

# College Charter

## Admissions

- We are an open-access college and accept admissions from all students in accordance with the principles of our Admissions Policy\* and will give each application full and equal consideration with respect to the admissions criteria - we do not select by ability.
- Applications will be responded to promptly and all successful applicants will be invited to a Course Advice Session which includes an individual discussion with a member of our teaching staff acting as a curriculum adviser.
- Students with disabilities are positively encouraged to apply to the College and students with serious disabilities will be actively supported.
- The full Disability Policy can be obtained from the College on request and is also available on the College website and Intranet.

## Fees

- All full-time students from the European Union who are aged 16-18 on 1st September in the year in which they start their course at Godalming College will receive free tuition. They will be exempt from external examination fees at their first sitting at the College. Information is available on the fees charged and discounts available for post-19 students.
- Assistance with travel cost is the responsibility of the relevant Local Education Authority. Application forms are available online.
- The College asks parents to make a voluntary contribution to the College General Fund of £200 for a two-year course and £100 for a one-year course
- Essential resources and materials will be provided free of charge but there may be a charge for more specialist resources and materials in some departments depending on circumstances.

## Enrolment & Induction

- You will normally be able to enrol on your chosen examination courses if you meet the appropriate entry qualifications.
- You will have individual consultations with a tutor, a senior member of staff and specialist tutors from course or programme teams, as appropriate.

- You will negotiate a broad and balanced individual programme of study designed to meet your needs, abilities and ambitions.
- The Careers department will be available to help you to select the course appropriate to your chosen career or Higher Education course.
- Online Course Guides have information for each of your subjects giving you details of the structure of the course, the teaching and assessment and any expenditure that is likely to be incurred.
- During enrolment you will have an induction programme to introduce you to college systems and facilities; you will receive a Student Diary with information about college procedures, student activities, helplines and term dates.

### **Teaching & Learning**

- You will be encouraged to take responsibility for your own learning so that you will be able to work independently.
- You will experience a variety of teaching and learning styles appropriate to the subject being studied.
- Your working week will consist of 30 hours of timetabled commitments and independent study time. In addition you can expect on average up to 10 hours of additional work per week.
- You will be asked to complete regular assignments with a minimum of four teacher-assessed pieces of work a term in the Autumn and Spring terms. A standard assignment given to the tutor on time will normally be marked and returned to you within 10 working days.
- You will study an all-round learning programme which includes subjects, skills, values and breadth.
- The College reserves the right to review your examination entries if your attendance in a subject falls below 90% and to withdraw your entry if your attendance falls below 80%.

### **Monitoring progress (Students 16-19yrs)**

- At least once a term you will have the opportunity for an individual tutorial with a subject tutor from each subject and also with your personal tutor.
- Your progress will be monitored within subject areas and by your personal tutor throughout the course. You, and where appropriate, your parents will be invited to discuss your progress twice

in a one-year course and three times during a two-year course. In addition to regular internal reviews, reports are provided twice a year.

### **Guidance & Support**

- You will have access to specialist subject workshops, preparation for employment, Higher Education and where appropriate Oxbridge entrance.
- If you have a sensory impairment, a physical disability, dyslexia, or you need help in basic skills, professionally qualified tutors and facilitators offer appropriate support. Specialised equipment may be provided to support you on campus or at home. To ensure that we are able to provide a detailed action plan designed to meet your individual needs we arrange a meeting with the Learning Support Manager.
- You will have the opportunity to make your views on your experience of college life known to the student representatives of the Students' Union, which meets with staff on a regular basis and you will be involved in course and college evaluations.
- You will have access to effective tutorial support, meeting with your personal tutor every week. You will follow a programme, Shaping Futures, designed to improve study skills, pave the way for university or employment, develop relevant life skills and improve social and political awareness thereby shaping your future and preparing you for life, work and citizenship.
- You will have access to the guidance and counselling necessary to support your study and personal welfare, which is offered by your personal tutor, senior tutor, college counsellors and by referral to other agencies as appropriate.

### **Careers & Work Experience**

- You will have access to the Careers department to support you in your application to HE, training courses and employment.
- Your UCAS and other similar references for Higher Education will be completed within 20 working days. Your tutors will complete the draft reference within 10 working days and the same length of time is allowed for the preparation and checking of the document by the office staff. This timetable assumes that a further delay is not caused by your failure to produce documents on time or incorrectly completed. In practice most references are completed more swiftly.

- Requests for references for employment usually come directly from the employer. We undertake to produce references for employment within 10 working days.
- Work placements will be organised wherever possible for all students who request them.

### **Equality and Diversity**

- You will be supported by the College Equality and Diversity Policy\* the main purpose of which is stated as follows:
- “The College aims to be a supportive community in which each member of the College is valued and respected as an individual and all are entitled to an equality of treatment and opportunity regardless of gender, race, religion, sexual orientation or special need.”
- The full policy can be obtained from the College on request and is also available on the College website and Intranet.

### **Health & Safety**

- You will be provided with a healthy and safe learning environment which conforms with best practice standards in the further education sector and meets the terms of the Health and Safety at Work Act 1974.

### **College expectation of students**

This Charter sets out what you as a student can expect from the College but in return we have expectations of you set out in the Student Contract. The four fundamental obligations at the heart of this contract are as follows:

- To attend all lessons, tutorials, registrations and timetabled commitments and to be punctual in meeting all these commitments.
- To produce work which reflects your best efforts and is of the highest possible standard of which you are capable.
- To complete all pieces of work set by the specified deadlines.
- To behave in a courteous, considerate and responsible manner at all times respecting the needs and rights of others, whether staff or students at the College or members of the local community.

## **Information for employers & the local community**

### **Employers**

- If you recruit staff from our student body you will be given clear information on each student's achievements and personal qualities.
- If you offer our students work placements you will receive information about the learning aims and objectives. You will be involved in arrangements for the assessment and supervision of each student as appropriate. We will ensure that all students are well prepared and will make a useful contribution to your company. Your evaluation of the student's performance will be taken into account in our assessment of them.
- Your views will be heard through representation on our Corporation, through liaison with the Work Placement Coordinator and through our vocational programme leaders.

### **Members of the local community**

- Your needs will be taken into account in our strategic planning. A large proportion of our Corporation is from the local community.
- You will receive information as appropriate on any changes to the College facilities that are available for your use.
- Information on all College courses is available on request.

## **Complaints procedure**

If you experience problems:

The College aims to offer the best possible standards of education and student guidance to its students and a high degree of efficiency in the administration of all related services. If you are not happy with any aspect of the service we offer you are entitled to complain.

### **Students**

- If you are unhappy with any aspect of your course or education at the College you should raise the matter directly with the member of staff concerned in the first instance.
- If for any reason this is inappropriate or difficult in some way, you should take the matter to your personal tutor or a more senior member of staff e.g. head of department, senior tutor, director of faculty.

- Whoever you raise your concerns with will ensure that action is taken at an appropriate level to resolve the issue in a satisfactory and reasonable manner in accordance with the key principles above.

### **Parents, employers, members of the community**

If you are unhappy with any aspect of the education or service provided at the College you can raise the matter with an appropriate member of staff. Whoever you raise your concerns with will ensure that action is taken to resolve the issue in a satisfactory and reasonable manner in accordance with the key principles above.

\* A copy of the detailed Complaints Procedure is available on request and is also available on the College website and Intranet.

**The College Prospectus** is available in July each year and includes information on the educational and recreational facilities provided on the campus and a brief outline of the courses we offer.

**Course Leaflets** provide more detailed information on the entry requirements for each course, the arrangements for teaching and assessment, the provision of work placements and appropriate progression routes. Leaflets are available to download from the College website.

**Open Evenings** are arranged in July each year to enable all prospective students to look around the College and talk to tutors from all subject and programme areas. Our Assistant Principals and senior members of staff will be pleased to answer any questions you may have on our admissions procedure. An Applicants' Evening is held in the autumn, prior to the year of enrolment.

**Examination Results** are published each year and are available to download from the College website.