Ofsted Outstanding Provider

Additional Learning Support

Business and Management

Barnsley College



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Welcome to Barnsley College



Welcome to the Additional Learning Support (ALS) Guide for Business and Management.

Moving to College is an exciting but challenging time for everyone. We hope our guide will help ease any worries and give you assurance before you start your course in Business and Management. Above all else, we want you to enjoy yourself whilst at Barnsley College.

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 and Management has a fantastic range of facilities so the team can provide you with the best foundation upon which to build your future.





Getting to the Old Mill Lane campus

The Old Mill Lane campus is the main College building. It is located in the heart of Barnsley.

The Old Mill Lane campus is a short walk from Barnsley Interchange. As you come in from the Urban Park you will be greeted by a comfortable waiting area and a student reception. The Business and Management Department is located on the first floor, with some of your lessons on the second floor. There are signs on every floor to help you find your way, as well as lifts to each floor.

The Old Mill Lane campus is easily accessible by public transport and the College's free coach service. For details of pick-up points and times for the College's free coach service visit: **www.barnsley.ac.uk/travel**

While in College you must always wear your student ID badge. You will need to scan your student ID badge to get through the barriers to access the building.



Different learning environments

in Business and Management



Classrooms



Work placements



Recreational areas

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



Lessons

Theory lessons

Business and Management lessons will take place on the first and second floor of the Old Mill Lane campus, in computer classrooms. You will work through a range of units including Marketing, Finance, Events Planning, International Business and Management and Human Resources. For each unit, you will be required to complete an assignment with help from the tutor.

My Markets

You will also have opportunities to develop your enterprise skills in Business and Management by organising the My Markets events throughout the year. The work you produce here will form a portfolio of work which will later be assessed.

Enrichment

The Business and Management department has an active enrichment programme, with a number of events and trips organised during the academic year. The enrichment sessions are open to all Business and Management students and participation is encouraged. Activities are organised by the Business and Management team, who will update you with upcoming events and any costs.

Past events have included guest speaker talks, go-karting, a sponsored walk and bowling. The Business and Management department also arrange an annual trip to a major city in Europe. The details of this trip will be shared with you in September along with the cost.

Do I need to do English and Maths?

If you have a grade 4 or above in GCSE English and Maths, you will not have to study them at College.

If you have a GCSE in English and Maths below a grade 4/grade C 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 Education, Health and Care Plan it may be possible to be exempt from English and Maths. You can speak to your tutor or ALS about this.



Before you start College

The Learner Support Fund provides financial support for students aged 16-18 and 19+*

You can apply online at:
learnersupportfund.barnsley.ac.uk
Contact the Student Services Team by emailing:
studentsupport@barnsley.ac.uk

Step 1 - Search
Search for a course in the vocational course guide, online at **www.barnsley.ac.uk** or via your school's application system.

Step 2 - Apply
You can apply for the course of your choice via the College website or your school's application system. If you have an Education, Health and Care Plan (EHCP) tick the box on the application form stating you have an EHCP.

Step 3 - Assessment
The ALS team will invite you for an initial assessment to discuss your support needs before you start College. This will be before your course interview if you have an EHCP.

Step 4 - College interview
You are invited to an interview with a tutor from your chosen subject(s). Interviews usually take place on Wednesday afternoons between 3.30pm and 4.30pm. We work closely with schools and they are aware of our interview process so there should be no problem in taking time out of classes. The interview is nothing to worry about; it's very informal and is a great chance for you to ask any questions you might have about your choice of subjects.

Step 5 - College place
After the interview, you will either be offered a place on your study programme or referred to a more appropriate one.

Step 6 - Subject taster
You may be invited into College to take part in a taster session in the subject you have chosen.

Step 7 - Enrolment
An invitation and enrolment pack will be sent out at the beginning of August giving you all the information you will need to enrol onto your study programme at the end of August.

For more information contact our Admissions Team on
01226 216 106 or interviews@barnsley.ac.uk

*Conditions apply.

Support

If you have an Education, Health and Care Plan (EHCP), the Additional Learning Support (ALS) team will put support in place to help you during your lessons.

Both the support workers and your tutors will know your needs, and will work with you to achieve your goals.

Our support will be tailored to you and will be discussed during your initial assessment. If you do not have an EHCP, or if you are on an apprenticeship, your support will be provided by the Business and Management team instead of the ALS team.

How do I get support?

When 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 the ALS team.

When you declare a learning need the ALS team will contact you to organise an initial assessment.

The initial assessment is where you meet one of the ALS Co-ordinators, who will discuss your learning needs and how to best support you while in College.

After the initial assessment, a plan highlighting the support that will be provided to you will be produced.

This support plan will be passed onto the Business and Management department and we will also send a copy to you at home.





What to expect during your

First week in Business and Management

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

During induction, support workers will be in the sessions to provide support. This initial support will settle down once timetables have been finalised.

Your support worker for the rest of the year will usually be the same support worker who was with your group during induction.





Do you have an

Education, Health and Care Plan (EHCP)?

Each academic year you will have an annual review of your Education, Health and Care Plan (EHCP) which takes place at College.

The meeting will include you, your family members or advocate, Targeted Information and Guidance (TIAG), staff from College and other professionals.

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 will take 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). The meeting will include you, your carers or advocate, TIAG, staff from College and other professionals.

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 at College is entitled to claim the guaranteed bursary which is a payment of £1,200 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.

You can apply for the guaranteed bursary via Student Services.



Safeguarding

Safeguarding is about doing everything we can to make sure you and everyone else in College is 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 feels safe and listened to.

Reporting a safeguarding concern

If you feel unsafe, you can contact our team on
01226 216 142 or **safeguarding@barnsley.ac.uk**

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

Tutorials at Barnsley College

All students 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 your Tutorial Learning Mentor throughout the year to review your progress.

We adhere to all safeguarding guidance and it is important to us that all College users are treated with respect and dignity and feel safe and listened to. Barnsley College has the skills, knowledge, and expertise to deal with a range of safeguarding incidents.



College services

In the Old Mill Lane campus we have a number of services which you can use.

These are:
- Health and Wellbeing Centre
- Information Unit
- Students' Union
- Student Services

Health and Wellbeing Centre

Our award-winning Health and 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, help to stop smoking, and support with drugs and alcohol issues.

The team also hold events across College throughout the year to raise awareness of health issues and update you about the services on offer.

You can speak to someone in confidence by contacting the Health and Wellbeing Team on **01226 216 233.**



Information Unit

Please contact our friendly Information Team for more information on your course, or any other course you are interested in by emailing **info@barnsley.ac.uk**



Students' Union

You will find the Students' 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 located in the Old Mill Lane campus. The staff will be able to help you with financial support through the Learner Support Fund, information on the free College coach services and the concessionary travel pass.



Cash-free Campus

You don't have to carry cash on you. You can load money onto your student card and pay for food, drinks and other items available at the College through our cashless system.



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Contact the Student Services Team by emailing:

studentsupport@barnsley.ac.uk

*Conditions apply.

Facilities

Learning Resource Centre (LRC)

The LRC is an independent study area giving you access to a collection of books and IT facilities to help you complete your work. There are also laptops for you to use to complete your work.



IT Suite

The Connect Hub has IT facilities for completing your work and also has laptops for you to use. The laptops can also be loaned out for use at the LRC.

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



Social areas

At the Old Mill Lane campus, 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.



Places to eat/free meals

At the Old Mill Lane campus, there are a number of cafés that offer a wide selection of hot and cold foods and a selection of drinks. These cafés include the Zest Café and Starbucks in the Atrium and Cookie Crumbs and Crumbs Cafés on the first floor.

If you are aged 16-18 and have a household income of less than £37,000 per year you may be eligible for free meals at College. Apply online at: learnersupportfund.barnsley.ac.uk



Health and Wellbeing

The Health and Wellbeing Centre

Location: Old Mill Lane campus

If you're feeling anxious, stressed or like you need to take time out, visit The Health and Wellbeing Centre. This is a safe space where you can speak with a member of our team, meet our fish and explore The Sanctuary.

The Sanctuary

Location: The Health and Wellbeing Centre, Old Mill Lane campus

If you're feeling anxious, stressed or like you need to take time out, you can also visit The Sanctuary. This is a safe space with sensory aids such as fidget toys, stress balls and weighted neck wraps to help you relax and recuperate.

Wellbeing Garden

Location: The Upper Atrium, Old Mill Lane campus

Our Wellbeing Garden is an open space where you can engage your senses and find peace within nature.

The Oasis

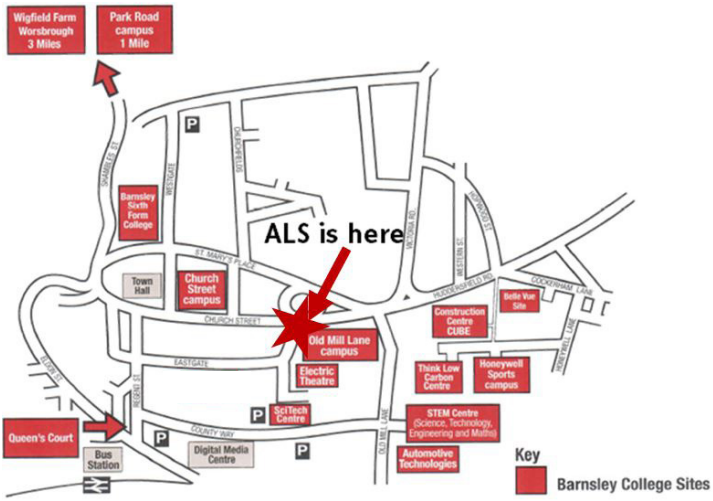
Location: The Health and Wellbeing Centre, Old Mill Lane campus

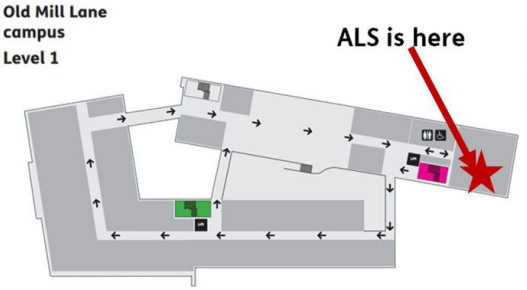
The Oasis is our intervention space, a brilliant area where you can sit with a member of our team and take part in wellbeing activities.

The sessions on offer are Wellness Recovery Action Plan (WRAP) sessions and Mind and Mood. They are offered as interim support for students who are waiting for counselling or for students who need some emotional support but do not want counselling.



Where to find us





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Church Street
Barnsley
South Yorkshire
S70 2YW
(Sat nav S70 2AX)

01226 216 123
als@barnsley.ac.uk
www.barnsley.ac.uk

Follow us on Facebook, Instagram, Twitter and TikTok

Barnsley College