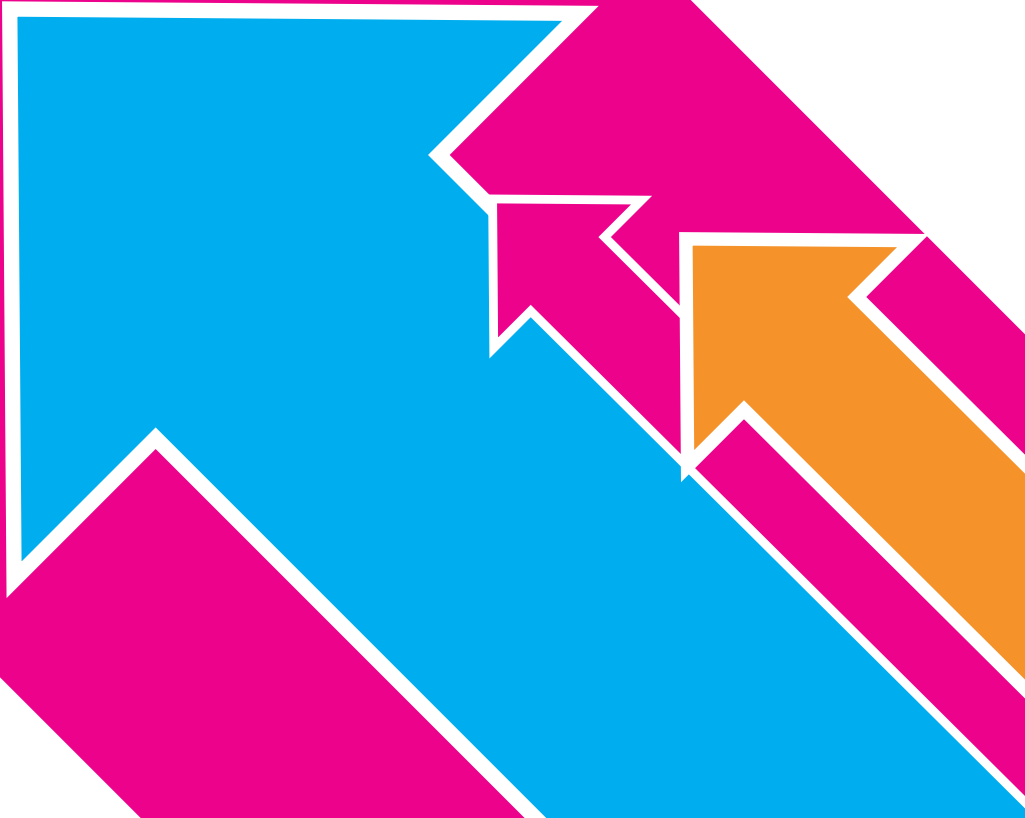


# WELCOME

BOOKLET



# 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**  
Principal and Chief Executive Officer



## OUR MISSION

To provide skills for all students, employer partners and our community to thrive.

## OUR VISION

A force for raising aspirations across our communities, where high-performing staff encourage students to stretch the boundaries of their potential and, in partnership with employers, develop the workforce of the future.

## OUR VALUES

**Respect**

**Integrity**

**Collaboration**

**High Expectations**

**Responsibility**

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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](http://wnc.ac.uk/applicants)**

## OFFER

2

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.

## MEET THE TUTOR EVENTS

3

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.

## KEEPING IN TOUCH

4

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.

## ACCEPTANCE

5

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.

## ENROLMENT

6

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**



**enquires@wnc.ac.uk**

## INDUCTION AND TRANSITION

7

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 Pass, 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 TEACHER

If you have any specific questions about your course, fill in our online form and a course teacher 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: Monday 1 September 2025 is the first day of term. However, this doesn't necessarily mean this is the first day of your course. Please refer to your induction timetable.

### 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](http://wnc.ac.uk/applicants)**

### Q: When do I enrol?

A: Each course has a different enrolment date. You will receive an invite detailing when your enrolment date is during the start of summer.

### 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**

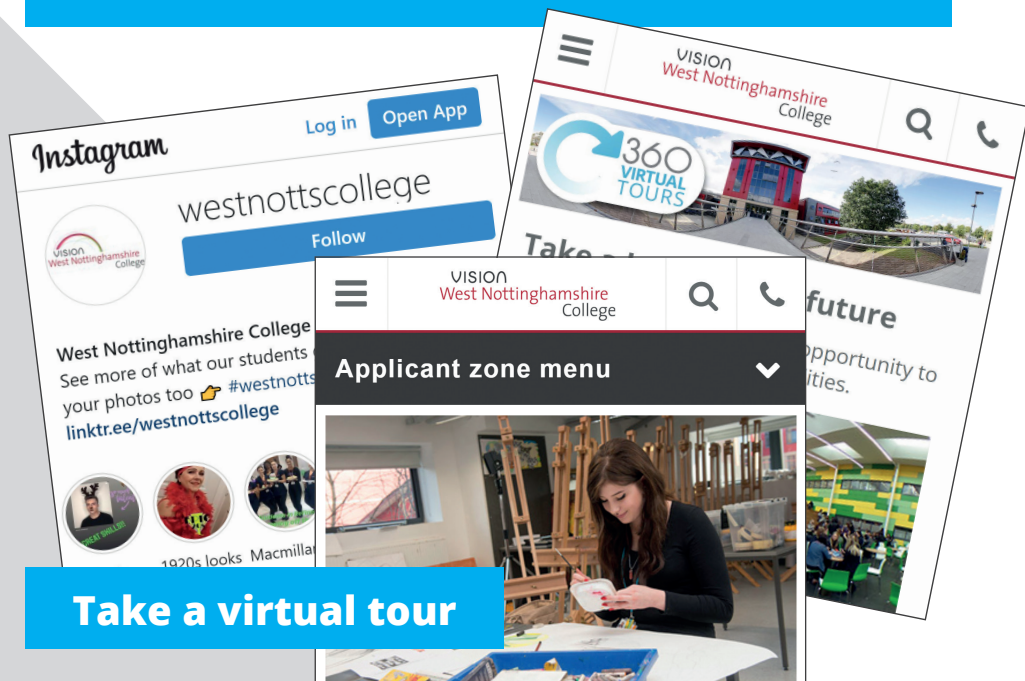


# NOT ANSWERED YOUR QUESTION?

Contact our Learner Engagement Team to discuss further

01623 900 990

 [learner.engagement@wnc.ac.uk](mailto:learner.engagement@wnc.ac.uk)



**Take a virtual tour**

Follow us!

 **visionwestnotts**  
 **westnotts**

 **westnottscollge**  
 **westnottscollge**

## Why not ask your teacher?

Send your questions directly to your course teacher 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](http://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**

■ Deaf Access/Hearing Services: **01623 900 320**

■ Physical Disability: **01623 900 314**

■ Vision Impairment: **01623 900 235**

■ ASD: **01623 900 657**

✉ **theinclusionservice@wnc.ac.uk**

## Careers and Employability 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 Placements

Support and information for students completing work placements.

■ **01623 900 616**

✉ **workplacement@wnc.ac.uk**

# WHAT OUR STUDENTS SAY

“

*We've had a lot of guest speakers from different uniformed protective services – the Army, the Navy, Fire Service, and the RAF which I got to partake in, and it allowed us to ask any questions that we had about our specific uniformed protective service.*

Fiona – Uniformed Protective Services

”

“

*Coming from quite a small school where we didn't have access to the huge facilities like the screen printing, the dark room, the massive pattern cutting tables, the fabrics, and all of that stuff is great.*

Reece – Art and Design

”

“

*We went to Yorkshire Wildlife Park, so we got to see a wide variety of animals including polar bears, tigers and lions.*

Thomas – Animal Care

”

*Everyone at this college is really nice, they're all supportive and listen, and you get treated with respect in the best way possible.*

Sophie – T Level in Construction

*Computer sciences equipment is really a grade above with access to high-powered computing systems that allow us to do a wide variety of things from programming to 3D modelling.*

Peter – Digital, Computer Science and IT

*By choosing subjects I was genuinely interested in, I discovered that I could actually enjoy learning at college. The tutors treated us with respect, which allowed us to build better relationships with them and even have some fun - a refreshing change from school.*

Leif – A Level English, Psychology and Law

# YOUR STUDY PROGRAMME

## QUALIFICATION

### ENGLISH AND MATHS

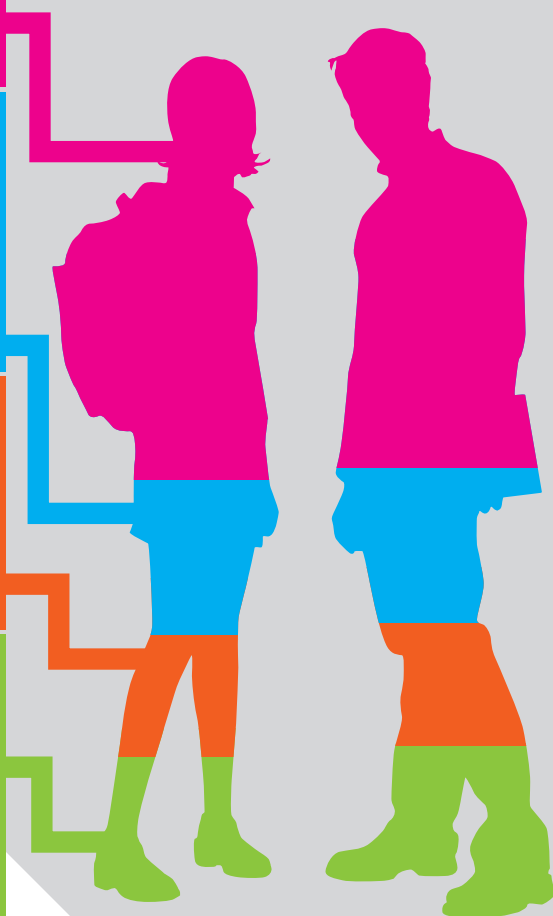
In today's working environment, it's essential that you have at least a grade 4 in GCSE English and maths. If you didn't achieve this at school, don't worry, you can continue studying these key qualifications alongside your course.

### WORK PLACEMENT

It's mandatory to undertake a work placement at an employer relevant to your course. Level 2/Level 3 vocational courses – 35 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 your experience, while also helping to develop key skills including confidence, teamwork and communication. It's these kind of opportunities which look great on your 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 advisor 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](https://wnc.ac.uk/work-placements)

## 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!



**Scan for more info**

# 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 your teachers says it's ok
- Listen to music through in-ear speakers or 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
- Teachers 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, integrity, collaboration, high expectations** and **responsibility** 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 Pass, 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 Pass.

## 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.

\*\*Both the Adult Learning Centre and Mansfield and Ashfield Sixth Form College have limited parking on-site.

# TRAVEL PASS

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

## Why get one?

**UNLIMITED  
TRAVEL**



**FLEXIBLE  
PAYMENTS**



**GREAT VALUE**



**MULTI-USE**



CRITERIA	COST*
Studying a course for two or more days per week and in receipt of a bursary (any age)	<b>Free</b>
Students aged 16-18	Subsidised price of <b>£24 per month</b> for 11 months - September to July
T Level students	<b>Free</b> - this is to enable students to attend their mandatory placements with employers
Apprentices (any age)	<b>£38</b> per month - all year round

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

\*These costs are 2024/2025 and may change for 2025/2026.



Derby Road  
Mansfield  
Nottinghamshire  
NG18 5BH



**0808 100 3626**



**enquiries@wnc.ac.uk**



**wnc.ac.uk**



**visionwestnotts**



**westnotts**



**westnottscollege**



**westnottscollege**