

Apprenticeship Agreement

Between: Employer, **and** Apprentice

and The Guernsey Institute - Apprenticeships

1. Core information

This Apprenticeship Agreement summarises the roles and responsibilities that support the successful completion of this apprenticeship. The information set out in this document must be signed and retained by the employer, the apprentice and the training provider named in section 4 below. If the apprentice is under the age of 18 years old on the start date of the apprenticeship, it must also be signed by their parent/guardian. It must form part of the employer's contract of employment with the apprentice and be retained on file with the *Written Agreement of Services* contract that has been put in place between The Guernsey Apprenticeship and each registered employer.

The content of this document is also intended to form the basis of Apprenticeship Tripartite Progress Reviews (TPRs) between all three parties to track off-the-job course progress and on-the-job support training opportunities, for the duration of the apprenticeship. Any changes to the apprenticeship, and therefore to this document, must be agreed and recorded in an updated Apprenticeship Agreement with signed copies distributed to all parties listed in section 4.

1.1 The apprenticeship covered by the Apprenticeship Agreement

| | |
|-------------------------------------|--|
| The Apprenticeship Programme | |
| Start date | |
| Planned End date | |
| Probationary Period | The probationary period for the apprenticeship course ends 42 days after the start date of the off-the-job training programme. |
| Registration fee | The employer is responsible for paying the registration fee(s) for the course qualification(s) of any apprentice employed with the business at the time of registration, which may be before the probationary period ends. |

1.2 Apprenticeship Tripartite Progress Reviews (TPRs)

To take place between The Guernsey Institute - Apprenticeships, the employer and the apprentice for the duration of the apprenticeship, using OneFile, to discuss;

- off-the-job course progress, targets, challenges to completion, the learning environment
- on-the-job learning opportunities, working relationships and conditions, mentorship, confirm success, identify any actions needed to progress.

| Frequency | Format | Role and Name | Contact phone number and email |
|----------------------------|---|---|---|
| Termly (3 times a year) | <p>The apprentice will be invited to a TPR meeting with their employer and Course Lecturer or Curriculum Leader or The Guernsey Institute representative once a term.</p> <p>The employer also plays a vital part in the TPR process and should review the meeting notes and have the opportunity to respond to and give feedback on any comments on the apprentice's progress via OneFile.</p> | Apprentice name: | Apprentice Contact Tel: Apprentice Email: |
| | | Employer contact name: | Employer Contact Tel: Employer Email: |
| | | Programme Leader name: Course Lecturer name: | Tel: 01481 227500 Programme Leader email: Course Lecturer email: |

1.3 Key Employer Policies

Key Employer Policies - Employers should confirm by electronically signing the box below to confirm that they have these policies in place and have shared them with the apprentice as part of their staff induction process. The apprentice should electronically sign to confirm that they have read and understood the policies shared with them.

| Policy | Signature | Date |
|---|------------------|-------------|
| <i>Code of Conduct</i> | | |
| <i>Equality and Diversity Policy</i> | | |
| <i>Health and Safety Policy</i> | | |
| <i>Harassment and Bullying Policy</i> | | |
| <i>Complaints Procedure</i> | | |
| I have read and understood the policies listed above and agree to abide by these at all times: | | |
| | | |

1.4 Further support, policy, process and guidance

| | Name and Role | Contact phone number & email |
|---------------------------------|---|--|
| Apprenticeship Office | Paul Curtis - Apprenticeship Manager | Tel: 01481 227500 Email: apprenticeships@gcfe.net |
| Student Support Services | Jeff Stuart - Director of Student Support | Tel: 01481 227500 Email: support@gcfe.net |
| English & Maths | Jennifer Long - Programme Leader of Maths, English & Skills | Tel: 01481 227500 Email: jenniferl@gcfe.net |

| | Policy, Process and Guidance | First Point of Contact Name, Role, Email & Phone number |
|---|---|--|
| Attendance & Absence | <p>If you are unable to attend, or are running late for any reason, please contact reception. Let them know your name, course name, lecturer's name, reason for absence/lateness and your expected return date/time, and also inform your employer.</p> <p>If you are due to attend work, contact your employer to let them know your reason for absence/lateness and your expected return date/time to work.</p> | <p>Tel: 01481 227500</p> <p>Employer Contact Name:</p> <p>Employer Contact Tel:</p> <p>Employer Email:</p> |
| Apprentice Support and Wellbeing | <p>The Guernsey Apprenticeship is committed to meeting the requirements of people with learning difficulties, disabilities and/or health issues. Please disclose any issues you may have or additional support needs with Student Services, the APR Tutor or your apprenticeship tutor. Any disclosure you make will be used only to help us offer you the appropriate support or to consider making reasonable adaptations that will support you in your course.</p> | <p>Student Support: support@gcfe.net</p> |
| Safeguarding | <p>If you have a Safeguarding concern then please call the Safeguarding Team</p> <p>If you have any safeguarding issues or concerns for yourself or another person please contact a member of the Safeguarding Team or a Tutor.</p> | <p>Safeguarding Team: 07839 777 643 / 07781 197025</p> |

| | | |
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| <p>Raising Queries & Concerns</p> | <p>If you have concerns or queries about the off-the-job training delivered by the TGI - Apprenticeships you should discuss these with the apprenticeship team/programme leader/ course leader, as appropriate.</p> <p>If you have concerns or queries about the on-the-job training provided in the workplace, you should discuss these with your employer in the first instance and then the apprenticeship team if no solution can be found.</p> | <p>Email: apprenticeships@gcfe.net</p> <p>Tel: 01481 227500</p> <p>Employer Contact Name:</p> <p>Employer Contact Tel:</p> <p>Employer Email:</p> |
| <p>Complaints Procedure</p> | <p>The Guernsey Institute - Apprenticeships Complaints Procedure is intended to bring matters of concern about the TGI - Apprenticeships to the attention of the TGI- Apprenticeships managers and enable the efficient investigation of those concerns. Please find further details here:</p> <p>http://www.guernseycollege.ac.gg/wp/student-handbook/student-complaintscomments/ Any verbal complaints will be dealt with informally in the first instance. Every effort will be made to proactively address the complaint. The line manager for the area will be informed and they will review action taken and log the complaint.</p> <p>Where a complaint cannot be resolved, after all attempts have been made and/or a formal written complaint is received, the complaint will be referred to the Principal.</p> | <p>Formal complaints should be made to:</p> <p>Name: Louise Misselke</p> <p>Position: Principal of GCFE</p> <p>Email: principal@gcfe.net</p> <p>Tel: 01481 227500</p> |
| <p>Unfair dismissal Employer</p> | <p>If you feel you have been unfairly dismissed as an apprentice by your employer, you may be able to make a complaint to the Employment and Discrimination Tribunal Service. Please visit https://www.gov.gg/employmentrelations for further information.</p> <p>Please note that you will need to have been employed for one year to be able to make a claim but in certain circumstances the qualifying period may be waived.</p> | <p>Employment Relations</p> <p>Email: employmentrelations@gov.gg</p> <p>Tel: 01481 220026</p> <p>(English, French, Portuguese and Spanish spoken)</p> |

| | | |
|-------------------------------|---|--|
| <p>Data Protection</p> | <p>The Guernsey Institute - Apprenticeships processes personal data via your Employer</p> <p>Registration Form and Apprentice Enrolment Form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information in relation to how your personal data is processed can be found by viewing the full Fair Processing Notice. This can be found at www.guernseycollege.ac.gg/policies</p> <p>Please refer to the employer for details of their data protection policy and how they process your data.</p> | <p>If you have any queries about how your personal data is used, please contact:</p> <p>Name: Louise Misselke</p> <p>Position: Principal of GCFE</p> <p>Email: principal@gcfe.net</p> <p>Tel: 01481 227500</p> |
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2. Roles and responsibilities

Accountabilities for a successful apprenticeship are shared equally by the employer, apprentice and The Guernsey Institute -Apprenticeships. The intention is to support the apprentice throughout their apprenticeship to a successful completion.

2.1 The apprentice agrees to:

- manage their own learning and, with support from their employer and apprenticeship tutor, work to meet the targets and timelines needed to complete the apprenticeship by the planned end date, including any actions detailed in section 3 in regards to English and maths;
- attend all timetabled off-the-job training sessions, including English and maths classroom and online lessons where these are timetabled;
- participate in Apprenticeship Tripartite Progress Reviews (TPRs) with the TPR Tutor/Apprenticeship Tutor to discuss and review off-the-job course progress and on-the-job training support and agree any changes needed to address performance or support required for enhanced learning opportunities;
- inform Social Security (SS) if they are in receipt of Sickness Benefit and have been authorised by the The Guernsey Institute -Apprenticeships to continue to attend for off-the-job training as part of their apprenticeship; also informing SS of the dates and times they will be in attendance and letting their employer know of this arrangement;
- inform the apprenticeship team and their employer if personal circumstances change that will affect completion of the apprenticeship or will change the planned end date;
- adhere to Health & Safety regulations whilst at The Guernsey Institute and in the workplace; ensuring that Personal Protective Equipment (PPE) is worn for each task;
- proactively identify any issues or barriers to successful completion of this apprenticeship and raise these quickly with their employer, apprenticeship tutor and APR tutor, working with all to implement any action needed;
- wear an ID card lanyard at all times when on the The Guernsey Institute premises;
- inform the apprenticeship tutor and the apprenticeship team of any change in employment or redundancy as soon as it occurs;

- proactively seek and secure re-employment within the industry within 6 weeks of becoming unemployed, or be subject to a progress review which may result in the suspension/termination of the apprenticeship;
- raise any queries or complaints regarding the apprenticeship through The Guernsey Apprenticeship process as detailed in this Apprenticeship Agreement in section 1.4;
- participate in course feedback and apprenticeship evaluation to support the continuous improvement of the programme for current and future apprentices;
- abide by the The Guernsey Institute's Student Charter (Annex 1) and Code of Conduct (Annex 2)
- abide by the learning agreement for English and Maths (Annex 3)

2.2 The employer agrees to:

- provide a working environment that meets current health and safety legislation to enable the apprentice to work and learn safely for the duration of the apprenticeship and take all reasonable and practical steps to ensure that any equipment that may be used by the apprentice during the apprenticeship is safe and reliable and has undergone all necessary regular checks and maintenance;
- provide the apprentice with access to the on-the-job knowledge, skills and behaviours, resources and opportunities needed to achieve the milestones of the apprenticeship;
- release the apprentice from work to attend The Guernsey Institute for off-the-job training; to include English and Maths timetabled sessions
- pay the apprentice a wage that is not less than the Guernsey minimum wage (The Minimum Wage (Guernsey) Law, 2009) for the time they are in work and/or are in off-the-job training and undertake their obligations as an employer with regard to the deduction and payment of tax and social insurance;
- provide the apprentice with a full time contract of employment (between 30-40 hours per week) which incorporates the Apprenticeship Agreement;
- apply for funding support, if required, within the first 42 days of taking on a new apprentice;
- comply with Guernsey employment law in relation to the apprentice at all times;
- pay for the registration and examination fees of each apprentice that is employed with the business at the time of registration for each qualification. Full details can be requested from apprenticeships@gcfe.net and the amount of fees is dictated by the Apprenticeship Programme;
- pay for any examination resit charges for the apprentice as invoiced by the The Guernsey Institute with the initial exam and first re-sit being paid for by the The Guernsey Institute;
- support the apprentice to manage their own off-the-job training, by ensuring sufficient time in their typical working week (or granting time off in lieu) to meet the requirements of the Apprenticeship Programme;
- notify the The Guernsey Institute in the event of any changes, whether in relation to the employer or the apprentice's circumstances, that may affect completion of the apprenticeship or change the planned end date;
- proactively identify any issues or barriers to successful completion of the apprenticeship arising from the The Guernsey Institute, employer or apprentice and promptly raise these with the The Guernsey Institute, including any disciplinary actions taken by the business and to be shared in writing with the The Guernsey Institute;

- immediately inform the The Guernsey Institute if there are any changes to employer or apprentice data and report any incorrect data received, in line with GDPR;
- manage any queries or complaints regarding the apprenticeship through the The Guernsey Institute process, as detailed in section 1.4;
- ensure that there is a workplace mentor assigned to the apprentice and that adequate supervision and guidance is provided to the apprentice for the duration of their apprenticeship.
- cooperate with the The Guernsey Institute in all matters relating to the Apprenticeship Programme
- specify in the Employer Registration request, a manager to act on behalf of the Employer in all matters relating to the Apprenticeship Agreement
- provide The Guernsey Institute at no charge with such access to the Employer's premises, data and other facilities as The Guernsey Institute may reasonably require
- inform The Guernsey Institute of all health and safety and security requirements that apply at the Employer's premises or otherwise for the purposes of this Agreement
- ensure that all the Employer's Equipment is in good working order and suitable for the purposes for which it is used
- obtain and maintain all necessary licences and consents and comply with all applicable laws as may be required to enable The Guernsey Institute to provide the Apprenticeship Programme
- work with The Guernsey Institute and each Apprentice to agree an Apprenticeship Agreement for each Apprentice
- compensate The Guernsey Institute for all costs and expenses reasonably incurred by The Guernsey Institute: (a) if it is prevented by the Employer from attending and inspecting the Employer's premises; or (b) if the Apprentice fails to keep an appointment with The Guernsey Institute owing to any act or omission of the Employer
- promptly notify The Guernsey Institute where there is a break in learning due to maternity leave, parental leave, adoption leave or other leave and an Apprentice intends to continue with the permitted amount off-the-job training and enter an additional agreement with the Apprentice and The Guernsey Institute
- promptly notify The Guernsey Institute where there is a change of circumstance in relation to the working hours of the Apprentice and discuss the change with the Apprentice and The Guernsey Institute

2.2.1 The workplace mentor will:

- support and guide the apprentice to carry out their day to day activities and meet the targets and timelines needed to complete the apprenticeship by the planned end date.

2.3 The Guernsey Institute - Apprenticeships agrees to:

- provide a learning environment that meets current health and safety legislation to enable the apprentice to learn safely for the duration of the apprenticeship;
- provide the apprentice with development of behaviours, attitude, knowledge and skills, and other resources and opportunities needed to support the apprentice to manage their own learning as well as the off-the-job learning, detailed in the relevant Apprenticeship Programme;

- enable the workplace mentor to support and guide the apprentice, to carry out the day to day role and to meet the targets and timelines needed to complete the apprenticeship by the planned end date by providing a clear summary of off-the-job and on-the-job learning needed, contained in the relevant Apprenticeship Programme Schedule;
- to review each apprentice's performance and provide evidence and feedback on progress to track success in meeting apprenticeship programme milestones; agree any changes needed to support the apprentice to address their performance or access enhanced learning opportunities; and, in the event of the Apprentice failing to meet required standards, to consider, in consultation with the employer and apprentice, whether the apprentice is suitable to continue on their programme of study;
- notify the employer in the event of any changes that may affect completion of the apprenticeship or that will change the planned end date;
- proactively identify any issues or barriers to successful completion of the apprenticeship arising from the The Guernsey Institute - Apprenticeships training, employer or apprentice and promptly raise these with the employer or apprentice, including any disciplinary actions taken by the The Guernsey Institute - Apprenticeships which must be shared in writing with the business;
- inform the employer if there are any changes to the The Guernsey Institute - Apprenticeships training or apprentice data and report any incorrect data received, as quickly as may reasonably be practicable;
- manage any queries or complaints regarding the apprenticeship through the The Guernsey Institute process;
- enable employer and apprentice participation in Apprenticeship Tripartite Progress Reviews (TPRs) to support the continuous improvement of the apprenticeship programme;
- issue the apprentice with the The Guernsey Institute's Student Charter (Annex 1), Code of Conduct (Annex 2) and English and Maths Learning Agreement (Annex 3) as part of this agreement

3. English and Maths

The apprentice must study English and/or maths level below the qualification level attached to the apprenticeship unless they can demonstrate prior achievement. For example, if they are studying on a Level 3 apprenticeship course, the apprentice should be functional at Level 2 in both English and maths before the end of the programme. If the apprenticeship incorporates a Level 2 and a Level 3 programme, there is the need to have achieved a Level 1 in English and maths to be able to progress from the Level 2 to Level 3 course qualification.

If the apprentice has already achieved the required level of English and maths before starting the apprenticeship, there will be no requirement to study these qualifications, however, all apprentices are initially assessed by The Guernsey Institute using initial assessment packages, these will highlight areas of weakness and access can be given to learning which will build these skills to assist the apprentice in their working lives.

Functional Skills further information

Functional Skills qualifications are available at Entry 3, Level 1 and Level 2.

As an approximate comparison, Entry Level 1 – 2 is a very low level of literacy and numeracy, Entry Level 3 is comparable to GCSE grade E/2, Level 1 is comparable to GCSE grade D/3, and Level 2 is comparable to GCSE grade C/4.

4. Signatories

| | Apprentice | Employer Authorised representative | Training Provider Authorised representative |
|--|-------------------|--|---|
| Name | | | The Guernsey Institute |
| Organisation/ Student ID number | | | GCFE |
| Signature | | | |
| Date | | | |

For office use only:

| Document Tracker | Version no. | Changes | Date circulated to apprentice, parent/guardian (if applicable) and the employer |
|--------------------------|--------------------|----------------|--|
| This document is: | | | |

Student Charter

2023-2024

The Student Charter is intended to give students a clear understanding of their entitlement, and of their obligations, and to improve the service offered by the College.

Under this Agreement, which you enter into freely, the College will ensure that:

1. You receive information, advice and guidance about the right course of study for you.
2. You are given a systematic induction to your course of study and to the College.
3. You are given an agreed programme of study based upon discussions with your vocational team and in conjunction with the Student Support team.
4. Your programme is delivered by suitably qualified and effective members of staff in a healthy, safe working environment.
5. You have access to learning resources that facilitate your studies. These resources include Information Technology and the Library, as well as suitable course materials, which may include online programmes.
6. You are assigned a Progress Tutor for Academic Progress Review, individual support and guidance through your programme.
7. You have access to support through Student Support to include Progress Coaches, Learning Support Assistants, Additional Learning Support and referral to 3rd sector agencies if appropriate.
8. Your progress is periodically reviewed and recorded.
9. Your progress and achievements are assessed regularly, reported to you promptly, and recorded through your ProMonitor Profile.
10. You have the opportunity to take part in social, cultural and physical activities organised by the College.
11. Your programme of study will be evaluated systematically by your vocational tutors, and you will be involved in this activity.
12. You will, where appropriate, take part in a programme of work experience.
13. You are given help throughout the progression of your course in making the transition at the end of your programme of study to the next step in your career.

In return, the College will expect you to comply with the code of conduct and you will also be required:

1. To accept responsibility for your own learning, with the support of your vocational team and Student Support.
2. To attend regularly and punctually when required and to abide by the attendance policy as laid down by the college.
3. To complete, to an agreed standard and time, all work required.
4. To take responsibility for maintaining an acceptable standard of behaviour while at the College, or in the vicinity of the College, and while taking part in activities associated with the College.
5. To respect the individual rights of all members of the College.
6. To comply with Health and Safety regulations.
7. To comply with the computer users' and e-safety policy.
8. To respect and maintain the College environment.
9. To undertake recommended actions that may be promoted as a result of not fulfilling any of the above conditions. Actions such as the use of Student Support, referral to Careers guidance, or course transfer.
10. To give your consent for your vocational team, Progress Tutors and/or Student Support to provide your parents/carers with information regarding your progress on your course(s)
11. To give your consent for the College to obtain and use any information from your previous school or other agencies that will be of benefit to your studies
12. To accept the cancellation of this Agreement, resulting in withdrawal from the College, if any of the above conditions are not satisfied.

Code of Conduct

2023-2024

Although we do not wish to burden students with lists of rules and regulations, there are standards of behaviour which are expected of students attending TGI College. They are summarised in the following code of conduct.

All students attending TGI College are expected to:

- treat all students and staff with respect and consideration
- study as effectively as possible and complete all work set by the allocated time
- maintain the highest possible level of attendance and punctuality at all TGI College activities
- follow the TGI College Absence Policy for registering and for informing the TGI College of absence
- behave with common sense and due regard for other people, including visitors and local residents.

Smoking/Vaping is not permitted on any of TGI College campuses. (This includes vehicles).

Students must not bring alcohol, tobacco or illegal substances onto TGI College site.

It is not acceptable for students to come to TGI College in an intoxicated state.

Students should adhere to the non-negotiables in order to meet the expectations for learning.

Mobile phones will not be permitted in examination rooms.

Students who do not keep to the code of conduct must accept that TGI College will take appropriate action. Such action may involve discussion with your parents/guardians or employer.

English & Maths Induction

Welcome to The Guernsey Institute's English & Maths department. This document will give you a brief overview of what to expect from your time at college. **Please read it in full.**

College Information:

Safeguarding:

Please check the back of your student ID card to ensure you know what to do should you need to contact someone at college. You have the opportunity to access our Progress Coaches and professional staff should you need support or advice.

Student Rules:

- **You must wear your student ID card at all times.** Those of you who come straight from work must remember to bring it with you. If you forget, sign in at Reception to collect a temporary ID card **before** you come to the lesson.
- **Respect each other.** We are all here for the same purpose. Unprofessional behaviour blocks not both yourself and everyone else from achieving their qualifications.
- **Do not deface or vandalise college furniture or equipment.** You will be charged to clean or replace defaced furniture or equipment.
- **Do not bring food or hot drinks into lessons.** A drink of water in a bottle or covered cup is fine.
- **Your mobile phones must be on silent/vibrate in the classroom. Leave them alone during teaching.** You only have **1 hour** with your teacher. Make the most of it!
- **Use polite language.** Please remember that we have students of **all ages** around, along with employers who visit frequently. As apprentices, you are often role models for younger students. **Remember where you are and set a good example.**

Course Information:

You will work towards your Functional Skills English and/or Maths qualifications with us this year. These are direct equivalents to GCSE qualifications, but also cover logic, problem solving and employability skills.

Course Levels:

Those who have come from school, or have progressed from inside the college, will be working towards the qualification that is **1 level above your current grade.**





| Grade from School: | Your Qual this Year: |
|-----------------------------|----------------------|
| GCSE Grade U/1 (F or lower) | Entry 3 |
| GCSE Grade 2 (E) / Entry 3 | Level 1 |
| GCSE Grade 3 (D) / Level 1 | Level 2 |




Those who do not have previous qualifications will agree a course of study with us over the first 2-3 weeks of your programme. **It is important to note that going straight to Level 2 is not always appropriate.** It depends on your level of ability and what you remember from school. Our priority is ensuring we do not set you up to fail, and we would rather have a tough discussion now than see you struggle later.

Course Structure:

- **1 hour of face-to-face delivery from your lecturer each week.** First year apprentices have been prioritised for sessions on their college day; 2nd-4th year apprentices have then been timetabled in the gaps.
- **1 hour of mandatory, structured online delivery.** This will be via Google Classroom (English) or CompleteMaths (Maths). Completion of the online work counts for your **attendance mark.** If you do not do the work, you will go down as **absent.**

The Team:

| Lecturer: | Role & Subjects Taught for Part-Time Provision: | Email: |
|---|---|---|
|  | <p>Jenn Long Programme Leader for English & Maths. iGCSE Maths Functional Skills English & Maths Levels 1 and 2</p> | <p>JenniferL@gcfe.net</p> |
|  | <p>Rhian Harris Lead: English & Access Arrangements. GCSE English. Functional Skills English Levels 1 and 2. Specialist in Exams Access Arrangements.</p> | <p>RhianH@gcfe.net</p> |
|  | <p>David Peel Curriculum Lead: IGCSE Maths. IGCSE Maths.</p> | <p>DavidPeel@gcfe.net</p> |
|  | <p>Nora Gibbons Lecturer in English Functional Skills in English Levels E3, 1 and 2.</p> | <p>NoraG@gcfe.net</p> |

| | | |
|---|--|--|
| | English for Speakers of Other Languages (ESOL). | |
|  | <p>Aidan Walters Lecturer in Maths iGCSE Maths. Functional Skills Maths Levels 1 and 2.</p> | AidanW@gcfe.net |
|  | <p>Christina Emans Lecturer in Maths iGCSE Maths. Functional Skills Maths Levels E3, 1 and 2.</p> | ChristinaE@gcfe.net |
|  | <p>Lottie Morgan Lecturer in Maths iGCSE Maths.</p> | CharlotteM@gcfe.net |

Our Expectations of You:

These courses are free of charge, but it is important to remember that you will only get out what you put in. Our statistics clearly show that students with below 85% attendance or missing homework **do not achieve**.

Therefore, we expect:

- Adherence to college rules - respect for your lecturers and fellow classmates. Everyone is here to learn! **You must visibly wear your student identification card at all times when on campus.** This is a safeguarding requirement.
- **If you are going to be absent, you must:**
 - Notify your lecturer directly (via email, Google Classroom or TGI Connect) that you will be absent including the reason.
 - Catch up on any work missed by the time you return to the next lesson.
- **A minimum of 85% attendance. If you drop below 85%,** we will evaluate whether you are able to continue, and **we reserve the right to refuse you the opportunity to sit an exam.** Failure to attend an exam without contacting the college may result in you being charged the exam entry fees. **After:**
 - **one absence (with no notification):** informal email or phonecall from your lecturer to check well-being
 - **two absences (with no notification):** formal email or phonecall from your lecturer if you have not responded to previous contact or attended. A note of concern will go on your student record.
 - **three absences (with no notification):** formal email or phone call from Jenn Long, Programme Leader, to formally evaluate any challenges or difficulties you are having. Failure to respond to this contact will trigger formal disciplinary procedures within the college.

- **Weekly online work must be completed promptly** - don't let it build up! This is your opportunity to practise new skills without the safety net of your lecturer present. It improves confidence and prepares you to be alone in your exam! **Cramming saves nobody!** Furthermore, handing in a large collection of unmarked work unfairly impacts your lecturer's workload.

Equipment:

- Please bring your **student ID and your pen** to each class. You will need a folder or ringbinder to store your worksheets and you will be given an exercise book for taking notes. For maths, you will need:
 - Scientific calculator - we recommend the Casio FX83GTX / FX-83GT CW
 - Protractor, ruler, pair of compasses
- **We are not a storage company.** You are responsible for bringing and looking after your equipment and belongings.

Your Expectations of Us

- You will receive **high quality teaching and learning**, including advice and guidance of how to further your learning, progress your non-topic skills (e.g. study skills, work-based careers advice, etc.).
- **A highly supportive and professional environment** - staff are approachable and will not judge your skill level - **ever**.
- **Assessment and advice around your individual learning needs**, and the option to be assessed for exam access arrangements (reasonable adjustments that you may need for your exams). **Please note there is a fee for this sort of formal assessment.**
- **1:1 tutorials** with your lecturer to discuss progress and SMART targets (learning goals).
- Work submitted to lecturers will be marked and returned within **10 working days** as per college policy. Feedback will be detailed, constructive and clear.
- Response to communications within 2 working days (during term-time).

Exam Procedures

Please note: attendance below 85% may mean you are not entered for exams.

GCSE: Candidates will receive the dates of their exams in their schedules. Please note these dates are provisional until around February! **These dates cannot be moved as they are set by the UK exam boards.** Please avoid booking holidays in May or June until we have absolute confirmation of the exam dates.

Functional Skills: To be entered for Functional Skills exams, candidates must have previously passed **two mock papers under controlled, in-college conditions.**

Let's Get Started.

We hope you enjoy learning during your time with us. If you have any queries or would like to discuss any part of this document (or any information it does not cover), please email Jenn (JenniferL@gcfe.net).