interview.

Events:

We offer employability workshops on CV building, job and apprenticeship searching, interview skills, the UCAS process, industry talks to name a few. We also organise an annual careers fair where you will get the opportunity to meet with universities and employers.

Moodle:

Students enrolled at the College can access careers information and advice through our Moodle page. Careers Guidance information can be found in the Student Information section.

Email and telephone:

If you have a quick query, we may be able to answer your question via email or telephone.

The Bradford College Careers Service is proud to have again been awarded matrix accreditation.

Matrix is the quality standard for organisations to assess and measure their advice and support services, and is a benchmark for effectiveness and high standards.

How to get in touch

To access a Careers adviser, please visit the MyFuture Hub, Ground Floor, David Hockney Building.

Email: careers@bradfordcollege.ac.uk

Visit: <https://www.bradfordcollege.ac.uk/about-us/careers-advice/>

**YOUR
LEARNING
YOUR
WAY**



WORK EXPERIENCE & INDUSTRIAL PLACEMENTS

Bradford College's Work Experience Department work closely with local and regional employers to offer professional, industry and vocationally relevant placements and opportunities on many of our courses for all Level 1, Level 2 and Level 3 students, giving you hands-on experience of the world of work.

You'll have access to a dedicated Work Experience Officer who will be available to provide support, information, advice and guidance throughout your Work Experience or Industry Placement.

Completing a work placement means you'll have the knowledge, skills and attitude you need to be ready for employment. It's not just learning in a classroom. You'll find out if this is the career for you, and how you can take what you've learned back to your college studies.

PERSONAL DEVELOPMENT & ENRICHMENT

Here at Bradford College we want all of our students to make the most of their time here and get involved in as many opportunities as possible. We offer a wide range of FREE activities, so whether you already have an interest you'd like to develop, or, you want to try something new, then be sure to check out the latest enrichment timetable.

We offer a range of different sports such as football, archery, boxing, netball and ju-jitsu. We really do have something for everyone!

To find out more visit <https://www.bradfordcollegesu.co.uk/sports>

By taking part in the enrichment opportunities that we have on offer you will be able to develop new skills, meet new people and have fun along the way!


So what are you waiting for? To find out more contact activities@bradfordcollege.ac.uk where one of our friendly team will be able to discuss your interests and current opportunities available.

Bradford College Plus can help maximise your chances of getting a job after studying by allowing you to gain valuable experience which demonstrates the attitudes and skills employers are looking for. The scheme will ensure Bradford College students leave college with more than just qualifications; it will help you prepare for continuing education, employment, life and citizenship.


What additional activities outside the classroom do you take part in? Are you part of a club or society? Have you taken part in any Diversity workshops, Students' Union organised enrichment or any volunteering?! All of these things could qualify you for a bronze, silver or gold Bradford College Plus award.

P.S. You can also stay up-to-date by following us on social media:

 BradfordCollegePlus


 Bradford College Plus

 @BradCollPlus



“I have learnt so many different skills over the past few months including; time management, communication, leadership and lifesaving first aid skills. Not only have I been able to develop my skills, but, I also feel much more confident and independent especially having taken part in women’s only self-defence classes which I really enjoyed. I have been able to meet lots of new people and find out more about different cultures too.”

Zehra – Business Student



“I have learnt so much throughout the past few months from the different enrichment activities that I have taken part in. From valuing different views and beliefs through the politics club to being in the games design and development group and learning team work skills.”

Mark
Creative Digital Media Student

YOUR STUDENTS' UNION

Every student aged 16 or over at College is automatically a member of Bradford College Students' Union at no cost.

The Students' Union is here to help students make the most of their time at College within the classroom and outside of it. The Students' Union is led by Bradford College students supported by professional staff. Students decide what the priorities of the Students' Union are every year.

Get involved

There are lots of ways to get involved with your Students' Union including:

- taking part in the different enrichment activities on offer each month
- volunteering
- becoming a course representative
- attending Student Parliament
- taking part in annual Students' Union elections

For more information, including the latest activities brochure, visit the website at: www.bradfordcollegesu.co.uk



"Hello and welcome to Bradford College, I'm Taqi, your Students' Union President.

You are now a member of a fantastic Students' Union and part of a diverse community of students. It's my job to represent all students here at the college and to make sure that the Students' Union works in your best interests. With the help of my fellow officers, I look forward to working with you on the issues that matter the most so that we can help improve the student experience for everyone."

YOUR STUDENTS' UNION

Representation

Course representatives and student officers are elected by you each year to speak up on your behalf at different meetings across college. Student officers work part time alongside their studies, or, are paid to take a year out and work full-time.

Speak to your course tutor to find out who your course representative is. You can find information about your student officers online at: <https://www.bradfordcollegesu.co.uk/student-officers>

For more information, including how you can get involved in becoming a course representative or student officer, please contact: studentvoice@bradfordcollege.ac.uk

Discounts

TOTUM is the UK's leading student discount card and app; recommended by NUS. Download the app to access discounts for free* or you can upgrade and buy a card from £14.99 a year, to access the full range of discounts. For more information visit: [https:// www.bradfordcollegesu.co.uk/discounts](https://www.bradfordcollegesu.co.uk/discounts). You can opt out of Union membership if you want, but all our services are open to all students over 16 regardless of membership.

*Proof of student status required.

Contacting Bradford College Students' Union.

Our desk is located next to the Garden Café, Ground floor, David Hockney Building.

Alternatively, you can contact us by email; s.union@bradfordcollege.ac.uk by phone at **01274 088007**

You can also find lots of information on our website: www.bradfordcollegesu.co.uk s.union@bradfordcollege.ac.uk

DEVELOPING YOUR ENGLISH AND MATHS SKILLS AT BRADFORD COLLEGE

If you are aged 16-18, English and Maths are key components of your Programme of Study. If you have not yet achieved grades 9-4 or A*-C in maths and English, you will continue to study these subjects. This is the case in every college. We want you to enjoy your maths and English programmes with us. To do so, you need to attend every week and participate positively in your classes. Our part of the bargain is to deliver good, interesting classes. Our student feedback is good but we need your feedback to continue to improve.

You will also develop your maths and English skills as part of your vocational classes. This is because you need good maths and English skills to be, for example, a good plumber, nursery assistant or any other job role. The ability to use numbers confidently and to be able to effectively use SPaG (Spelling, Punctuation and Grammar) are crucial for businesses and for your career development.

Assessment

When you begin your studies, you will be assessed to highlight your strengths and areas for development in maths and English and will have an Individual Learning Plan. Your targets will be reviewed each half-term at a progress review. If you are not meeting your targets, you will be required to attend extra workshops to catch up.

Welcome to Bradford College. We hope you enjoy your studies with us and achieve your goals.



**Student
Services -
Help &
Support**

Scan the QR Code with your phone camera

Bradford College,
Great Horton Road,
Bradford, BD7 1AY

Tel: 01274 088088
bradfordcollege.ac.uk