



# ADULT AND APPRENTICE STUDENT HANDBOOK



# TABLE OF CONTENTS

<b>WELCOME</b>	<b>3</b>	<b>KEY DATES</b>	<b>18</b>
<b>WHO WE ARE</b>	<b>4</b>	Key College Events	<b>19</b>
Our Vision	<b>4</b>	<b>SUPPORT WHILST YOU STUDY</b>	<b>20</b>
Our Values	<b>5</b>	Learner Support Zone	<b>20</b>
Equality, Diversity and Inclusion	<b>6</b>	Careers and Employability	<b>21</b>
Safeguarding	<b>7</b>	Student Financial Support and Bursaries	<b>22</b>
Prevent	<b>8</b>	<i>Oyster Cards</i>	<b>22</b>
British Values	<b>9</b>	<i>Childcare Cost Support</i>	<b>22</b>
<b>OUR EXPECTATIONS</b>	<b>11</b>	<b>ENRICHMENT AND STUDENT</b>	<b>23</b>
We expect you to you	<b>11</b>	<b>ACTIVITIES</b>	
We do not accept	<b>11</b>	Enrichment	<b>23</b>
IT and Digital Usage	<b>11</b>	Clubs and Societies	<b>24</b>
Spotlight on Attendance	<b>12</b>	Course Representatives	<b>24</b>
<b>OUR CAMPUSES</b>	<b>13</b>	Become a Student Ambassador	<b>25</b>
Rush Green Campus	<b>13</b>	Our Voice Matters	<b>25</b>
Barking Campus	<b>14</b>	<b>INFORMATION AND UPDATES</b>	<b>26</b>
The Learning Resource Centre (LRC)	<b>15</b>	BDC Online	<b>26</b>
Sport and leisure facilities	<b>15</b>	Accessing your student email	<b>26</b>
Finding your way	<b>15</b>	eTracker	<b>26</b>
<b>TERM DATES</b>	<b>16</b>	Google Classroom	<b>26</b>
<b>YOUR TIMETABLE</b>	<b>17</b>	<b>YOUR FUTURE</b>	<b>27</b>
How to access your timetable	<b>17</b>	Progression	<b>27</b>
		Destinations	<b>28</b>

# WELCOME



## Dear student,

Welcome to Barking & Dagenham College. Whether you've chosen us as the place to learn something new, build your career, or explore your passion, I'm delighted you've joined us.

Here, you will find a team of exceptional staff ready to guide and support you to achieve your ambitions over the coming year. Whether you're an adult returning to study or an apprentice, we understand there's a sensitive balance between work, study and family life and our courses are designed to help you manage this. Whatever your vision: to improve your job prospects and gain new life skills or to drive to new career heights, you will be supported to thrive here.

I am extremely proud of our college, the modern and industry-standard facilities you'll learn in, and the high quality of education we provide that has resulted in some outstandingly successful alumni. You are now at the start of an exciting journey here at BDC, and I look forward to seeing your skills, confidence and employability grow as you undertake your studies with us.

If I could share one piece of advice for your time here at BDC, it is to make the most of it. Attend and participate fully in your classes, don't be afraid to ask questions and for support if you need it, and make the most of all of the opportunities that come your way. These might include educational visits; cultural celebration events; talks from potential employers; additional subjects to enhance your learning or joining a sports team or social club. Activities like these are all part of our vibrant college experience and will help to shape your future.

This handbook provides all the information you'll need to get started and access the everything that's available to you whilst you're with us. Keep it and refer to it whenever you need it.

Finally, I do hope that you enjoy your time here at Barking & Dagenham College, and that we can work together to ensure that you achieve your personal goals and aspirations. Good luck and my best wishes for a very successful future!

**Natalie Davison**  
Principal and Chief Executive

# WHO WE ARE

**OUR VISION: A TRULY GREAT COLLEGE  
DELIVERING INSPIRATIONAL LEARNING  
AND EXCELLENCE THROUGH CAREER  
FOCUSED EDUCATION**

**OUR MISSION: TO UNLEASH POTENTIAL,  
CREATING BETTER FUTURES FOR  
OUR LEARNERS, BUSINESSES AND  
COMMUNITIES**



# OUR VALUES

**LEARNERS AND CUSTOMERS  
AT THE HEART OF EVERYTHING  
WE DO**

**COLLABORATIVE – WORKING  
TOGETHER TO ACHIEVE  
EXCELLENCE AND GROWTH**

**RESPECTFUL – VALUING AND  
TREATING ALL FAIRLY AND AS  
INDIVIDUALS**

**INNOVATIVE – LEADING THE  
WAY, SEEKING NEW WAYS  
TO CONTINUALLY IMPROVE**

**PASSIONATE – ENERGISING,  
ENGAGING AND INSPIRING ALL  
TO ACHIEVE THEIR POTENTIAL**

**EXCELLENT IN LEARNING,  
TEACHING AND ASSESSMENT,  
THE KEY TO OUR SUCCESS**



# EQUALITY, DIVERSITY AND INCLUSION

We pride ourselves on being a warm, diverse and inclusive college where everyone is supported to grow, develop and flourish and you, our students are at the heart of everything that we do.

At BDC everyone is championed to be their authentic selves, respected and valued as individuals and with the ability to express themselves freely so that ideas can come to life and your passion, whatever that may be, can become your future.

# SAFEGUARDING

**We want you to feel safe. The health, safety and welfare of our students is our highest priority. You have a right to be safe while at college or on work placement, at home or online.**

If anything is worrying you, or if you have concerns about someone you know, please speak to us. You can speak to any member of staff you feel comfortable with, for example your teacher, your Student Achievement Mentor. They will know what to do next to ensure you receive the right help and support. Alternatively, you can go to Reception or the Learner Support Zone and ask to speak to a Safeguarding Officer directly.

If you'd like to speak to one of our specialist Safeguarding Officers, you can identify them by their distinctive rainbow-coloured lanyard.

For more information on how to stay safe and well, please look at the **"Student Services"** section of BDC Online.



# PREVENT

**PREVENT** is part of the Government's Counter Terrorism Strategy and as a college we have a legal duty to prevent students from being drawn into violent extremism.

We encourage all students to be curious, critical and open to new ideas – this is all part of your personal development. However, if you feel that someone is trying to influence you to adopt extreme views or support terrorism, please speak to us.



# COUNTER TERRORISM POLICING



# BRITISH VALUES

At Barking & Dagenham College, staff and students are expected to understand and promote British Values.

**DEMOCRACY** – in this country we can influence the way society is run by voting. At college, this means being able to make suggestions and contribute to college debates. Every class chooses a representative who can take the views of the class to the Student Leadership Team.

**RULE OF LAW** – there are laws in this country which must be respected and followed by everyone. At college, we have rules for staff and students, such as the Code of Conduct, to ensure that we are all treated fairly.

**INDIVIDUAL LIBERTY** – we are all free to be ourselves and voice our opinions, so long as we do not break the law, or ignore other people's rights.

**MUTUAL RESPECT & TOLERANCE** – at BDC we are proud of our diverse community. We do not tolerate discrimination, racism or bigotry. If we disagree with another person's opinion we can challenge it, but we must be respectful and tolerant towards that person.

# OUR EXPECTATIONS

Here at Barking & Dagenham College we work exceptionally hard to give you the best possible teaching and learning experience, and all of the support that you need to help you to be successful.

We are committed to fostering an inclusive environment where diversity is celebrated and all students feel valued and respected, regardless of their background, ethnicity, gender, sexual orientation or disability. These are our promises to you!

## IN RETURN, WE EXPECT YOU TO:

- **Be respectful to everyone – students, staff, visitors and neighbours**
- **Attend 100% of lessons, including maths and English, and be punctual**
- **Ensure your work adheres to your course's guidelines and deadlines, avoiding copying the work of others (plagiarism) which includes misuse of AI (e.g. ChatGPT)**
- **Wear your College ID badge at all times on campus and during educational visits**
- **Follow all health and safety rules**
- **Respect College property including accommodation, equipment and computers**
- **Behave responsibly inside and outside of College, including online**
- **Respect our College and the neighbouring environment; recycle where possible and dispose of litter in bins**

## **WE DO NOT ACCEPT:**

- **Discrimination, bullying, harassment or threat (sexual, physical, emotional, verbal or online) towards any other student, member of staff, visitor or member of our local community**
- **Foul, racist, sexual, violent, offensive or abusive language and/or behaviour**
- **Spitting**
- **Unsafe actions that put others at risk or break the College's health and safety regulations**
- **Instigation or promotion of violent or extremist views or ideas, including online activity**
- **Carrying, using or distributing alcohol, drugs, solvents, energy drinks or other illegal/harmful substances**
- **Entering campus under the influence of alcohol, drugs, solvents or other illegal/harmful substances**
- **The carrying of any weapon or use of any item as a weapon, including laser pens**
- **Behaviour that disrupts the learning of others**
- **Any form of academic or exam misconduct including copying the work of others (plagiarism)**

- **Use of mobile phones/smart watches during lessons or exams (unless agreed by the tutor)**
- **Smoking, including e-cigarettes or vapes, outside of the designated areas next to car parks**
- **Damage to any College property or possessions, or to that of our local community neighbours**
- **Anti-social behaviour on-campus or within the neighbouring area**
- **Wearing hoods, balaclavas, peaked caps, face masks or other items that obscure the face, unless it is integral to your faith**

## **IT AND DIGITAL USAGE**

- **No damage or alteration to IT equipment or systems**
- **Only use personal college ID and password, which must not be shared with anyone**
- **No access to any unauthorised sites or chat rooms that contain abusive, sexist, pornographic or**
- **unlawful materials**
- **No communication with extremist organisations or access to extremist content online**

# SPOTLIGHT ON ATTENDANCE

Outstanding attendance is key to ensuring positive outcomes on our courses. Missing or arriving late to lessons can mean missing crucial knowledge and skills that are not only required for final assessments, but to benefit your learning.

We expect all students to attend 100% of timetabled classes, including tutorials and English and Maths if appropriate. Attendance and punctuality will be monitored and recorded through class registers and reported to course leaders.

If you are in receipt of student financial support in the form of a bursary, failure to attend a minimum of 95% of your timetabled sessions will result in bursary payments being paused until your attendance improves.

We understand that as an adult learner or apprentice, you may encounter issues that may impact your attendance. In these cases, please inform your learning support officer, who will work with you to identify any areas where we can support you.



# OUR CAMPUSES



**OUR COLLEGE HAS MULTIPLE SITES AND CAMPUSES, WHILST ALSO OFFERING COURSES IN COMMUNITY LOCATIONS ACROSS THE LONDON BOROUGH OF BARKING AND DAGENHAM.**

## **RUSH GREEN CAMPUS**

The largest of our campuses, Rush Green is situated a short walk or bus ride from Romford Town Centre and is home to our East London Institute of Technology where students can study higher level technical qualifications in our **£15m facilities**.

## BARKING CAMPUS

Our Barking Campus comprises of the **Technical Skills Academy**, **Broadway Theatre** and classes at our **Barking Learning Centre**.

We're excited to launch the new London Food School in September 2024, with catering and hospitality learners benefitting from industry-standard training kitchens and a new rooftop restaurant.





## THE LEARNING RESOURCE CENTRE (LRC)

Located at our Rush Green Campus, the Learning Resources Centre (LRC) is a hub for information.

We have a range of course and career-related reading materials, books, ebooks as well as shelves of fiction. We have PCs within the LRC that are available to use whenever the LRC is open and Chromebooks are available for daily loan. Current learners can borrow Chromebooks for two weeks to help with studies at home.

**Please pop in and speak to a member of the team for more information.**



## SPORT AND LEISURE FACILITIES

We are lucky to have a range of sport and leisure facilities for the use of our students, including a new hair salon opening at Rush Green in September 2024, a beauty salon offering affordable treatments, and a full fitness centre and sports hall where you can work out, hire a court or engage in clubs and societies.



## FINDING YOUR WAY

You can find more information on getting to our campuses, as well as campus maps on our website, or through scanning the QR code on your Student ID Card.

# TERM DATES

## AUTUMN 2024

### START DATE

Monday 2 September 2024

### HALF TERM

Monday 28 October 2024 -  
Friday 1 November 2024

### END DATE

Friday 20 December 2024

### CHRISTMAS HOLIDAYS

Monday 23 December 2024  
Monday 6 January 2025

## SPRING 2025

### START DATE

Tuesday 7 January 2025

### HALF TERM

Monday 17 February 2025 -  
Friday 21 February 2025

### END DATE

Friday 4 April 2025

### EASTER HOLIDAYS

Monday 7 April 2025 -  
Friday 18 April 2025

Good Friday is 18 April and  
Easter Monday is 21 April

## SUMMER 2025

### START DATE

Wednesday 23 April 2025

### HALF TERM

Monday 26 May 2024 -  
Friday 30 May 2024

### END DATE

Thursday 3 July 2025

### SUMMER HOLIDAYS

Friday 4 July 2025 -  
TBC September 2025

In addition to the above dates, our college will be closed for the majority of students on key GCSE English and Maths exam days to enable us to provide the best environment for our students taking exams. You will be notified of these closures by email.



# YOUR TIMETABLE

## HOW TO ACCESS YOUR TIMETABLE



You can access your timetable at  
<https://timetable.bdc.ac.uk>

Simply enter your Student ID number, which can be found on your ID card, and your timetable for the coming week will be displayed.

Whilst we make every effort to keep timetables consistent, we recommend you check your timetable regularly to ensure you are aware of any room changes or amendments to sessions.





# KEY COLLEGE EVENTS



Throughout the year, we hold a number of key events outside of normal timetabled sessions, to add value to your student experience. These include:

## NATIONAL CAREERS WEEK

## NATIONAL APPRENTICESHIP WEEK

## SKILLS SHOW

A chance to compete with your peers in your subject, and showcase your learning to current industry professionals.

## STUDENT OF THE YEAR AWARDS

## FESTIVAL OF SUCCESS

An end-of-year celebration for all students



# SUPPORT WHILST YOU STUDY

## LEARNING SUPPORT

Our team is dedicated to providing learning support to help students reach their academic, social, and personal outcomes. If you have a disability and/or learning difficulty, we can offer you a range of support interventions tailored to meet your individual needs.

Additionally, we provide exam support for eligible students, ensuring that everyone has the opportunity to perform to the best of their abilities. Our Service for the Deaf is available if you require a sign language specialist. Our goal is to create an inclusive learning environment and a supportive experience to empower to succeed at college.

Our Learning Support Team are based in Ashford building and you can drop in for support. Alternatively email [als@bdc.ac.uk](mailto:als@bdc.ac.uk)

## LEARNER SUPPORT ZONE

We have a fantastic team of staff dedicated to supporting you in and around your studies throughout your time with us.

Our Learner Support Zones are a one-stop-shop for any non-teaching related questions or issues you may have, and offer a range of services including:

- **Mental health and counselling**
- **Low attendance and retention support**
- **Sexual health, relationships advice and support**
- **Sanitary products**
- **Support for youth offenders and looked after children**
- **Safeguarding and personal safety guidance**
- **Personal and social development opportunities**
- **General information, advice, guidance**

Students are required to wear their college ID cards at all times whilst on our campuses. If you lose or forget your ID card, the Learner Support Zone will be able to provide you with a replacement at a cost of £5.00.



## CAREERS AND EMPLOYABILITY

Your time at college is designed to prepare you for your future career, and that includes information, advice and guidance on courses, work experience opportunities and extra-curricular activities to ensure you're well qualified and stand out to future employers.

Our team of impartial Careers Advisers and Progression Coaches will be on-hand throughout your time with us to provide 1-1 guidance, information and workshops on everything career and next-steps related, including UCAS Applications, CV Workshops and work placement opportunities. You'll meet your dedicated coaches during Induction Week.



## STUDENT FINANCIAL SUPPORT AND BURSARIES

The cost of being a student can be expensive. If you are a student at Barking and Dagenham College we may be able to help you with some of these costs. We offer support with travel expenses, childcare, books, uniform, equipment and more. All you have to do is fill in the online application form and the team will assess you for support. There are terms and conditions, such as a limit on household income, which the Student Financial Support Team would be happy to discuss with you. You can contact them for more information or to apply:

**Monday to Friday from 8.30am - 5pm**

**Face to Face - Advice Street, Rush Green Campus**

**Telephone - 0203 667 0050**

**Email - [sfs@bdc.ac.uk](mailto:sfs@bdc.ac.uk)**

All bursaries are subject to learners attending a minimum of 95% of timetabled sessions and displaying consistently positive behavior. Dropping below 95% attendance or behaving in ways which do not align with our Code of Conduct for Students will result in payments being paused.



# ENRICHMENT AND STUDENT ACTIVITIES

## ENRICHMENT

Enrichment is an integral part of the student experience at Barking & Dagenham College, offering fun and exciting opportunities for students outside of their academic programme. Enrichment activities provide a great way to relax, build friendships, develop your skills and enhance your personal development. These activities span across sports, personal development, trips, volunteering, clubs & societies, workshops and short courses.

The Enrichment Team offers a programme of events and activities on a weekly basis for you to get involved with during your time at the College. We also have a dedicated space called the Thrive Hub which is the centre for all things

enrichment and personal development and provides students with an exciting diverse social space.

Open most weekdays from **12noon to 2pm**, students can make use of all the facilities including table tennis, pool, Xbox, PlayStation, watch a movie, chill out and relax or listen to music. Our comfortable seating areas allow you to relax and meet friends. There is always a selection of things to do with weekly supervised themed activities such as arts and crafts.

Our daily Enrichment sport programme is designed to help you enhance your physical fitness, learn new skills and enjoy a variety of sports in a fun and supportive environment. Whether you're looking to improve your technique, stay active or just have fun with your peers, this programme offers something for everyone.





## CLUBS AND SOCIETIES

Clubs and Societies help bring people together who have shared hobbies, interests, or even similar career goals. Being part of a society is being part of a community and provides a great foundation for friendships to form through plenty of opportunities to socialise. Depending on which society you join, they often allow for academic peer-to-peer support and are a good place to find a study buddy or project teammate.

With so many options, there's bound to be something for you. If not, you can always start your own.

You'll get to know more about our clubs and societies during the Induction Week and Freshers Fair.

## COURSE REPRESENTATIVES

As a Course Representative you will act as the voice for your peers and represent their interests. Your main responsibilities will include gathering feedback from students about the course, addressing any concerns related to teaching, assessment or resources to ensure the course experience is positive for everyone. You will attend meetings with course leaders to resolve any issues and to discuss and work together to improve the overall quality of the course.



## BECOME A STUDENT AMBASSADOR

We hold events for current and new students throughout the year on our campuses and at schools and venues throughout the Borough. If you're good with people, proactive and a proud BDC student, you could earn-while-you-learn as a Student Ambassador. Applications will be open from mid-September and you could gain valuable paid work experience supporting our events and representing your college. Look out for more information sent to your BDC student email address.

## OUR VOICE MATTERS

Our Voice Matters is a student voice and leadership programme designed for all students aged 16 and above. The programme is committed to amplifying student voices, promoting inclusivity and developing leadership skills among students. We strive to create a collaborative environment where every student feels valued and has the opportunity to contribute to the college community.

**For all enrichment and student activity information please email [enrichment@bdc.ac.uk](mailto:enrichment@bdc.ac.uk)**





## ACCESSING YOUR STUDENT EMAIL

We will share all important updates and information to your student email account and it is important that you check it regularly.

Your email address will be **YourStudentIDNumber@bdc.ac.uk** (for example: 01234567@g.bdc.ac.uk) and can be accessed via gmail from the BDC Online homepage. Full information will have been sent to your personal email address within 24hrs of your enrolment.

If you have any issues accessing your email, please contact **helpdesk@bdc.ac.uk**.

## ETRACKER

eTracker is your Individual learning and assessment tracker. Here you will be able to see your attendance, as well as results and progress throughout your course. To access eTracker visit **<https://etracker.bdc.ac.uk/ActionCentre>** or click the link on BDC Online.

## GOOGLE CLASSROOM

Google Classroom is home to all of your digital learning and study materials. Any homework, online classes and supplementary information about your course will be shared here as well as messages from your tutors. You can access google classroom via BDC Online or directly at **<https://classroom.google.com>** and login using your student email address.

# YOUR FUTURE

## PROGRESSION

You tutors and Progression Coaches will check in with you regularly throughout your course to discuss your progress and aims for the future. Following the Easter Break, you will be asked to discuss your next steps, and where suitable be enrolled on the next level of your course or referred to our Career Coaches for information on alternative options.

**Our courses fill up quickly in August, so we recommend you secure your place for next year at this time to ensure you can continue towards your career goals.**





## **WE'RE DEDICATED TO SUPPORTING ALL STUDENTS TOWARDS SUCCESSFUL CHOSEN CAREERS.**

As you reach the end of your time studying with us, your tutors or Progress Coaches may ask you what your plans for future employment or study are. These are referred to as 'Intended Destinations'. After completing your course, we will keep in contact with you to see how you're getting on and offer any further career support we feel you may benefit from including part time or evening courses or impartial careers advice.

**Please keep in touch with us and let us know how you're getting on! We love to hear success stories from our past students.**