

Additional
Learning
Support

Careers in Business, Warehousing and Logistics



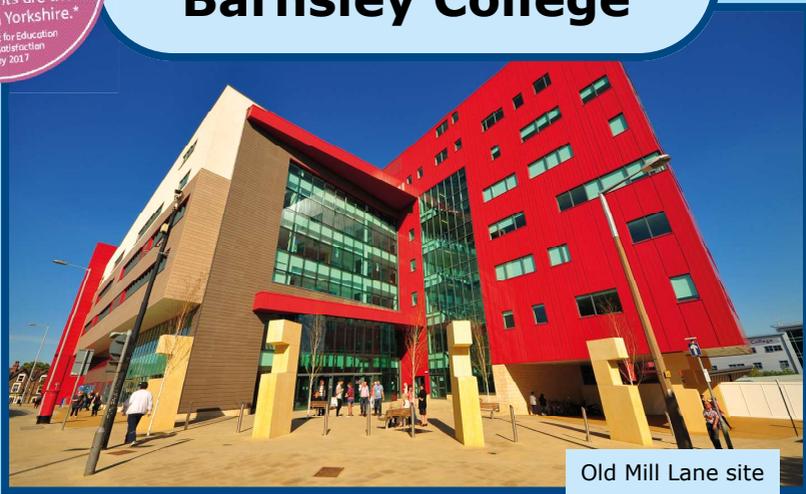
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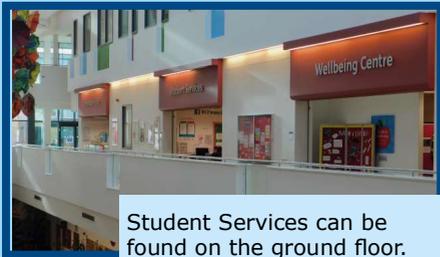
Welcome to Barnsley College



Old Mill Lane site

Welcome to the Additional Learning Support Guide for Business.

Moving to college is an exciting but worrying time for everyone. We hope our guide will help ease any worries and give you assurance before you start your course in Business and you enjoy yourself whilst at Barnsley College.



Student Services can be found on the ground floor.



Atrium

At Barnsley College, we care about you. We want to give you the knowledge, skills and experience that will help you to progress to the next stage in your career, whether that's university, an apprenticeship or employment. We pride ourselves on transforming lives.

Business have a fantastic range of facilities so they can provide you with the best foundation upon which to build your future.

Getting up to **Business**



Old Mill Lane Reception

The Old Mill Lane site is a short walk up from Barnsley Interchange. You will be greeted by a busy Reception as you come in from Church Street. A quieter entrance is the Urban Park entrance on the lower ground floor.

From September, all students will use the Urban Park entrance on the lower ground floor. This is easily accessible and is a short walk from the Church Street entrance.

The Business Department is located on the first floor with some of your lessons on the second floor. You will need to scan your student ID badge to get access through the barriers. Your student ID badge will be given to you during enrolment. While in college you **must** wear your student ID badge at all times.



Old Mill Lane Entrance



There are signs on every floor to help you find your way and lifts to each floor.



Urban Park Entrance

Different Learning Environments in **Business**

Classroom



Your lessons in Business will be in IT classrooms with tutor led teaching or working through unit assignments on the computers.



For your assignments you will need a USB memory stick to save your work onto.

Theory Lessons



Business lessons will be on the first or second floor in a computer classroom. You will work through a range of Business units including Marketing, Finance, Events Planning, International Business and Human Resources. For each unit an assignment will be completed with the help from the tutor.

You will also have opportunities to develop your enterprise skills in Business by organising the My Markets events throughout the year.

The work you produce will form a portfolio of work which will be assessed throughout the year.

Do I need to do English and Maths?

If you have a grade C/4 or above in GCSE English and Maths. You will not need to do them at college.

If you have a GCSE in English and Maths below a grade D/3 you will need to attend two GCSE Maths and/or two GCSE English lessons each week. These will be on your timetable. If you are working below this level you can do functional skills instead.

If you have an EHCP it may be possible to exempt you from English and Maths. You need to speak to your tutor or ALS about this.



Business Enrichment



The Business Department have an active enrichment programme with events and trips organised throughout year.

Business enrichment is open for all learners and participation is encouraged. Activities are organised by the Business Department who will update you with upcoming events and any costs. Past events have included a Santander Careers talk, karting, a Sponsored walk and bowling.

Business also do an annual trip to a major city in Europe, details will shared with you in September along with the cost.



Current Learners

Student Profile



Ryan Hall

Level 1 Business and Enterprise

"I enjoyed working with classmates and the course is interesting. I think college is brilliant overall. If you like money this course is perfect for you since it shows how you can control your money. Since coming to college I know a lot more about how taxes work and how difficult it can be when you are self-employed."

Leon Hilmi

Level 2 Event Planning with Business

"I enjoy learning about new topics and socialising with people on my course. I would recommend the course if it's something your interested in as you get to learn about Finance and Marketing and it's a great stepping stone if your not so confident. I like that it's easy to find your way around, everyone is helpful and there are a lot of good facilities."

Student Profile



Current Learners

Student Profile



Daniel James

Level 3 Business

"I love the helpful staff who provide great education. My tutors have helped me progress. The college has amazing support in place and the amazing opportunity it offers. The support from ALS has helped me."

My Market



My Market event in the Atrium in Old Mill Lane

My Market takes place throughout the year in the Atrium at Old Mill Lane. Stalls are run by local businesses and different departments in college.

The Business Department use My Market events to develop a range of skills. Learners will produce marketing materials to advertise the event, make products to sell on a stall and then manage a stall, selling and stocking the stall during the event.

The money made from My Market are donated to local charities in Barnsley.



"I love college. It has an amazing atmosphere and the people are so easy to get along with. I feel a valued member of the team and aim to use the experience and skills I gain from my apprenticeship to get a well-paid job in the future."

James Swift

Level 2 Business Administration Apprenticeship
Former Stocksbridge High School pupil

Before you start college

Application



Assessment



Interview



Enrolment

You can apply for your course at www.barnsley.ac.uk/business or by using the application form at the back of the course guide. Your school may help you fill your application form in.

The ALS team will invite you for an initial assessment to discuss your support needs before you start college. This is before your course interview if you have an EHCP.

After you apply for your course in Business, you will be invited into college for an interview with one of our tutors.

At your interview you will find out more about the course, you will also be advised on the equipment you need before you start the course.

After the interview, you will either be offered a place on the Business or Accounting course or referred to a more appropriate course.

The Business Department will invite you in for an afternoon taster session so that you can get an idea of what you will be doing when you start in September.

You will be sent an invitation and enrolment pack will be sent out to you at the beginning of August 2018 giving you all the information you will need to enrol onto your study programme at the end of August 2018.

When you come to enrol you will have your photo taken for your student ID badge and will be told when your first day at college will be.

For more information contact our Admission team on **+44 (0)1226 216 106** or [✉ interviews@barnsley.ac.uk](mailto:interviews@barnsley.ac.uk).

Support

If you have an EHCP, Additional Learning Support (ALS) will put support in place to help you during your lessons. Both support workers and your tutors will know your support needs and will help you achieve. Our support will depend on your needs and will be discussed during your initial assessment. If you do not have an EHCP, your support will be provided by the Business team.



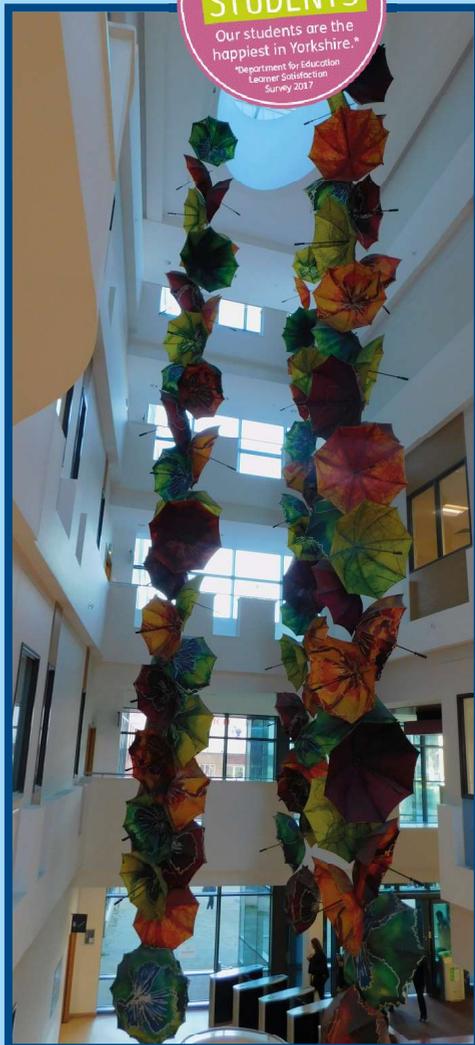
How do I get Support?

1. When you fill in the application form or you apply online at www.barnsley.ac.uk/business. You will be asked if you have a learning disability/difficulties. If you have your information will be sent to ALS.
2. When you declare a learning need ALS will contact you to organise an initial assessment.
3. The initial assessment is where you meet one of the ALS coordinators, who will discuss your learning needs and how to best support you while in college. A support plan highlighting the support that will be provided to you, will be produced.
4. This will be passed onto the Business Department. We will also send you a copy home.

What to expect during your first week

In Business, your first two weeks will be induction. You will be expected to attend all the sessions. During induction:

- You will be shown around college allowing you to become familiar with the college and shown the different services that are available
- Business will share what they expect of you during the course and any upcoming events
- You will have lessons where you will meet your group allowing you to make new friendships and meet your tutors
- You will be given your timetable
- You will be introduced to key people such as the Safeguarding Representative and the Tutorial Learning Mentor (TLM)



During induction Support Workers will be in the sessions to provide support. Support will settle down once timetables have been finalised.

Do you have an EHCP?

Each academic year you will have an annual review of your EHCP which takes place at college. There will be yourself and family members/advocate, TIAG, staff from the college and other professionals at the meeting. The purpose of the meeting is to discuss the progress you are making at College, your mid and long term plans, what is working well, what you might require support with and your aspirations for the future. We will also review your EHCP to see if anything needs updating. The meeting can take anything from 1-2 hours.



Are you a Looked After Child?

You will have a meeting three times a year at College, which is called a Personal Education Plan meeting (PEP). There will be yourself and carers/advocate, TIAG, staff from the College and other professionals at the meeting. The purpose of the meeting is to discuss the progress you are making at College, your mid and long term plans, what is working well, what you might require support with and your aspirations for the future. The meeting lasts approximately an hour.

Every looked after child on College roll is entitled to claim the guaranteed bursary which is a payment of £1200 pro rata across the academic year. The purpose of the guaranteed bursary is to facilitate access to education and provide financial support towards such things as travel, food, equipment and kit.

Application for the guaranteed bursary is made through completion and submission of an internal application form into Student Services.



Safeguarding

Safeguarding is about doing everything we can to make sure you and everyone in college are kept safe and protected from harm.

At Barnsley College we pride ourselves on going above and beyond to make college a safe, happy and thriving environment for all. It is important to us that anyone coming into college is treated with respect and dignity and feel safe and listened to.



Reporting a safeguarding concern.

If you feel unsafe, you can contact our team on ☎ **+44(0)1226 216 142** or ✉ **safeguarding@barnsley.ac.uk**.

Or you can talk to the Business' Safeguarding Representative if you are concerned about your welfare or someone else's. They will be introduced during Induction.

Tutorials

At Barnsley College all learners will have a detailed tutorial programme looking into a range of themes such as bullying, healthy relationships, mental health, radicalisation and cyber safety.

You will also have one to one meetings with the Tutorial Learning Mentor throughout the year to review your progress.

Learning Curve



The Learning Curve is the college's library which can be found on the ground floor and first floor of the Old Mill Lane site. It is an independent study area and has IT facilities on both floors for you to use. The Learning Curve has a quiet work space on the first floor.

IT Suite

On the second and third floors, there are computers and a small breakout area which you can use between lessons.

You will be given your own log on to access the computer. There are printing facilities close by for you to print your work. There is a charge for printing and photocopying.

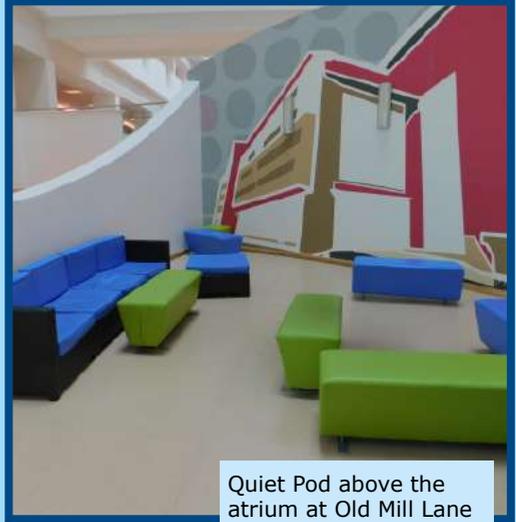


Social Areas

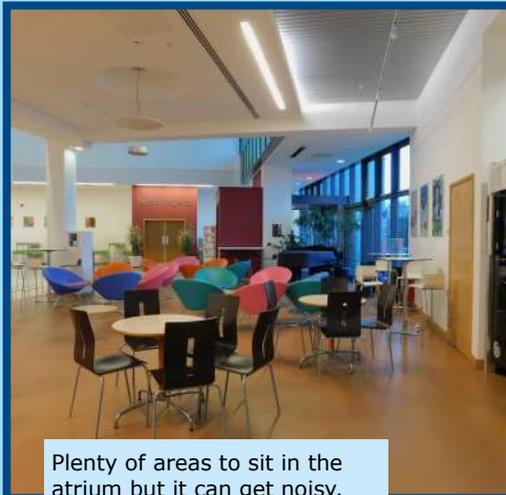
At the Old Mill Lane site there are lots of areas for you to sit and meet with your friends as well as quieter areas for you to go when you need some quiet time.



Urban Park to sit outside



Quiet Pod above the atrium at Old Mill Lane



Plenty of areas to sit in the atrium but it can get noisy.



Students' Union has a range of activities for you to take part in.

Along with the IT suites on floors 2 and 3. There is a small breakout area where you can sit between lessons.

Places to eat



The atrium offers a range of hot and cold food



Cookie Crumbs Café



Crumbs Café



Starbucks Café

Free Meals

If you are aged between 16-18 and have a household income of less than £20,000 per year you may be eligible for free meals at college, please apply to the Learning Support Fund.

College Services



On the ground floor of the Old Mill Lane site we have a number of services which you can use. These are:

- Student Services
- Information Unit
- Wellbeing Centre

Health and Wellbeing Centre



Our award-winning Wellbeing Centre is available to everyone and offers confidential advice and a range of health services. We have a dedicated team of people including NHS nurses who will provide advice on counselling, Mental Health Access Team, diet and nutrition advice, contraception and sexual health services, smoking, drugs and alcohol support.

They also hold events across college throughout the year to raise awareness of health issues and update you about the services they offer.

You can speak to someone in confidence by contacting the Health and Wellbeing Team on ☎ **+44(0)1226 216 233**.

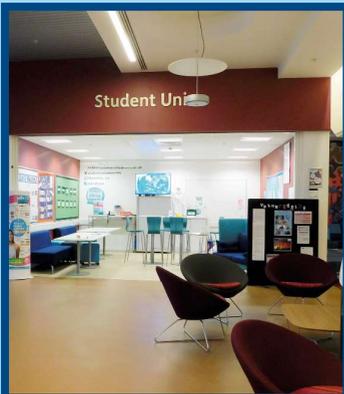
College Services

Information Unit



Please contact our friendly information team for more information on the Business courses or any other course you are interested in.
☎ **+44(0)1226 216 123.**

Student Union



You will find the Student Union in the atrium on the lower ground floor at the Old Mill Lane campus. The Union runs lots of activities, societies and a volunteering scheme.



Student Services



Student Services is on the ground floor of the Old Mill Lane site. They will be able to help you with financial support through the Learning Support Fund, information on the free college bus services and the concessionary travel pass.

Did you know?

You don't have to carry cash on you.

You can load money onto your student ID and pay for food, drink and other items available at the college through our Way2Pay cashless system. For more information visit:

www.barnsley.ac.uk/way2pay

Learning Support Fund

If your household income is less than £35,000*, you could be eligible for financial support from the Learning Support Fund.

You can pick up an application form from Student Services.

Contact the Student Services Team:

☎ +44(0)1226 216 267 / +44(0)1226 216 114 or
✉ studentsupport@barnsley.ac.uk

**We hope you enjoy your
experience at Barnsley College**

**We are the top
college in Yorkshire
for overall
student satisfaction!**



**Additional
Learning
Support**

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Every care has been taken to ensure the information within this guide is accurate at the time of print, however we cannot be held responsible for changes that occur. Any changes will be updated at 🌐 www.barnsley.ac.uk. This photobook is available in alternative formats including audio, braille and large print on request.