

**GATESHEAD
COLLEGE**



**YOUR
GUIDE TO
STUDYING
WITH US.**

2022-2023

Your Gateshead College

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If you need a copy of this guide in an alternative format, or help to understand any of the information, we will do what we can to help. Please call us on 0191 490 2246.

HELLO.



I'd like to welcome you to Gateshead College and I'm delighted that you've chosen to study with us.

You've made a great decision and you're going to have a fantastic time. You'll enjoy some amazing experiences, make new friends and be supported by the best team of people.

At Gateshead College we'll do everything we can to excel you in your studies and will give you the very best opportunities so that when you leave us you have the skills and experience to move into work, an apprenticeship or further study - this is something we call the employment edge.

And all we ask in return, is that you work hard, challenge yourself and give your very best.

Good luck and enjoy your time with us!

A handwritten signature in black ink, appearing to read 'David Alexander'. The signature is fluid and cursive, written over a white background.

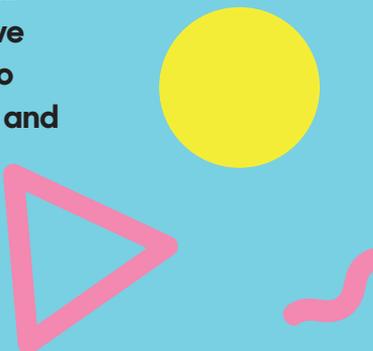
David Alexander

Principal and Chief Executive

HARD WORK WINS.



Your experience at Gateshead College will result in you gaining a qualification and give you the edge at job interviews. We want to develop the most sought after employees and tomorrow's successful entrepreneurs.



This means that we have high expectations of you while you are studying with us.

We'll develop a study programme that best prepares you for the world of work or university. This will include qualifications in your chosen area plus key employability skills and work experience. We'll also work with you to develop your maths and English skills; they're essential in every job.

Attendance - you are expected to attend classes on a regular basis. All students should aim for 100% attendance. An employer would expect nothing less.

Punctuality - you should be on time for classes. Employers insist on punctuality and will look for a good record in any future employees.

Attitude - employers will look for people who are positive, professional and full of enthusiasm.



YOUR CAMPUS.

Gateshead College is based across four campuses.

Baltic Campus, Gateshead Quayside

Academy for Sport, Gateshead International Stadium

Skills Academy for Automotive, Engineering, Manufacturing, Team Valley

Skills Academy for Construction, Team Valley

You'll be based at one of these sites but can use facilities at any campus.

Maps for each site are available at www.gateshead.ac.uk/find-us



REFUEL.

Eat, drink and catch up with friends.

Baltic Campus

EAT Restaurant

Hot and cold food is served daily along with a range of refreshments. Costa Coffee, which is situated within this area, also serves snacks and hot drinks. Or you can choose to bring your own food and eat it in the restaurant, which is fully accessible.

Opening hours - term time:

Breakfast: 8am - 11am

Lunch: 11.30am - 1.30pm

Services and times may vary depending on demand.

Greenhouse

Open for breakfast, lunch and a late snack. Serving a bistro menu and specials that change regularly including fresh salads, burgers, sandwiches and soups.

Greenhouse is proud to serve a selection of Starbucks beverages and sweet treats.

Opening hours - term time:

Monday - Thursday 8am- 4pm

Friday 8am -3pm

Opening times may vary depending on demand and out-of-term-time.

Vending

Available in the break out areas on floors 1 and 2.

Enfields Kitchen

Our catering and hospitality students will whip you up a meal that's as good as any of the region's top restaurants. Come along to Enfields Kitchen and support your fellow learners.

Opening hours - term time only:

Tuesday - Friday: 12pm - 2pm

Thursday theme nights: 6pm - 9pm

Cost:

3 courses

lunch £8.50

dinner £12.95

Dine in or take away available.

To book email

enfieldskitchen@gateshead.ac.uk

or call **0191 490 2457**.

The Shop

Sells hot and cold drinks, sweets and snacks, stationery, pens, healthcare products, various essential items and newspapers.

Opening hours - term time:

Monday: 8.30am - 3.30pm

Tuesday - Thursday: 8am - 6pm

Friday: 8.30am - 2pm

Opening times may vary depending on demand and out-of-term-time.





KITCHEN CONVERSIONS

LIQUORS & CAPS

UNIT	AMOUNT	UNIT	AMOUNT
1/2 CUP	4 FL OZ	1/2 CUP	4 FL OZ
1/4 CUP	2 FL OZ	1/4 CUP	2 FL OZ
1/8 CUP	1 FL OZ	1/8 CUP	1 FL OZ
1/16 CUP	0.5 FL OZ	1/16 CUP	0.5 FL OZ
1/32 CUP	0.25 FL OZ	1/32 CUP	0.25 FL OZ
1/64 CUP	0.125 FL OZ	1/64 CUP	0.125 FL OZ
1/128 CUP	0.0625 FL OZ	1/128 CUP	0.0625 FL OZ
1/256 CUP	0.03125 FL OZ	1/256 CUP	0.03125 FL OZ
1/512 CUP	0.015625 FL OZ	1/512 CUP	0.015625 FL OZ
1/1024 CUP	0.0078125 FL OZ	1/1024 CUP	0.0078125 FL OZ
1/2048 CUP	0.00390625 FL OZ	1/2048 CUP	0.00390625 FL OZ
1/4096 CUP	0.001953125 FL OZ	1/4096 CUP	0.001953125 FL OZ
1/8192 CUP	0.0009765625 FL OZ	1/8192 CUP	0.0009765625 FL OZ
1/16384 CUP	0.00048828125 FL OZ	1/16384 CUP	0.00048828125 FL OZ
1/32768 CUP	0.000244140625 FL OZ	1/32768 CUP	0.000244140625 FL OZ
1/65536 CUP	0.0001220703125 FL OZ	1/65536 CUP	0.0001220703125 FL OZ
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Skills Academy for Automotive, Engineering, Manufacturing and Logistics

There is a café serving hot and cold food, drinks and snacks. Vending facilities are also available.

Opening hours

Monday - Friday: 7.45am - 1.30pm
(including free breakfast)

Closed during the following holidays:
Christmas, Easter, Summer.

Botanica Hair, Beauty & Barbering

Come along to our stylish and contemporary industry spec salons for the latest trends in cutting edge styling by our creative stylists and barbers. You can also pamper yourself with a relaxing makeup, nail or beauty treatment with one of our makeup artists, beauty therapists or nail technicians.

We cover a wide range of treatments to suit every client's needs, from cutting and colouring to hair extensions, gel polish manicure and lash extensions to advanced facials.

Discounts are available to students and we have great deals on group bookings – check out our monthly offers available throughout each term.

For more information or to book an appointment, drop into Botanica reception, Baltic Campus, call **0191 490 2283** or send us a message on Facebook **@ Botanica Hair, Beauty and Barbering.**

You can also follow us on Instagram **@ Botanicagateshead** to see what our amazing learners have been creating.



Xerox Copy Shop is based at Baltic Campus and offers a full range of services.

Black and white and colour copying are available as well as a range of other services including assignment binding and personalised printing on t-shirts, mugs, mouse mats and badges.

A full range of services and prices are available from Xerox.

Opening hours are normally:

(Term time)

Monday – Thursday: 8.30am – 5pm

Friday: 8.30am – 4.30pm

(Non term time)

Monday – Friday: 8.30am – 4.30pm

These times may vary depending on demand.

Lost something?

Contact your campus reception to see if it's been handed in.

All students are responsible for their own personal items, keep them with you at all times.

Call **0191 490 0300**.

Cashpoint

Located on the ground floor at Baltic Campus.



Library

As a Gateshead College student you will be encouraged to develop your independent learning skills, undertake research and study outside of your timetabled classes. Library staff will be there to support you every step of the way, whether you're working on your own or in a group – we have the space, technology and knowledge to help you succeed.

Our library provides you with access to PCs, books, eBooks, journals and electronic resources. These include subscription only databases such as Shibboleth (our main e-Resource) plus Britannica and Gale Virtual Reference Library which are available via eLibrary or from home.

You can plan ahead and pre-book a computer in college or from home using Netloan, our computer booking system.

All students are automatically members of the library but you will need an ID card if you wish to borrow books and other items. ID cards are issued during induction.

There is a cost of £2 for replacement ID cards. To save costs, cards will only be given to students on long courses. If you are on a short course please visit **www.nusextra.co.uk** to access discount cards.

Book return bins are available at all sites so borrowed items can be returned outside of opening hours.



Baltic Campus

(Term time opening hours)

Monday: 8.30am - 5pm

Tuesday - Thursday: 8.30am - 6pm

(PC access is available until 9pm on floor 2)

Friday: 8.30am - 5pm

Opening hours may vary during
holiday periods, please call

0191 490 2249 for details or like us on

Facebook, we are '[Gateshead College
Libraries](#)'.

Car Parks and Travel

Whether you are travelling to one of our campuses on foot, by car or by using public transport, this section can help you find the easiest and cheapest routes.

Travel information

For information on how to get to all six of our campuses visit www.gateshead.ac.uk/find-us

If you are aged 16 - 19 then check out the following websites for more information about tickets and discounts:

www.simplygo.com

www.stagecoachbus.com

www.networkonetickets.co.uk

www.arrivabus.co.uk

For students with disabilities or learning difficulties (16–24 years old) contact your Local Authority or visit www.nexus.org.uk for details about the TaxiCard scheme and concessionary travel for the most up to date travel information which can help you save time and money.

Car Parks

All college car parks are operated on a first come first served basis to all staff, students and visitors. They are well lit and constantly monitored via CCTV and by site services staff.

Note, you park at your own risk and must adhere to the relevant terms and conditions of use for all car parks. Failure to do so may lead to parking charge notices. If you park outside of the college grounds please be considerate to local residents and make sure you are not parking in a restricted area, as traffic wardens do operate around college sites

Baltic Campus Car Park

There are 239 places including accessible, car share and visitor bays. 92 cycle bays and 16 motorcycle bays are also available.

You are required to have a virtual permit to access free parking.

Car Park Permit

Forms are available from Student Services and Reception. Complete the form and hand it to Student Services or Reception.

The document will be processed and you will receive an email to inform you when your virtual car parking permit is in place.

All enquiries and comments relating to the car park should be made to Excel Car Parking Services Ltd at their office. Additional pay and display parking is available in the Quarryfield Road car park.

Academy for Sport

This is a council run car park and stretches over 3 car park areas. You do not need to display a ticket. Cycle and motorcycle bays are available.

Skills Academy for Automotive, Engineering, Manufacturing and Logistics

65 places including accessible, car share and visitor bays.

You'll need a virtual permit to park here. Please complete a permit request form which is available from your campus reception. You'll then receive an email confirming when your virtual permit is in place.

Skills Academy for Construction

52 places including accessible, car share and visitor bays. Cycle and motorcycle bays are also available.

You will require a permit to park at this site. You'll need a virtual permit to park here. Please complete a permit request form which is available from your campus reception. You'll then receive an email confirming when your virtual permit is in place.

YOUR STUDIES.

Students' Charter

We want your time at college to be enjoyable and rewarding.

Our Students' Charter sets out the standards of service you can expect us to provide for you before you arrive, when you start your course, during your time with us and when you leave to start another course, a job or move onto higher education.

We treat everyone fairly and with respect and we will make sure that everything is in place to give you the best possible chance of success.

To help us improve what we do, we will provide you with opportunities to give us feedback about your experience.

Read the Students' Charter in full at **www.gateshead.ac.uk** or contact Student Services at Baltic Campus on **0191 490 2355**.





Tutor Support

Full time – If you are a full time student you will have a named member of staff who will be your main point of contact at the college. They will provide you with one to one support, monitor your progress through regular reviews and enable you to get any extra help that you need. You must attend all tutorials and individual review sessions.

Higher Education & Part time – If you are a part time or higher education student your main point of contact will depend upon the course you are studying. You will be advised who this will be on your first day at the college.

Contact with parents/guardians/ carers of students under 18 and employers of apprentices.

Full time & Apprenticeship – There are occasions when we may wish to contact or share information with a parent/guardian/carer of a student under 18 or with an employer/ placement provider of an apprentice.

If you do not wish us to contact your parent/ guardian/carer please speak to your course teacher and they will advise on how to do this.

For example, we may wish to share progress reports, send invitations to open evenings or make contact about a concern. If there is a reason why we should not contact parents/guardians/carers, please let staff know as soon as you can.

Online Resources

We are dedicated to using online learning resources whenever possible so that you can access information quickly and easily. You can even log on from home. Our courses use a Virtual Learning Environment (VLE) called Moodle to support you with your learning.

When you log onto a computer at one of our campuses you will use the Learner Portal to give you access to your timetable, your attendance information and your personal action plan as well as access to Moodle areas relevant to the courses that you are studying.

When outside of the college you can access Moodle in a similar way to accessing any web page by typing **http://moodle2.gateshead.ac.uk** into an internet browser, and using your normal Gateshead College network login and password. The steps are described below:

Accessing Moodle from home

- Open your internet browser (e.g. Chrome, Internet Explorer, Firefox, Safari)
- Type **http://moodle2.gateshead.ac.uk** into your browser's address bar and press return.
- When prompted type your username (your six digit student number), e.g. '123456' and your usual college network password.
- Click the OK button.

Moodle gives you access to a range of online learning materials and information to help you to develop your skills and knowledge.

If you want to know more about Moodle, please email **eld@gateshead.ac.uk**.

All the IT Stuff explained

All students get a network account and a Gateshead College email address while they are studying here. You will need your network account in order to use the IT facilities (classroom and library PCs) at all of the college sites and also to use services such as Moodle, remote access and your college email when you are at home. Keep your account details safe and do not share them with anyone.

E-mail Accounts

You will be provided with a college email account to support you with your studies. Your teachers will use this to contact you about your coursework and you will also receive regular messages from the college on this address with news, events and competitions. Reasonable private use of this email account is allowed but there can be no presumption of privacy in these emails.

Network Accounts

Your network account will be set up for you before your first classes start. Your teacher will show you how to use this account and how to access your course and learning

information. If you are unsure, you can call into IT Services or the Library for assistance at any time.

Internet Access at the College

When you are using a college PC, or using the college Wi-Fi on your own laptop, your access to the internet will be filtered, meaning that some sites will be blocked. These are sites deemed unsuitable or unacceptable according to a standard set of college rules.

There may be occasions when a perfectly innocent site is blocked inadvertently and you need access for your studies. If this is the case you can ask your teacher to contact IT Services and request that the site is unblocked. When a site is blocked you will see a pop-up appear that explains the reason for the block; take a screenshot of this and ask your lecturer to send this to IT Services for them to check.

Please note: we may decide to keep the site blocked depending on the risk associated with it.

Contacting IT Services

You are welcome to visit the IT Services Office at the Baltic Campus on floor 2, however you must prearrange this by emailing 2265@gateshead.ac.uk to arrange an appointment.

Get in touch :

0191 490 2265

e-mail us on:

2265@gateshead.ac.uk.

All use and availability of IT facilities at the college (including e-mail) is at the college's discretion and is subject to the college's Information Technology & Communications Policy. Copies of this policy are available from the Corporate Admin Team on **0191 490 0300** or call into Student Services at the Baltic Campus.





Exams

There are rules and regulations for every exam that you undertake; read the guidelines below thoroughly so that you can be prepared for your exams.

You must bring some form of valid photographic identification with you (e.g. passport, student ID card, driving licence) to each examination session so that the invigilators can identify you.

The Examinations Team can also provide you with a form for this purpose which requires a photo to be attached and then a signature from your tutor. You will be refused entry into the examination if you cannot produce suitable identification. (Please note, some Awarding Bodies or qualifications such as ESOL require learners to provide a specific type of photographic identification – if you are in any doubt about what is acceptable, please contact your tutor or the Examinations Team).

You must attend the exam room no later than 15 minutes before the start time of the exam and bring with you a black pen and any other stationery that may be relevant to the exam.

Conduct during examinations will be outlined clearly by invigilators. Failure to follow instructions may result in your disqualification and removal from the examination. Watches, mobile phones and other electronic communications or storage devices are not permitted in exams. If such items are brought to the exam you will be required to hand them in to the invigilator.

If you think you have an exam clash, which means one or more of your exams are scheduled for the same date and time, please contact the Examinations Team immediately to discuss your options.

Exams and festive seasons: If you cannot attend an examination due to it falling on the day of a religious festival or during a festive season, please contact the Examinations Team who will make every effort to make alternative arrangements. You are advised to contact the Examinations Team at least four weeks prior to the exam date.

Access arrangements: Access arrangements can be made for individual students sitting exams. If you would like more information, contact your tutor immediately.

Student appeal against assessment outcomes: This procedure applies to all courses which are accredited through any formal certification.

The procedure is not intended to undermine or confuse arrangements for assessments, but is in place to help you if you feel dissatisfied with your assessment outcome and want further clarification.

Copies of this procedure are available from the Customer Services Team on **0191 490 0300** or alternatively call into Student Services at one of our campuses.

You can contact the Examinations Team on **0191 490 2233** or exams@gateshead.ac.uk

Student Feedback

Your views are very important to us to help us improve what we do. You can get involved in a number of ways; taking part in surveys, focus groups, student panels or by becoming a student representative on the Students' Union Parliament.

We want to make sure you have the opportunity to get involved in helping us improve the quality of the services we deliver.

If you are interested in becoming a student representative, or would like to know more about the role and how you can contribute, please speak with either your tutor or contact the Head of Student Services or email student.activities@gateshead.ac.uk.

Your feedback, compliments and complaints

If you'd like to pay us a compliment or make a complaint, pick up an information leaflet from your campus reception. Alternatively you can call **0191 490 0300** or email start@gateshead.ac.uk

If you are studying on one of our degree programmes please follow the college's complaints procedure.

Higher Education students, dissatisfied with the way any complaint has been handled by the college, and having exhausted the college complaints procedure, should refer their complaint to the Office of the Independent Adjudicator for Higher Education www.oiahe.org.uk.

You said... we have

Your feedback is so important to us. We want you to enjoy your time studying with us and have a positive experience.

You said: Lunchtimes were too busy.

We have: Adjusted timetables to allow for staggered lunchtimes.

You said: The food was too expensive.

We have: Successfully tendered for a new catering supplier bringing a wider variety of student friendly priced food.

You said: You wanted to college to be more environmentally friendly.

We have: Swapped all plastic cups on campus for paper ones.

You said: You wanted a quiet place to study

We have: Added additional study rooms for students to book.

You said: The sports academy should also benefit from the free breakfast offer.

We have: The free breakfast is now available 5 days a week at the Academy for Sport.



Student Disclosure and Barring Service checks

A DBS (Disclosure and Barring Service) check is required for entry onto certain courses and any place on such a course is conditional subject to the check being satisfactory. Applications for the DBS checks are handled through the Corporate Admissions Team and advice on the procedure will be provided to you by staff if it is relevant to you.

Students on Early Years, Health and Social Care and Education courses

As part of the application process you will have gone through an assessment and vetting procedure before being able to enrol onto the course. If there is any change in your circumstances after you have enrolled, you must bring it to the attention of your course staff.

YOUR RESPONSIBILITIES.

Values

Our values express who we are and how we do things at Gateshead College.

We expect everyone to behave in line with these values as they go about their day to day work on behalf of the college.



Respect others

We are kind and considerate to everyone.

Take responsibility

We act honestly and do what we say we'll do.

Have courage

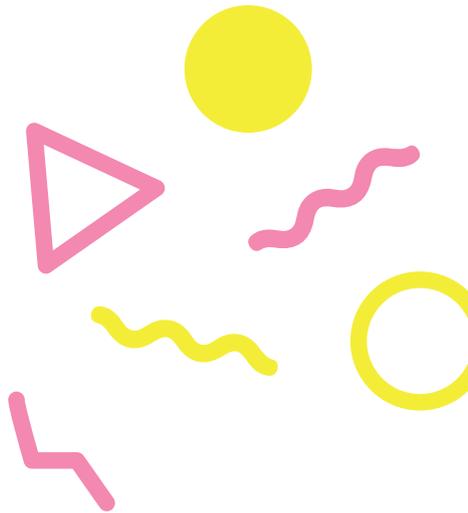
We give things a go and stand up for what's right.

Be creative

We are open minded and explore new ways of doing things.

Work together

We value our differences and learn from each other.



Equality and Diversity

We are committed to promoting equality and diversity and we will not tolerate any form of prejudice, discrimination, victimisation or harassment.

We aim to ensure that no one is treated less favourably than any other and that all feel included. It's everyone's responsibility to ensure that we can all enjoy our time here together and that the rights and dignity of individuals are respected.

We have policies in place to help us do this. You can find out more by visiting **www.gateshead.ac.uk** or by contacting one of the receptions at any of our campuses.



Student Code of Conduct

Our Code of Conduct sets out the standard of conduct which the college requires of all students.

Any breach of the Code of Conduct may lead to action being taken by the college under the Disciplinary Procedures. Repeated, persistent or sustained breaches of the Code of Conduct, or a single, serious breach, may result in a student being suspended or excluded from the college.

Serious breaches of the Code of Conduct may be construed by the college as gross misconduct. The following are examples of what may constitute gross misconduct (students are reminded that the following is not an exhaustive list):

- persistent, sustained and/or repeated instances of misconduct
- violence or threat of violence
- carrying or possession or supply of offensive weapons
- serious breach of the college's Health and Safety policy and regulations, Equality and Diversity Policy/Safeguarding Policy and/or Information Technology and Communications Policy
- endangering the health, safety and/or welfare of themselves or others
- theft of or serious damage to college property and/or equipment
- any discrimination, prejudice, harassment, bullying (including cyber bullying) or victimisation.

Expectations of Students

Students are required to conduct themselves at all times in a manner which upholds the good reputation of the college and which does not obstruct the administration and work of the college or the learning or enjoyment of its students and to abide at all times by all college values, rules, regulations, policies and procedures.

In particular and by way of example, students:

- must not engage in any behaviour linked to sexual harassment, threats of sexual violence or harassment. Sexual harassment can include: (this list is not exhaustive):
 - sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names
 - sexual "jokes" or taunting
 - physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes and displaying pictures, photos or drawings of a sexual nature
 - online sexual harassment. This may be standalone, or part of a wider
- pattern of sexual harassment and/or sexual violence. It may include:
 - non-consensual sharing of sexual images and videos
 - sexualised online bullying
 - unwanted sexual comments and messages, including, on social media sexual exploitation; coercion and threats
- must familiarise themselves and comply with the College's Information Technology and Communications Policy
- must not smoke in non-smoking areas
- must not cheat, plagiarise or copy the work of other students or otherwise engage in any academic misconduct
- must improve attendance, punctuality and/or standard and/or progress of work following instruction by a member of staff to do so
- must not engage in any intimidating, unduly noisy or unruly behaviour or use foul or abusive language (verbal, written or otherwise)
- must not disrupt any class or any other College activity whether or not staff or other students are present

- must not deliberately or negligently cause damage to any College buildings, property and/or equipment (including books or furnishings) or any property of others
- must not engage in any unauthorised interference with software or data belonging to, or used by, the College
- must not use, be in possession of or supply illegal drugs or alcohol or be drunk or under the influence of drugs on College premises or during a College associated or organised activity
- must not engage in bullying, intimidation, taunting or verbal abuse or use violence or threat of violence towards any person
- must not engage in any behaviour which may have an adverse impact on the work or reputation of the College or have an adverse impact on its students, staff or visitors
- must not engage in any dishonest or criminal behaviour including the theft of others' and/or College property and/or equipment
- must not carry or be in possession of or supply offensive weapons
- must not falsify or misuse documents or information (e.g. relating to

academic achievement or financial entitlement) or provide false or misleading information to the College.

In addition, in relation to their programme of study, students are required to:

- accept responsibility for their own learning with appropriate support from their tutor, lecturers and other College staff, services and facilities
- comply with all personal programmes of study and timetables
- attend on time and take part fully in all classes, tutorials, workshops, placements and other activities, obtain prior College authorisation for any lateness or absence and provide explanations for any lateness or absence
- attend all classes, tutorials, workshops, placements and other activities, appropriately prepared, wearing appropriate clothing and adhering to any requirement to wear protective clothing, uniform and/or equipment
- find out about any course work they have missed from other students in their group or from College staff and complete it by stated deadlines or (where no deadline has been set) as soon as possible

- meet all deadlines for handing in work to College staff unless permission has been granted in advance by a relevant member of staff to an extension
- actively take part in all reviews of their progress, learning and target setting
- contribute to the process of College course reviews and evaluations so that their ideas and opinions may be taken into account in the design and delivery of study programmes and College services.

A copy of the Code of Conduct and Disciplinary Procedures can be found at <http://gc-sportal/learnerportal>

Alternatively, any student requiring a copy of these documents or any other policy (including in alternative formats such as Braille or large print) may contact Student Services at one of our campuses or telephone **0191 490 4627**.

You should also note the police will be notified and asked to investigate or search an individual if the college suspects anyone is in possession of an offensive weapon or involved in illegal possession or drug dealing.

Anyone wishing to seek advice about drug misuse and the support available should contact a member of Student Services or by making contact with the Safeguarding Team **safeguarding.team@gateshead.ac.uk**

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Mobile phones: Please follow advice from staff during teaching sessions unless you are using them as study tools. Please turn to silent in the Library and Learning Centres.

Punctuality: If you are marked more than 15 minutes late for your class you will be marked as late in the register and may be asked to report to the Retention and Achievement Coordinator Office. You will be expected to make up for any work missed. Repeated lateness will be followed up with you by the tutor. If you do have a genuine reason for being late to class, please discuss this with your tutor.

Eating and drinking: Eating and drinking in learning environments is not permitted except for water. Please only eat and drink in appropriate places, not in classrooms or workshops.

Dress/clothing: Appropriate clothing should be worn in classes and workshops and any requirement to wear protective clothing or uniform must be adhered to. All outdoor clothing, coats and caps should be removed at the start of a class.

Students should dress and act appropriately to the profession they are training towards. If it wouldn't be acceptable at work then it isn't acceptable for college.



Attendance

Gateshead College takes your attendance seriously, therefore we ask that you keep your attendance above 95%.

We understand that sometimes you may be running late for lessons or cannot make it in due to illness, if this is the case please contact us to let us know by:

Calling: **0191 490 2340 / 2323**

Texting: **07950080960**

Email: attendance@gateshead.ac.uk

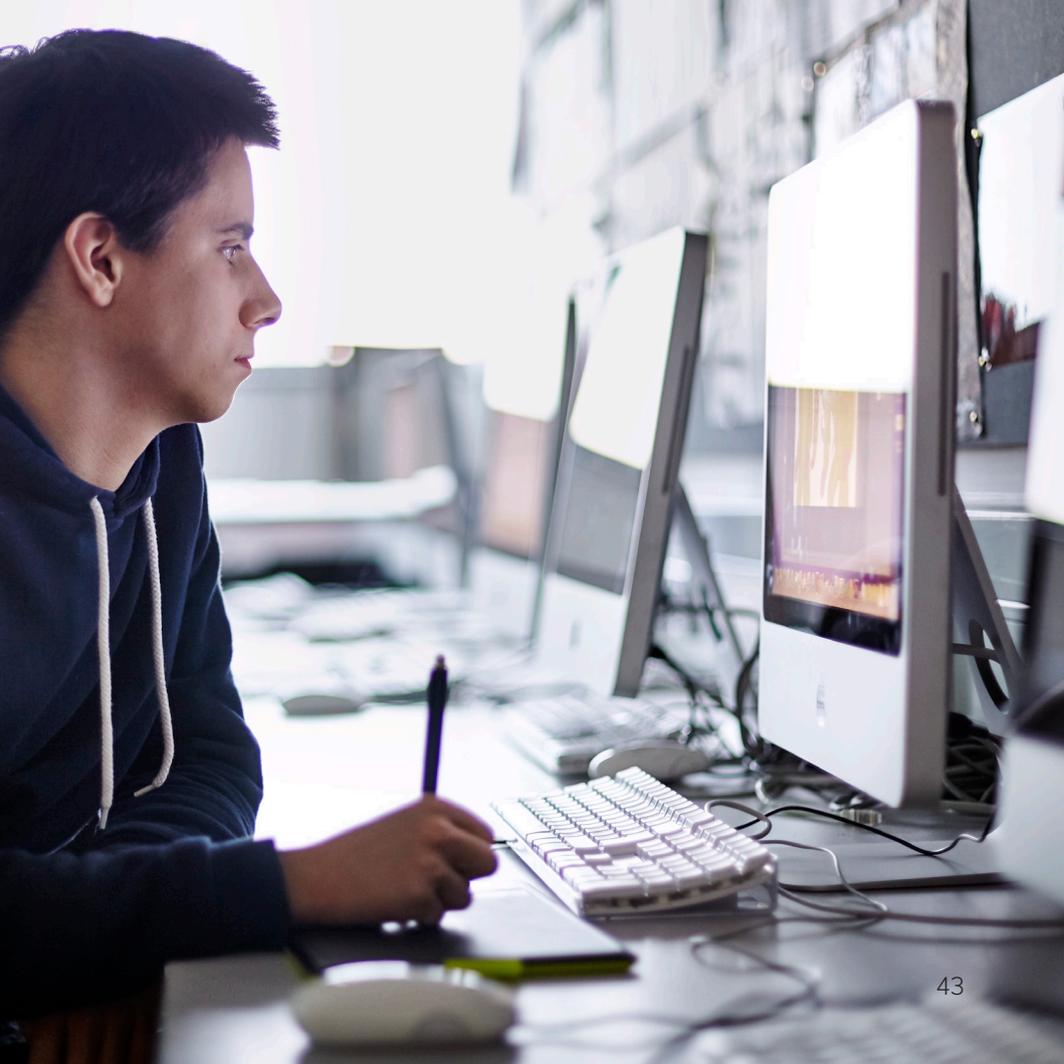
Please do not book any doctor/dentist appointments or driving lessons during your timetabled lessons, if you do need to make an appointment please make sure that you make them at either the start or end of the day to minimise the disruption to your studies.

Financial payments from student support funds may be affected by absences and excessive absence may result in your lecturer not recommending your entry to specific examinations.

Your attendance and punctuality will be monitored by staff who will contact you if you are frequently late for lessons or miss classes. They will also be in contact if there are any concerns about your behaviour, attendance or progress.

Change of Details

If you withdraw from a subject /course without having given prior notice of your intention to staff, please contact the Customer Services Team on **0191 490 2246**, or drop into the IAG Centre at Baltic Campus.



YOUR SAFETY.

Bullying and Harassment

Bullying or harassment is behaviour that hurts another individual.

There is no legal definition of bullying. However, it's usually defined as behaviour that is:

- repeated
- intended to hurt someone either physically or emotionally
- often aimed at certain groups, for example because of race, religion, gender or sexual orientation

It takes many forms and can include:

- physical assault
- teasing
- making threats
- name calling
- cyberbullying – bullying via any device, app or online (for example email, social networks and instant messengers)

What is Harassment?

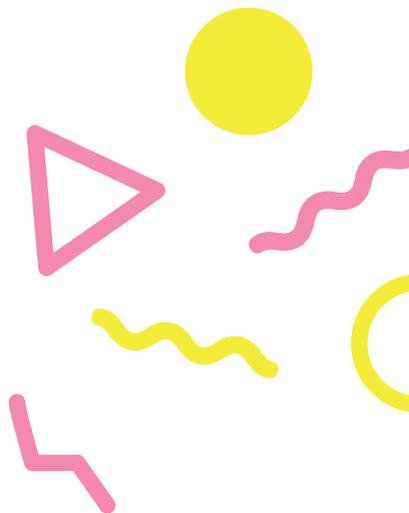
Harassment is unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may arise from a series of events or an isolated incident against one or more individuals and is defined largely by the impact of the behaviour on the recipient not its intention.

Harassment may be:

- Physical – contact, assault or gestures, intimidation, aggressive behaviour;
- Verbal – unwelcome jokes, remarks, suggestions and propositions, malicious gossip, nicknames;
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or exclusion from social activities;
- Bullying – offensive, abusive, intimidating or insulting behaviour.

Please report any concern about bullying or harassment to your main point of contact at the college or another member of the course team.

If you feel that you can't do this, there are other staff in the college who could help. Please see staff to contact at the end of this section.



Safeguarding children and adults at risk:

We all have a role to play in safeguarding the welfare of children, young people and adults at risk. If you are ever worried about someone or would like help yourself, please alert a member of staff and they will deal with the situation following college guidelines and procedures.

Abuse of trust: Adults working with students under 18 are working in a position of trust. This applies even if he/she does not teach the student. It is a criminal offence for a person over 18 to have a sexual relationship with a child under 18, where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Any student who wishes to discuss any concern or query relating to abuse should contact our safeguarding manager by emailing **darren.heathcote@gateshead.ac.uk** by calling **0191 490 4611** or alternatively, contact the Safeguarding Team by emailing **safeguarding.team@gateshead.ac.uk**

Work placement concerns: A procedure has been designed to support students while on placement if they notice something that causes concern. Further details about this procedure can be provided by your course staff.

Student ID Badges and your security:

Students are issued with ID badges at the beginning of their programme. We expect students to carry their badge with them whenever they are in college as a member of college staff may request to see this at any time. Your ID badge may also prove to be a very useful form of identification if you need to renew a bus or metro travel card.

We employ a robust signing-in system for visitors to our campuses so we have knowledge of all of the visitors who are in our buildings. You may also notice that we have many CCTV cameras in and around our campuses. CCTV is not solely about deterrent or security, but also safety.

Entrance to Baltic Campus: Our main entrance doors leading from Quarryfield Road are open during normal college opening times. The entrance doors from Hawks Road on the lower ground floor are open to staff and students only at certain times of the day e.g. first thing in the morning, at lunchtime and when most classes finish mid to late afternoon. The rest of the time these doors will remain closed. Please check the information on the Hawks Road doors with specific timings.

- We strongly advise you to never meet up with someone you befriend online. However, if you do, take an adult with you.
- Parents should encourage young people to use the internet in open areas of the home, such as the kitchen or living room rather than private areas such as bedrooms.
- If you receive abuse online REPORT IT! The Child Exploitation and Online Protection Centre website and link provides an easy way of reporting concerns. www.ceop.gov.uk

Internet safety

- Keep personal information such as your family situation, your place of study, your telephone number and your address, private at all times.
- Keep photographs and videos of yourself secure and only allow access to trusted friends.
- Don't believe everything you read online. Remember some people are not who they say they are.

We also advise you to: Use mobile technologies (such as mobile phones) responsibly and sensibly. Respect yourself and others when you send texts and photos and make calls.

Sexual violence and sexual harassment (including online)

The College is committed to ensuring students and staff can enjoy a learning and working environment free from sexual harassment, sexual misconduct and sexual violence.

Sexual violence refers to sexual offences under the Sexual Offences Act 2003.

Sexual violence and sexual harassment are specific forms of abuse that have been identified as a concern in the lives of young people. In some areas, the frequency of these sexual behaviours means that some young people consider them normal. In a lot of cases these actions can occur between peers. Sexual harassment means unwanted conduct of a sexual nature and may be:

- Online sexual harassment
- Physical behaviour such as deliberately brushing against someone
- Sexualised language
- Sexual jokes or taunting

- Sexist name calling
- Consensual sharing and non-consensual sharing of nude images and videos– taking and sharing of nude photographs of under 18s is a criminal offence
- Sexual exploitation, coercion and threats
- Sexualised online bullying
- Sharing unwanted explicit sexual material
- Being pressurised to send nude pictures (nudes)
- Upskirting– a criminal offence
- Unwanted sexual comments and messages, including on social media.

The College does not tolerate these actions and works within internal procedures, including the student disciplinary procedure, and with external agencies to act and offer support.

The College adopts a whole-college approach to develop a culture where all kinds of sexual violence, sexual harassment and online sexual abuse are recognised and addressed.

We all have a role to play in this and will achieve this by:

- Students are clear about what is acceptable and unacceptable behaviour
- Staff and students role model respectful and appropriate behaviour
- Students are confident to ask for help and support when it is needed.

If you are a victim of sexual violence or harassment, which is either historical in nature or ongoing, we would encourage you to tell any College staff or one of the College's Designated Safeguarding Leads (DSL), who will provide a safe place for you to be heard, offering free support and advice to any student who has been impacted by sexual harassment or violence.

For further information or advice please contact Darren Heathcote, Head of Student Services by emailing **safeguarding.team@gateshead.ac.uk**.



Prevent Duty – Working together to defeat terrorism

The Prevent Duty Guidance for Further Education colleges was introduced by the Government to help reduce the threat to the UK from terrorism and to help people who may be at risk of being radicalised, supporting a terrorist organisation or becoming terrorists.

Terrorism is a real and serious threat to us all and we have seen that terrorists can strike at any time and any place without warning. Our focus at Gateshead College is to work with, for and on behalf of the students, staff and visitors we serve. We need the support and confidence of our communities to improve a two-way flow of information in order to identify those most vulnerable and in need of support and interventions. Our priority is to keep students, staff and visitors safe, by working together with key partner agencies and all our communities to tackle any extremism.

The media is full of news about acts of terrorism across the globe. Though there is not a single definition of what a terrorist looks like or what terrorists believe in, what is clear that terrorists do not represent the majority view of the faiths and/or cultures they claim to represent. Terrorist groups exploit vulnerable people to influence and transform them into sharing extreme views and ideologies and in some cases, to then support or even participate in terrorist groups or acts.

There is no place for extremist views of any kind at Gateshead College.

It is imperative that our students see our college as a safe place where they can discuss and explore controversial issues safely and in an unbiased way and where our staff encourage and facilitate this.

As a college we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for our students. We also recognise that if we fail to challenge extremist views we are failing to protect our students.

If you're suspicious of something that could identify a terrorist threat anywhere in the UK, report it using this quick and confidential [online tool](#), or call the Anti-Terrorism Hotline on **0800 789 321**.

It may seem insignificant, but your call could be vital. Trust your instincts – it could disrupt terrorist planning and save lives. Unusual activity or behaviour which seems out of place may be terrorist related – and anyone who notices such behaviour is being urged to pass on any information via the freephone hotline on **0800 789 321**. Help and advice at Gateshead college is available in Student Services. Telephone **0191 490 4611** or email **darren.heathcote@gateshead.ac.uk**

Keeping safe – college contacts

If you have any concern about your safety or the safety of others, including the reporting of bullying or anything you see which causes you concern, please contact the Safeguarding Team by emailing **safeguarding.team@gateshead.ac.uk** or by contacting the Designated Safeguarding Manager at **darren.heathcote@gateshead.ac.uk** or by calling **0191 490 4611**.

Alternatively seek assistance from the reception point at your site of study and they will put you in touch with a relevant member of staff. Remember you can follow the link on the Learner Portal for information about who to speak to about bullying and it also gives a link to information about student support services.

Information about safeguarding is also available in the Student Services section of our website.

Health and Safety

We are committed to keeping you safe while you are at college.

It is important that you consider the health and safety of yourself and others who may be affected by your acts/ activities during your time here.

In the interest of health and safety, no person should intentionally or recklessly interfere with, or misuse, college property or equipment.

We have clear policies and procedures to deal with different health and safety issues including fires and accidents.

If you have any concerns regarding health and safety you can contact the Health and Safety Team via Reception at the Baltic Campus or call 0191 490 2230.

If you discover a fire:

- Sound the alarm by operating the nearest break glass call point and immediately evacuate the building.

Fire Evacuation: It is essential that you take time to familiarise yourself with the evacuation routes and fire notices displayed in each room throughout the college campuses.

If you hear the fire alarm immediately evacuate the area by the nearest safe route, ensuring that you:

- DO NOT use lifts.
- DO NOT stop to collect your belongings.
- DO NOT attempt to fight the fire.

Once you have evacuated, go to the assembly point and await further instructions from the Fire Warden. Do not move from the assembly point and do not re-enter the building until told to do so.

Fire Assembly Points:

- Baltic Campus – Multi Storey Car Park
- Skills Academy for Automotive, Engineering, Manufacturing and Logistics – Footpath area to the rear, right of the building
- Construction Skills Academy – Car park
- Academy for Sport – Car Park

If you use a wheelchair or cannot use the stairs unaided (this includes temporary conditions for example the use of crutches due to injury etc), follow the instructions of your personal emergency evacuation plan (PEEP).

If you do not have a PEEP or are unsure, you must go to your nearest refuge points. You will be shown these points during your induction but if you are unsure contact a member of staff. Using the communication provided, give your location and ask for assistance. Refuge points are located on all staircase landings, on upper floors of our campuses.

If you have any condition that you feel may affect your ability to evacuate safely you must contact Learning Support at Baltic Campus on **0191 490 2253** before your course and additional arrangements will be made.

Accidents: You should report any accidents, ill health, damage, loss or any dangerous occurrence to a member of staff or the Health and Safety Team.

Trained first aiders are on every site:

Baltic Campus **0191 490 2324**
or go to main reception

Academy for Sport **0191 490 2447**
or go to the college office

Skills Academy for Construction
0191 490 4617 or go to reception

Skills Academy for Automotive, Engineering,
Manufacturing and Logistics
0191 490 2430 or go to main reception

Smoking and Vaping: Gateshead College is a no smoking college. Smoking/vaping is not permitted anywhere within the college sites or grounds with the exception of using our smoking/vaping shelters located outside our buildings at the following campuses:

- Baltic Campus
- Skills Academy for Automotive, Engineering, Manufacturing and Logistics, Team Valley
- Skills Academy for Construction, Team Valley.

There is no smoking shelter available at our Academy for Sport as smoking is not permitted anywhere within this college site or grounds.

If you would like support to quit smoking then you can make an appointment with one of the college's Smoking Cessation Officers. Contact the Health and Safety Team via campus receptions.



YOUR SUPPORT SERVICES.

Information, Advice and Guidance Service

There are a variety of different people at the college who can support you during your time with us. From funding and childcare to additional learning support and careers advice we have a friendly member of our team ready to help.

No appointment is necessary so just drop in during opening hours to your campus reception and we'll be happy to assist and advise you.

The college provides a range of free, accessible and impartial services delivered by experienced staff.

Services include:

- Information and advice regarding our admissions process
- Information on college courses and progression opportunities
- Enrolment onto all courses
- Information on college services and facilities including learning support, Learning Centres and the Library, careers guidance, DBS, student references and welfare support
- Advice on course payment methods and the help available
- Help to complete application and enrolment paperwork
- Careers resources.

We can make appointments for you with:

- Careers Advisers who can offer guidance on your choice of course, career path or progression route
- Learning Support staff for advice about the support available to students with learning and/or physical disabilities.

Opening hours for Baltic Campus

Monday – Thurs **9am – 5pm***

Friday **9am – 4.30pm**

*A reception service is available from 8.30am – 6.30pm on Mondays
8.30am – 9pm Tuesday to Thursday
and Friday 8.30am – 4.30pm during term time.

Opening hours for other campuses

Please contact your campus reception to confirm service opening times. No appointment is necessary so just drop in during opening hours to the reception at the campus where you are studying and we'll be happy to assist and advise you.

Learning Support Service

If you indicate that you have an identified learning difficulty, disability or other support need on your Learning Agreement form you will be asked to complete a Referral Form. This form will be forwarded to the Learning Support Team who will contact you to discuss and assess any extra support that you may need. The Learning Support Team will contact you if you have an Education and Health Care plan (EHCP).

The Learning Support Team is experienced in supporting students with identified learning support needs.

Services we can provide include:

- Support for you in and out of class
- Support if you have a specific learning difficulty e.g. dyslexia
- Support if you have a mental health issue.
- Access to loan use of specialist equipment
- Assisting with the adaptation of learning materials
- Liaison with parents and carers, schools and external support agencies
- Support with personal care
- Support at meal break times.

To contact Learning Support call **0191 490 2253**, contact reception, or go to Student Services, Baltic Campus or email **learner.support@gateshead.ac.uk**

Specific Learning Difficulties Coordinator

The Specific Learning Difficulties Coordinator (SpLDC) offers specialist support to all students who have, or feel they may have, a specific difficulty such as: dyslexia, dyscalculia, dyspraxia, ADD/ADHD and Asperger's Syndrome.

Some of the things that the SpLDC can help you with are:

- Identifying support needs in relation to the chosen course.
- Providing assistive technology and/or coloured overlays where appropriate.
- 1:1 out of class support where necessary
- Dyslexia screening
- Assessment for exam access arrangements.

To make an appointment call into Student Services on the ground floor of the Baltic Campus, call **0191 490 2331**, or email **spld@gateshead.ac.uk**

Our Health and Wellbeing Coordinator

is a Registered Mental Health Nurse who offers a specialist and confidential service to Learners struggling with their mental and emotional wellbeing.

The Service offers tailored 1:1 brief solution focused approach to advice and support Learners with their wellbeing difficulties. This may include referral to an appropriate external agency for on-going specialist support and / or liaising with existing external agencies supporting the Learner.

To make an appointment either email **support.worker@gateshead.ac.uk**, call **0191 490 2339** or drop into Student Services on the ground floor of the Baltic campus.

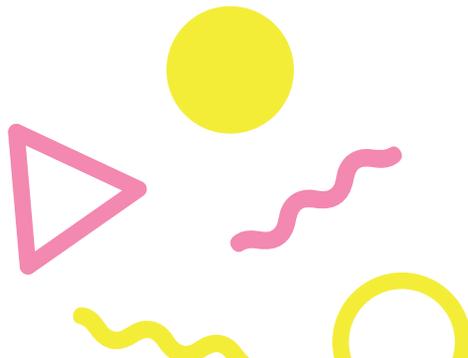
Careers Guidance Service

The service is delivered by professionally qualified college Careers Advisers. If you would like to book an appointment with a Careers Adviser please either drop in to or call the Careers Guidance Service on **0191 490 2216**. You can also contact our Careers Advisers by email **career.guidance@gateshead.ac.uk**.

The Careers Guidance Service adheres to the professional standards set out in the Career Development Institute (CDI) Code of Ethics.

The service can support you with career advice and guidance and help you to plan and manage your progression to further or higher education, an apprenticeship, additional training or employment.

In addition we can support you with updating your CV and preparing for interviews.



UCAS (University & Colleges Admissions Service)

Applications for higher education courses are made from September 2022.

The official UCAS deadline is 25 January 2023, although we advise students to complete their UCAS applications by Friday 11 November 2022.

*Please note the application deadline for Oxford and Cambridge applications and for Medicine, Dentistry or Veterinary Science is Friday 7 October 2022.

If you miss the deadline and would still like to apply, please contact one of the Careers Advisers immediately on **0191 490 2216** or email **career.guidance@gateshead.ac.uk**. To successfully complete your application form you will need to produce a personal statement. UCAS workshops will be available from September 2022, covering the application process and writing personal statements.

You can access guides with detailed information on the college UCAS procedure for applying to higher education.

These guidelines are available on the Gateshead College [website](#).

As soon as you consider higher education as a potential option you can access one to one support on all matters regarding higher education and applying to university via the UCAS Advice Service which is available every week from October to January. You can discuss your plans and ideas with a Careers Adviser. In addition, you should let your teacher know that you are applying to university and provide them with a copy of your personal statement to enable them to write your academic reference.

Financial Support

We have funds allocated to the college by the Government to help anyone experiencing financial hardship. Applications can only be processed when you are enrolled on and attending a course and are means tested. However, forms can be submitted before you start your course and a conditional award may be made subject to attendance.

- 16–18 Bursaries & Free Meals can support with travel, course related costs and meals
- 19+ Discretionary Learner Support Fund and Advanced Learner Loan Bursary Fund can support with travel, course related costs and childcare.

Guidelines, application forms and further information are available online at **www.gateshead.ac.uk/student-services/finance-and-funding/apply-student-support** or from the Support Funds Team based in Student Services at Baltic Campus, or you can call them on **0191 490 4627** or email **support.funds@gateshead.ac.uk**.

Childcare: If you are under 20 at the start of your course and need help with childcare costs, you can apply to Care to Learn. This scheme is not means tested and you just have to use registered childcare. For further information telephone **0800 121 8989** or go to **www.gov.uk/care-to-learn** to apply online. If you need help finding childcare you can visit **www.direct.gov.uk/childcare** provides general information about choosing the right type of provision for you and your child.

If you are aged 20+ you may qualify for help towards childcare costs if you do not have a partner who can care for your child(ren). You need to find a childcare provider prior to applying for help with costs. All awards are paid direct to your provider. You are liable for any fees incurred prior to an award being agreed. If you choose to use a provider whose charges are in excess of our maximum award you will be liable for these fees.

Higher Education Finance:

If you need help with HE funding applications or require information/ application for Higher Education Hardship Fund then please see the Support Funds Team based in Student Services at Baltic Campus, call **0191 4904627** or email **support.funds@gateshead.ac.uk**





Gateshead College Foundation: This is an independent charity set up by Gateshead College to make sure that young people and adults, living in our region, can access funds to enable them to develop their skills and improve their life chances at Gateshead College.

Anyone who wishes to study a further education course at Gateshead College can apply to the Foundation for support. All applications will be judged against set criteria, depending on the kind of support being requested. For more information or to apply please visit www.gateshead.ac.uk/foundation



Information and support is available about student loans, further education funds, bursaries, childcare and tuition fees from the Information, Advice and Guidance Team or the Support Funds Team.

In care or care leaver?

We can offer a tailored package to you to make sure you receive both the financial support and personal support you may need when studying at college. If you are 16-18 you could be entitled to an additional bursary.

Support Funds Team at Baltic Campus

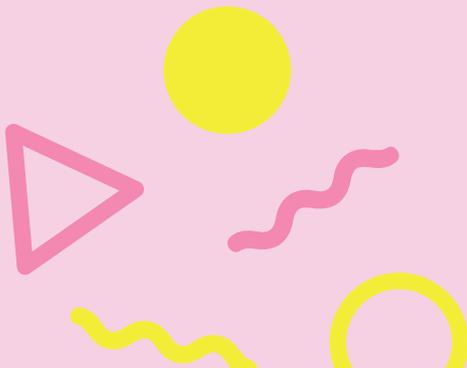
Our Support Funds Team is based in Student Services at Baltic Campus and can help with any query relating to financial support:

- 16-18 Bursaries and Free Meals
- 19+ Discretionary Learner Support Fund
- Advanced Learner Loan Bursary Fund
- Childcare Funding
- Higher Education Funding
- Requests for information e.g. confirmation letters for benefits/council tax purposes.

Opening times - term time:

Monday-Friday **9am - 4pm**

After hours, please email
support.funds@gateshead.ac.uk.



Examinations Team

Based in room 1-201, Baltic Campus, our staff will provide you with information about dates, times and rooms for your exams and will issue your results and certificates.

Please note: Awarding bodies may change examination dates, therefore we cannot accept responsibility for any inconvenience caused as a result of these changes.

All exams and assessment dates will be confirmed by your course leader or by a written timetable sent to your home address.

Access arrangements can be made for individual students sitting exams. If you would like more information, contact your tutor immediately.

If you require any additional support or some specific arrangements to be put in place for your exams, or you require some further information about this, please contact your tutor immediately. You can contact the Examinations Team on **0191 490 2233** or email **exams@gateshead.ac.uk**



Gateshead College Students' Union

Everyone is automatically a member of Gateshead College Students' Union (GCSU) when they enrol with Gateshead College. The Union is run by students and is here to represent you throughout your studies. We gather feedback from students about the college, co-ordinate campaigns, attend college meetings, organise activities, raise funds for charity and liaise with National Union of Students (NUS).

Each year a group of students are elected into positions on the Students' Union Executive Committee and this group meets every two weeks to discuss current issues and plan actions on campus.

Elections for the Executive Committee take place in October for the positions of Finance Officer, Welfare Officer, Education Officer, Equality and Diversity Officer, Secretary, Entertainments Officer and Activities Officer.

Information about the Students' Union's activities and events will be published on notice boards and in e-newsletters.

If you have feedback for them about the college or wish to get involved with the work of the Union please email **student.activities@gateshead.ac.uk**.

Gateshead College students can get a TOTUM card which gives exclusive discounts from big name high street and online retailers. TOTUM cards are available to purchase for £14.99 online at **www.nus.org.uk**.





Sport Academies

All of our full time students can join one of our fantastic sport academies.

Our Academy for Sport, next door to Gateshead International Stadium, is home to eight specialist sport academies, all offering outstanding training, coaching and playing opportunities for everyone.

8 specialist academies

- Athletics
- Basketball
- Boxing
- Men's football
- Men's rugby
- Netball
- Women's football
- Women's rugby.

Health

C Card Scheme: If you are aged 24 and under, you are entitled to free condoms through the C Card scheme. To sign up for a C Card drop into Student Services at the Baltic Campus and see one of the Learner Engagement Officers or speak to your tutor if you are at one of our other campuses.

To find out more email

student.activities@gateshead.ac.uk

or contact Student Services on

0191 490 2361/4612.

Chlamydia Screening: Chlamydia screening is offered at the college at regular intervals across the academic year. For further information contact **0191 490 2361/4612.**

YOUR KEY CONTACTS.

If someone needs to contact you in an emergency they need to call **0191 490 0300**. They will need to know the full title of your course, the year (1st or 2nd), and the name of your lecturer. Leave this information on a postcard in your house.

General contacts

0191 490 0300
start@gateshead.ac.uk

Call Centre:
General course information
0191 490 2246

Campus

Baltic Campus

Reception **0191 490 2224**

Academy for Sport, Gateshead International Stadium

Reception **0191 490 2346**

Student Services **0191 490 2412**

Skills Academy for Automotive, Engineering, Manufacturing and Logistics

Reception **0191 490 2430**

Skills Academy for Construction

Reception **0191 490 4617**

Student Services **0191 490 2204**

Apprenticeships

The Apprenticeship Unit **0191 490 4636**
apprenticeships@gateshead.ac.uk

Support Services

Examination Office

0191 490 2233/2232

Learning Support Service

0191 490 2253

learner.support@gateshead.ac.uk

Careers Guidance

0191 490 2216

career.guidance@gateshead.ac.uk

Student Activities **0191 490 2361/4612**

student.activities@gateshead.ac.uk

Funding Enquiries **0191 490 4627**

support.funds@gateshead.ac.uk

Absence Reporting **0191 490 2323/2340**

Text: **07950 080 960**

attendance.monitoring@gateshead.ac.uk

Services

Enfields Kitchen **0191 490 2457**

Greenhouse **0191 490 2414**

Baltic Salon and Spa **0191 490 2283**

Other useful contacts:

Childline

0800 1111

www.childline.org.uk

NSPCC

0808 800 5000

www.nspcc.org.uk

Action Fraud Police

0300 123 2040

www.actionfraud.police.uk

Social Services: If you live in Gateshead, for further information or advice call **0191 433 2653** (office hours) or **0191 477 0844** (out of hours). Telephone numbers for other areas will be available from any directory enquiry service e.g. 118 118.

Shelter (for support with housing)

0808 800 4444 (National)

0344 515 1601 (Local)

www.shelter.org.uk

Samaritans

08457 90 90 90

www.samaritans.org

Talk To Frank

0800 77 66 00

Text: **82111**

www.talktofrank.com

Streetwise (free counselling service)

0191 230 5400

www.streetwisenorth.org.uk



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£8.50 lunch
£12.95 dinner

Tuesday - Friday 12pm - 2pm

Thursday theme nights 6pm - 9pm



0191 490 2457 | enfieldskitchen@gateshead.ac.uk
Gateshead College, Baltic Campus, NE8 3BE

**ENFIELDS
KITCHEN** 
AT GATESHEAD COLLEGE

We promise to take all reasonable steps to provide the teaching, examination, assessment and other educational services set out in our prospectuses, charter, course leaflets and student handbook.

We do not, however, guarantee the provision of these services, programmes and facilities. We reserve the right to amend, withdraw, cancel, alter or amalgamate any or part of the programmes, locations, facilities and costs at any time.

Should circumstances beyond our direct control interfere with our ability to provide educational services, programmes and facilities, we will take all reasonable steps to minimise any disruption.

Every effort was made to ensure that information in this guide was correct at the time of publication (2022). Gateshead College reserves the right to amend information at any time. © Copyright Gateshead College 2022.

Please note that the programme you are studying may be fully or part-funded through ESF match funding.

Information you provide at enrolment relating to your employment status is important to confirm eligibility so please ensure this information is correct.

If you have any queries please contact **datafunding@gateshead.ac.uk** or follow this link:

<https://www.gov.uk/government/publications/european-structural-and-investment-funds-project-requirements-and-publicity-materials>



European Union
European
Social Fund





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