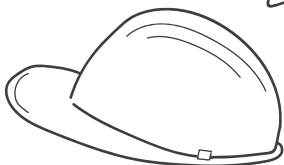


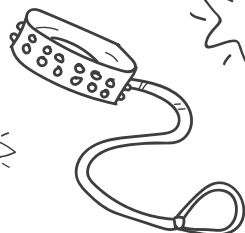
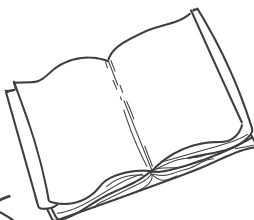
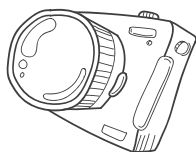
LOVE
LIFE, LEARN LOCAL

VISION
West Nottinghamshire
College



STUDENT SUPPORT

♡ BOOKLET 2021 ♡



If you require further information on any of the topics covered within this support booklet please contact us via the online form and our teams will be happy to help.

wnc.ac.uk/supportrequests

WELCOME TO VISION WEST NOTTINGHAMSHIRE COLLEGE

We are absolutely delighted that you have chosen to study with us next year. The college is a vibrant, exciting place to be where all of us are 100% committed to ensuring you succeed and achieve your dreams.

Our past students tell us about the high levels of support they receive from staff across the college and are hugely grateful for the friendly, welcoming and supportive environment that we have. They have told us that they would have welcomed some information about our support services before they started so they knew who to go to when they need some help, this leaflet provides that information and we hope you find it useful.

We recognise and understand that sometimes we all need a little extra help; you probably have a range of emotions about starting or returning to college, a mixture of excitement, anxiety, fear – that is normal and we are here to try make your transition to us as stress free as we can possibly can and ensure your journey with us at the college is as successful as it can be.

I have the privilege to lead an amazing team of dedicated, compassionate and experienced staff who are here to help you through your journey with us. Whether that's providing you with some extra help in your classes or workshops, working one-to-one with you on issues that may be stopping you from reaching your potential, sorting out counselling should you need it, looking at career and future next steps or making sure that you are safe and feel safe the team is on hand. The support we offer can be short-term to help you overcome some short-term challenges or longer term depending on what you need.

This booklet provides a little more information about each of the specialist teams, what they do and where you can find them. There is a central contact email and number so if you would like to talk about how we can help please do get in touch and we will discuss with no judgement.



I am incredibly proud of the work that the team does and even more proud of the awesome things our students achieve with a little helping hand.

Please do get in touch with us and I very much look forward to welcoming you to the college in September.

Louise Knott

A handwritten signature in black ink, appearing to read 'Louise Knott'.

Vice Principal: Communications, Engagement and Student Experience



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wnc.ac.uk/supportrequests

OUR WELFARE TEAM ARE HERE TO HELP YOU WITH ACHIEVING YOUR GOALS

This team consists of support coaches, attendance coaches, a behaviour coach, a mental health co-ordinator, the well-being centre and student financial support (see the student finance section).

The team are here to help students overcome the barriers that are preventing them from progressing on their course and also in their personal life. This support could begin with gathering transition information and providing specialist support to meet the needs of the student.

Ultimately, the coaches will support the students all the way through to them gaining employment once their course has finished and they are ready to leave college.

Each support coach has specialist knowledge in various support areas which are; young carers, young parents, learners not in parental accommodation, looked after/

care leavers, learners with historic and current involvement with the criminal justice system and mental health and well-being. We work with curriculum staff such as tutors, heads of departments and various other staff from the college to ensure that learners receive the right support across college.

HOW TO CONTACT US

Support Coaches

Phone: **01623 627191** ext. **8526**

Email: **SST@wnc.ac.uk**

Find out more: **www.wnc.ac.uk/Support-and-services/Specialist-support-team/**

Where to find us on site:

Room 104 (Student Welfare Hub) at Derby Road. We have a welfare hub at Chesterfield Road. Room 35a at Station Park and room 105a at Oddicroft Lane.



FEEL SUPPORTED AT COLLEGE

The college works hard to support learners who may have personal circumstances which could prevent or hinder their progress in education.

- Supporting care leavers
- Helping with any exam stress
- Supporting mental health issues
- Providing support relationships
- Helping young carers
- Advising on emotional well-being
- Helping to look after children
- Assisting those not in parental accommodation
- Advising on sexual health
- Supporting young parents at college
- Discussing attendance issues
- Supporting with financial difficulties.

If you require further information on any of the topics covered within this support booklet please contact us via the online form and our teams will be happy to help.

wnc.ac.uk/supportrequests

FINANCIAL SUPPORT FOR 2021/22 ACADEMIC YEAR

At West Notts College we pride ourselves on giving students the best financial support around. From support with childcare to free meals, you can be confident that you are joining a college that cares about your financial needs.

There are various sources of financial help available to you depending on your individual circumstances.

The online applications for the 2021/2022 academic year will open in August and will be available here

<https://wnc.paymystudent.com/portal/>



HOW TO CONTACT US

Student Finance

Phone: **01626 627191** ext.
8179/8256

Email:
**studentfinancialsupport@
wnc.ac.uk**

Find out more: **www.wnc.
ac.uk/Support-and-services/
Financial-support.aspx**

Where to find us on site:

Room 104 (Student Welfare Hub) at Derby Road. If you are based at other sites please contact the team via email or phone and they will be happy to help with any queries.

If you require further information on any of the topics covered within this support booklet please contact us via the online form and our teams will be happy to help.

wnc.ac.uk/supportrequests

ATTENDANCE COACHES

We have four attendance coaches at West Notts College, their focus is to support our learners in overcoming the barriers to good attendance.

How are students referred?

When a learner's attendance drops down below 90% in a 4-week period they are referred to the attendance coach for the appropriate area.

The attendance coach will support this learner with the barriers that are affecting their attendance, so this support is not a just a quick phone call. Attendance coaches will exhaust all communication methods to support the learner.

This data comes from registers, so as long as they are complete we can work with that learner, please note that this is a 4-week ongoing issue with attendance, not a day absence response.

Barriers to attendance

Attendance coaches work with support coaches, the Mental Health Coordinator, Safeguarding team and tutors to overcome the barriers to good attendance that they might be experiencing. Some of the most common barriers currently are:

- Mental health issues such as anxiety, low mood and poor self-esteem
- Health concerns/Covid 19
- Financial difficulties and lack of equipment
- Course choice
- Lack of support at home.

DROP-IN BEHAVIOUR COACH

Alongside working with learners to promote positive behaviour, our behaviour coach, Beth De'Ath, runs the drop-in service. Located in the courtyard at the Derby Road site, learners can access immediate support should they need it but are unable to see a support coach. C-Card services also run out of drop-in, learners aged between 13-25 can access free sexual health advice and condom service.

For behaviour coach support, a learner would need to exhibit persistent poor behaviour that consistently does not respond to classroom behaviour management. Poor behaviour in class and around college may be resolved with anger management sessions or opportunities to discuss and work through choices.

ABOUT OUR ADDITIONAL LEARNING SUPPORT TEAMS

The additional learning support teams (ALS) work closely with students, schools, outside agencies and tutors to provide an individual support package. Support is regularly reviewed and the aim, where possible, is to guide the learner towards independence.

The service has a growing reputation and the team is delighted to link and work with key organisations such as Nottinghamshire Personality Disorder Development Network, NAIP (Nottingham Auditory Implant Programme), Nottinghamshire Asperger's Team, British Dyslexia Association, Autism East Midlands, Communications and Interaction Team, (ADVIS) Adult Deaf and Visual Impairment Service, RNIB, Physical disability support service, Speech and Language Therapy services, as well as the Probation Service.



If you require further information on any of the topics covered within this support booklet please contact us via the online form and our teams will be happy to help.

wnc.ac.uk/supportrequests

FIND OUT MORE ABOUT ALS SUPPORT

wnc.ac.uk/als

- Autism and Asperger's Syndrome
- Dyslexia
- Mental health and well-being
- Physical disabilities
- Visual impairment
- Hearing impairment

Where to find the college disability statement:

wnc.ac.uk/disability

HOW TO CONTACT US

Additional Learning Support

Phone: **01623 627191** ext. **8086**

Email: **ALSSupportReferrals@[wnc.ac.uk](mailto:ALSSupportReferrals@wnc.ac.uk)**

Find out more: **wnc.ac.uk/als**

Where to find us on site: We have various locations, please speak to main reception to find out where you can talk to us.

SPECIALIST SUPPORT

Each of our five ALS teams can provide tailored support; however as a service ALS can provide a wide range of specialist support services including:

- Pre-entry assessment
- Initial assessment of need
- Specialist classroom support e.g. communication support workers, VI IT
- Support in classroom
- Learning support staff, note takers etc.
- Assistive technology e.g. specialist software, laptops, communication support equipment
- Specialist support for dyslexia
- Additional tutorial support
- Support with personal care needs
- Advice and guidance to both learners and staff
- Special examination arrangements such as extra time, readers, scribe, or a separate room based on your normal way of working
- Placement consultation and needs review for students with an Education, Health and Care Plan
- Support with application for Local Authority transport for learners with learning difficulties and/or disabilities.

WORK PLACEMENTS

Completing a meaningful work placement of up to 40 hours is an essential part of a college course for most students, to develop the skills needed for their eventual chosen career.

A work placement will improve your son or daughter's CV and offer a valuable insight into employment. Plus an employer supporting work placement will act as a reference and can lead to employment or an apprenticeship.

HOW TO CONTACT US

Work Placement

Phone: **01623 627191** ext. **8079**

Email: **workplacement@wnc.ac.uk**

Find out more: **-wnc.ac.uk/Support-and-services/Work-placements**

Where to find us on site:

Room 103 (Work Placement Office) at Derby Road. Room 21A Station Park. Room 105b Engineering Innovation Centre. We offer drop in sessions at our other sites, or please contact the team via email or phone and they will be happy to help with any queries.





The work placement team work hard to develop key links with employers and source work placement opportunities for learners as well as offering the following support:

- Undertakes health and safety checks of the company
- Provides guidance with application forms
- Helps researching companies
- CV and letter writing tips.

We are always seeking additional placements so please get in touch if you or your employer would like to become an ambassador to help develop young people's talents. Please explore family contacts or companies where you are a regular customer who may be able to support your child with a work placement.

Opportunities will be available to complete an industry placement, continuing for an extended duration to build stronger links in the industry sector they aspire to enter.

Start planning early

There's lots of competition for work experience so please encourage your child to contact the team early to start looking at placement options.



If you require further information on any of the topics covered within this support booklet please contact us via the online form and our teams will be happy to help.

wnc.ac.uk/supportrequests

CAREERS INFORMATION, ADVICE AND GUIDANCE

If you are unsure if your child is on the right course, you can arrange for them to meet with our careers team. They can provide unbiased guidance on a one-to-one basis to ensure they are on the right track to their chosen careers.

You could also use Career Coach, (available on the college website) wnc.ac.uk. A useful way to explore a range of careers.

The careers team are on hand throughout your child's time at the college offering support with all aspects of careers and employability including:

- One-to-one guidance interviews
- Group information classes
- Making career choices
- College and university options and applications
- Searching for and applying for jobs

- Completing online applications and profiles
- CV and letter writing
- Interview preparation
- Online resources and assessments
- Funding for university and Higher Education studies.

The team also have their own website - iag.wnc.ac.uk where you can find out more about:

- Labour Market Information (LMI)
- Higher Education
- Apprenticeships
- Job Shop where you can search for jobs or find work placement opportunities and so much more.

If you require further information on any of the topics covered within this support booklet please contact us via the online form and our teams will be happy to help.

wnc.ac.uk/supportrequests



HOW TO CONTACT US

Careers

Phone: **01623 413325**

Email: **careers@wnc.ac.uk**

Find out more: **wnc.ac.uk/Support-and-services/Career-advice**

Where to find us on site:

Room 101 (Careers Office) at Derby Road. We offer drop in sessions at our other sites, or please contact the team via email or phone and they will be happy to help with any queries.

IT'S EASY TO PAY FOR THE COLLEGE BUS!

If your household income is less than £29,000 your child may be eligible for a college bursary which will include your college bus pass.

Visit wnc.ac.uk/Support-and-services/Financial-support and complete the link (with evidence) if this is applicable to you.

If your household income is over £29,000 you will need to pay the £105 subsidised fee for the bus pass.

There are several ways to arrange a college bus pass:

- 1.** Use WisePay to pay online (instructions are detailed on the next page)
- 2.** If you are not able to pay online and would like to pay over the phone call **0808 1003626**
- 3.** Or if you prefer to pay cash, you can pay via our Derby Road main reception.



WISEPAY

To access WisePay, you will need to ask the student to log into their myVISION account. This can be found by visiting www.wnc.ac.uk and clicking on the myVISION icon in the menu bar at the top of the screen.

WNC Group[∨]

myVISION  Applicant | Student[∨]

Ask the student to log into their account using the email address and password they set up when originally applying for the course.

Then simply click on the link [My Bus Pass](#)



*Book now - Virtual College Open Day
Saturday 24 April | 10am - 1pm*

Welcome, Andrew

Use this section to keep applications and enrolments online. If you would like any further information, please contact our administration team who will be happy to help.

[Home](#) | [Update my photo](#) | [Update evidence](#) | [My Bus Pass](#) | [Update my details](#) | [Update my password](#) | [Log out](#)

You will then be asked to choose the correct academic year, for you this will be 21/22. The link will then take you through to the WisePay portal where you make your payment.

If you require further information on any of the topics covered within this support booklet please contact us via the online form and our teams will be happy to help.

wnc.ac.uk/supportrequests



Derby Road
Mansfield
Nottinghamshire
NG18 5BH



0808 100 3626



@enquiries@wnc.ac.uk



www.wnc.ac.uk



visionwestnotts



@westnotts



@westnottscollege

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