

WELCOME BOOKLET

VOCATIONAL COURSES 

APPRENTICESHIPS 

A LEVELS 

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WELCOME

TO VISION WEST NOTTINGHAMSHIRE COLLEGE

On behalf of everyone at West Nottinghamshire College, I'm delighted that you are choosing to continue your studies with us. The college exists for its students and we are determined to support you into rewarding and enjoyable careers. What's more, we work tirelessly with employers and universities to ensure that the skills our students develop don't just help them with their next career step, but give them skills for the future.

Our teachers bring great experience and knowledge of the sectors they teach, as well as a determination to encourage and support you to achieve your very best. Support staff will ensure that your individual needs are met, whether that's gaining entry into a top university, assisting with a learning difficulty or disability, or dealing with life's challenges. Everyone you meet in the college will treat you with respect, friendliness and a sincere desire to see you do well.

Our college has outstanding facilities to ensure that you're able to practice in industry-standard settings.

Our IT facilities are among the best, and if you need to study outside the classroom, our laptop loan service ensures you stay up-to-date with online learning.

We are building on our enrichment offer for students. You can take part in fun and inspiring activities, such as clubs, societies, sports, fundraising and volunteering projects. You will also get the chance to gain valuable experience through a work placement or an apprenticeship with reputable employers within the local area.

I look forward to meeting as many of you as possible in the forthcoming months and welcoming you to a truly exceptional college.



Andrew Cropley MBE

Principal and Chief Executive Officer



OUR MISSION

To be the college that our communities need us to be.

OUR VISION

To be at the centre of prosperous and ambitious communities, where our extra-ordinary team build powerful collaborations to create transformative and inclusive learning opportunities that equip students, employers and partners with the skills, knowledge and resilience to thrive in a rapidly changing world.

OUR VALUES

Respect

Ambition

Integrity

Collaboration

Compassion

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NOT SURE YOU HAVE CHOSEN THE RIGHT COURSE?

Don't worry, book a careers advice appointment with our Careers Advice Team who can help you explore your options.

 **01623 413 325**

 **careers@wnc.ac.uk**

Applications can be transferred easily to ensure you are on the right path.

THE STUDENT JOURNEY

APPLICATION

1

If you have applied online, you are able to track your application progress using **myVISION**; our online portal which stores those important details and provides you with information relating to your application. Whilst waiting for updates, you can also visit **The Applicant Zone** on the college's website for up-to-date information and fun activities to do before joining college. Visit wnc.ac.uk/applicants

2

OFFER

If you meet the entry requirements for your chosen course, you will be sent an automatic conditional offer via email, except Step-up and progress (foundation learning) and MTFC programmes.

3

MEET THE TUTOR EVENTS

You will be invited to a **meet the tutor event** hosted by your curriculum area to tell you more about the course and expectations. This is mandatory to meet the conditions of your offer.

4

KEEPING IN TOUCH

Between now and your first day, we will continue to send out key information on finance, support, transport and advice on making a smooth transition into college.

5 ACCEPTANCE

You will be asked to accept your offer either by text, email or by updating your **myVISION**. You can accept your offer anytime once you have received it.

6 ENROLMENT

All applicants must enrol before starting their course. An invitation containing key details will be sent out at the start of summer, providing your enrolment date and time of your chosen course.

If you are on holiday on the day of enrolment, do not worry; just ensure you contact the college and arrange an alternative time and date with us.

 **0808 100 3626**

 **enquiries@wnc.ac.uk**

7 INDUCTION AND TRANSITION

We put together a week-long induction programme with the aim of assisting your transition into college. This programme will include a welcome fair, induction sessions, tutorials and much more!

Do not worry if you do not meet the requirements of your conditional offer. Contact the college on **0808 100 3626** as soon as possible, as an alternative level or course may be available.

MEET OUR **LEARNER ENGAGEMENT TEAM**

Our role is to ensure applicants have a smooth and enjoyable journey from the moment they apply with us.

We will keep in touch with applicants throughout their journey by sending lots of updates through email, text and in the post, as well as on the college's Facebook and Instagram pages.

In this handbook, we'll look at everything from the West Notts College Travel Scheme, the support services on offer, the student journey and what applicants can expect on their first day at West Notts College.



WE'RE HERE TO HELP!

If you do have further questions, you can always contact us

 **01623 900 990**



learner.engagement@wnc.ac.uk

THE APPLICANT ZONE

This dedicated zone on our website is a great area to see so much more about the college and your chosen course. You will be able to watch current and past student videos, experience a virtual tour of your chosen curriculum area and view galleries of previous trips, guest speakers and visits that students have been on.

ASK YOUR TUTOR

If you have any specific questions about your course, fill in our online form and a course tutor will reply to you directly.

TRACK YOUR JOURNEY

Once you have applied, find out what your next steps are in the application and enrolment process.

VIRTUAL TOURS

These tours will give you the opportunity to take a look at our fantastic facilities prior to starting your course.

KIT LISTS

Find out what equipment and resources you will need before you join college.



Scan to visit The Applicant Zone



THE APPLICANT ZONE

FAQS

We've spoken to hundreds of applicants and pulled together a list of frequently asked questions to help make the transition to college that little bit smoother.

Q: When does college start?

A: College normally starts the first week of September, but you will receive confirmation of your start date at enrolment.

Q: What days will I be in college?

A: You will find this out at enrolment when you receive your timetable.

Q: Can I change my course?

A: If you're thinking about changing your course before you start college, you will need to get in touch with us as soon as possible so we can discuss your options.
Call **0808 100 3626**

Q: Is there anything I can join in with before starting college?

A: Yes, visit The Applicant Zone to find out more and take part in the applicant activities. Visit **wnc.ac.uk/applicants**

Q: When do I enrol?

A: Enrolment will start the week of GCSE result, your enrolment date will be sent to you over the summer period.

Q: Do I need to bring anything with me?

A: Some courses require you to have specialist equipment or resources. For some courses you may also need safety equipment. Kit lists can be found on the college website or give us a call on **0808 100 3626** and ask to be put through to your course area to discuss what kit is required.

Scan to view kit lists

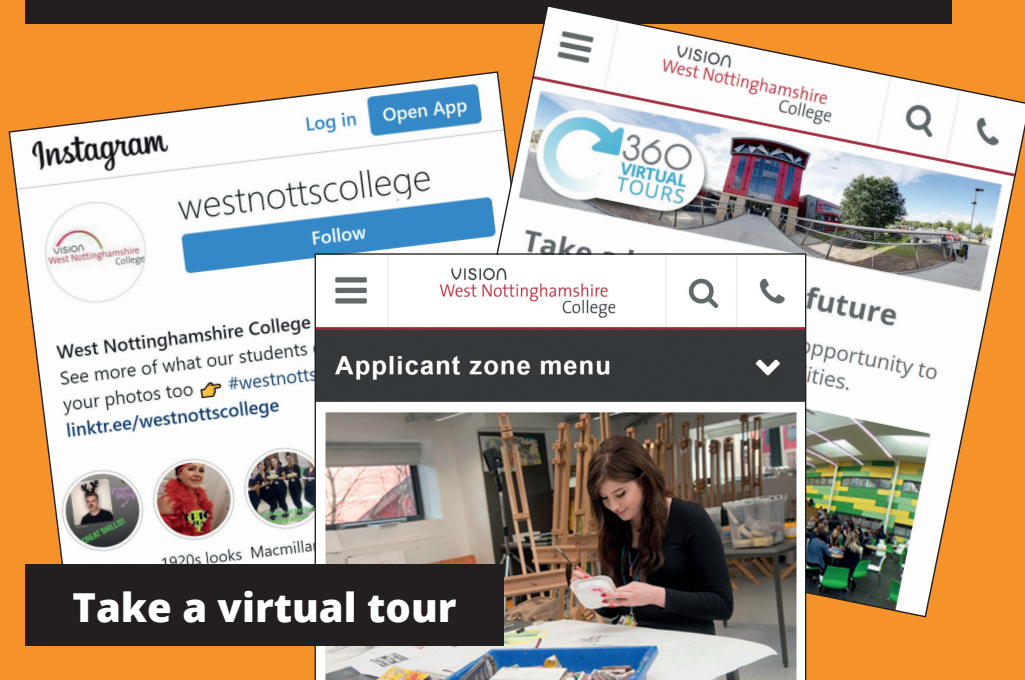


NOT ANSWERED YOUR QUESTION?

Contact our Learner Engagement Team to discuss further

📞 01623 900 990

✉ learner.engagement@wnc.ac.uk



Take a virtual tour

Follow us!



[visionwestnotts](#)



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[westnottscollge](#)

Why not ask your tutor?

Send your questions directly to your course tutor by either scanning the code or visiting The Applicant Zone.



GUIDED CAMPUS TOURS

TAKE A LOOK AT YOUR FUTURE

Our guided campus tours give you the opportunity to take a look at our fantastic facilities across all four sites.



wnc.ac.uk/tour

SUPPORT SERVICES

We're here for you. We have a wide range of support services at the college. For detailed information about any of our services, please contact the relevant area below.

THE INCLUSION SERVICE

Friendly and professional support and guidance for students with a wide range of learning needs.

Dyslexia:

 **01623 900 361**

Vision Impairment:

 **01623 900 235**

Deaf Access/Hearing Services:

 **01623 900 320**

ASD:

 **01623 900 657**

Physical Disability:

 **01623 900 314**

 **theinclusion@wnc.ac.uk**

Careers Advice Team

Advice and guidance on careers, CV writing and interview preparation.

 **01623 413 325**

 **careers@wnc.ac.uk**

Safeguarding Team

Here to help students feel safe during their time at college. For **any** concerns – speak to the team.

 **01623 900 950**

 **safeguarding@wnc.ac.uk**

Student Finance Team

Financial advice and support for students.

 **01623 900 455**

 **studentfinance@wnc.ac.uk**

Student Welfare Team

This team consists of support, attendance and behaviour coaches, mental health co-ordinators, The Wellbeing Centre and student financial support.

 **01623 900 418**

 **wellbeingcentre@wnc.ac.uk**

Work Placement Team

Support and information for students completing work placements.

 **01623 900 616**

 **workplacement@wnc.ac.uk**

WHAT OUR STUDENTS SAY

“

What I've enjoyed most is gaining actual experience on a construction site. When it comes to looking for an apprenticeship or job, studying a T Level means you've got the knowledge and experience that employers are looking for.

Sophie - T Level in Design, Surveying and Planning for Construction

”

“

I've loved it at West Notts. I've had great support the whole time and an amazing tutor, Amanda. It was only a small class, so it was very close-knit, and help was always on hand.

Grace - T Level in Education and Early Years (Early Years or Assisting Teaching)

”

“

I'm really proud to be one of only a handful of students from West Notts to make it to Oxford. I hope my story shows other students that even if it feels like a far-off dream, with the right mindset, dedication and encouragement, you can achieve something truly life-changing.

Isabella - A Level History, Politics, Law

”

““

When I started West Notts College in 2023, I had no self-confidence, no belief in myself and I didn't know what I wanted to do in life... You taught me that I am capable of succeeding, capable of making it to the Royal Navy and, most importantly, taught me how to have confidence in myself... I still have a long way to go in the Royal Navy but my journey is only just beginning.

Adam - Uniformed Protective Services

””

““

The jump from GCSE to A Level was noticeable. It takes a lot more consistent effort and active thought, but my tutors have been brilliant. Having the same teachers for both years really helped with continuity and understanding.

Jake - A Level Physics, Maths, Further Maths, Biology

””

““

It's such a nice, quieter environment compared to a big school site. I really liked all my teachers because they were so friendly and supportive. It felt so different from school in the best way possible - no uniforms, calling teachers by their first names - it made it feel much more grown-up and independent.

Natalia - A Level Maths, Further Maths, Chemistry, Psychology

””

YOUR STUDY PROGRAMME

QUALIFICATION

ENGLISH AND MATHS

In today's working environment, it's essential that they have at least a grade 4 in GCSE English and maths. If they didn't achieve this at school, don't worry, they can continue studying these key qualifications alongside their course.

WORK PLACEMENT

It's mandatory to undertake a work placement at an employer relevant to their course. Level 2/Level 3 vocational courses – up to 40 hours (over 1 year) and T Level courses – a minimum of 315 hours (over 2 years).

ENRICHMENT ACTIVITIES

All of the enrichment activities have been designed to enhance their experience, while also helping to develop key skills including confidence, teamwork and communication. It's these kind of opportunities which look great on their CV or UCAS applications.



WORK PLACEMENT

Employers regularly tell us that for students to be 'work ready', it is important for them to have some degree of work experience.

The college runs a successful work experience programme where students undertake work placements with employers that are meaningful for their career aspirations.

Our strong links with businesses in the local area means we've been able to provide work experience in offices, banks, schools and hospitals to name just a few.

If you are studying on a T Level qualification, you will have to complete a 45-day industry placement. Throughout summer and your first-term, a dedicated work placement coordinator will be on hand to support you with building links with employers so you can secure your placement.

It's never too early to find out about work placements. Visit wnc.ac.uk/work-placements



Scan for more info

ENRICHMENT OPPORTUNITIES

Enrichment opportunities will also help you to develop communication and employability skills, increase personal confidence, and give you the chance to work in a team and use your own initiative.

These include:

- Learner Voice
- Sport clubs and activities
- Work placements
- Volunteering.

CLUBS AND SOCIETIES

If you enjoy keeping active, look out for the opportunity to join our new clubs and societies held at Derby Road and our Mansfield and Ashfield Sixth Form Centre.

- Football and coaching
- Basketball
- Multi-sports
- Film club
- Science reading circle
- Creative writing
- Girl boss
- BSL for beginners and more!

WORKING TOGETHER

When you become a student at West Notts, we will guarantee to provide you with the education and support you need to make the most of your time here. In return, we expect you to adhere to certain rules, regulations and policies, and behave in a manner that promotes mutual respect.

YOUR PROMISE TO US

We expect you to:

- Turn up to class on time
- Wear appropriate safety clothing and equipment in workshops
- Wear your lanyard and ID card visibly at all times
- Hand all work in on time
- Not use bad language
- Respect others and college property
- Keep the college clean and not throw litter
- Always consider your safety and the safety of others
- Tell someone at the college if you experience any problems during your time here
- Not bring drugs or alcohol onto college premises
- Not smoke on college property
- Only use mobiles in class when you tutors says it's ok
- Listen to music through headphones only.

OUR PROMISE TO YOU

We will provide:

- A safe learning environment
- Information, advice and guidance on your health and wellbeing
- Continuous support throughout your time here
- Tutors with subject expertise
- Timely marking of your work
- Careers advice and support for your next steps after leaving us
- Modern and extensive resources specific to your course
- Up-to-date facilities and equipment
- Confidential advice and support should you need it.



SAFETY AND SAFEGUARDING

We take the safety and security of our students, staff and anyone visiting the college very seriously.

Our students regularly tell us that they feel safe and supported at the college, whether on-campus, during off-site visits or when in the workplace. We have robust and well-documented processes for keeping students safe.

If you have any concerns about your safety as a student at the college, contact a member of staff immediately at safeguarding@wnc.ac.uk

ANTI-BULLY POLICY

The college operates a zero-tolerance policy against bullying and harassment (both on and offline).

Any student found to have engaged in this activity will be in breach of the student code of conduct, and will face appropriate disciplinary action.

If you have any worries about bullying at the college, you can speak to a member of staff or one of our student coaches confidentially.



BRITISH VALUES

The college is a values-led organisation and as such we will actively promote values that enable our students to live and work in a multi-cultural and diverse community.

Our students are guided to not simply tolerate difference but to celebrate it in all its forms. We firmly believe that when people are enabled to be themselves they are more productive and more able to meet their own potential.

The college has five organisational values of **respect, ambition, integrity, collaboration and compassion** and these are well-embedded across the college. The college has undertaken an exercise with all teaching staff linked to the promotion of values and this work will be continued within curriculum areas with students.



GETTING TO COLLEGE

We're here to help you get to college using the various transport options available, whether that's by bus using the West Notts College Travel Scheme, taking the train, car, bike or on foot.

BY BUS

The college benefits from two main bus services; Stagecoach and Trentbarton which both cover the Nottinghamshire area. Travelling by bus is generally the cheapest option for getting around especially when using the West Notts College Travel Scheme.

BY TRAIN

Our campus has great connections with the Robin Hood Line which runs regular trains from Nottingham to Worksop (via Mansfield). If you're planning on regularly using the train, a Railcard may save you up to a third off fares.

BY BIKE

If you live within five miles of your campus, you could cycle to college in around 30 minutes. Our campus has secure bike storage.*

ON FOOT

The college is accessible on foot, so if you live within a two-mile distance of your campus, you could walk there in around 30 minutes – helping you to keep fit and healthy too.

BY CAR

While we would encourage you to choose more environmentally-friendly forms of transport, all our campuses have free on-site parking, although spaces do fill up quickly!** Don't forget, car sharing with friends might be an ideal way to reduce the cost of fuel too.

*The college does not accept responsibility for damage or theft of any bicycles whilst left on college premises.





**Mansfield and Ashfield Sixth Form College have limited parking on-site.

TRAVEL SCHEME



We have partnered with local bus operators to provide students with a flexible and great value bus travel pass.

Why get one?

 UNLIMITED TRAVEL
 GREAT VALUE
 FLEXIBLE PAYMENTS
 MULTI-USE



EASY TO USE APP

The travel scheme lives on your phone! Use the free my mango app (available for iOS and Android) to scan and ride, check journeys and manage everything in one place — quick, simple, and always with you.

CRITERIA	COST*
Studying a course for two or more days per week and in receipt of a bursary (any age)	Free
Students aged 16-18	£261 – flexible monthly payments spread over and up to 9 months** – provides 11 months' travel from 1 September to 31 July
T Level students	Free – enabling T Level students to attend their mandatory placements with employers – provides 11 months' travel from 1 September to 31 July
Apprentices (any age)	£49 per month – all year round

To find out more including journey planners and FAQs, please visit wnc.ac.uk/travel-pass

*These costs are 2025/2026 and may change for 2026/2027. **The final balance must be paid by the end of April (date for 2026/2027 to be confirmed). Payments will be split across the remaining months from when you joined the scheme.



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