

Studying at South Essex College





www.southessex.ac.uk

0845 52 12345

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Your Application

Thank you for your application to study at South Essex College.



Now we have received your application you can expect several things to happen between now and starting your course. If you haven't already, you will soon receive a letter from our admissions team inviting you to a compulsory briefing event for your course.

These events will give you the opportunity to meet with the tutor for your course. They can give you further information on what you will be studying, how your work will be assessed, show you around our facilities and make sure that this is the right course for you. You may also have a one-to-one interview with the tutor on this day, although this may be arranged separately. If everything goes well at this point, you will then be made a conditional offer for the course.

This means that should you achieve the required grades in your current course, you will be able to start the course which you have applied for at South Essex College in September.

Our enrolment events take place over three weeks starting mid-August. You will receive an enrolment pack from us a couple of weeks before enrolment starts. This will contain your enrolment paperwork and other important information that you will need such as what to bring with you to enrol. You will also receive a letter with your enrolment pack advising what day and time you need to come in to enrol.

Your Course Choice

Choosing a course is hard and there are lots of things to consider:

- will the course help you to progress to university?
- will it help you get into the career that you want?
- do you have the entry requirements?

There are lots of people that can help you with your course choice. Your current school or college should have careers advisers that can help you with this. Your teacher or current course tutor can also help you. We also have student advisers here in the College who you can speak to for help.

The internet will give you lots of information on different job roles which may help you choose your course. The National Careers Service website has excellent information on different careers and the qualifications you need to work in them. You can use the link below to type in any job role and find out what qualifications you might need to work in this role, what salary you might be able to earn in this job and find links to more useful information:

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily>

Another useful tool from the National Careers Service is a Skills Health Check. There are several tests which can be completed on this. Once you have completed all of them, a detailed report will be produced which shows where your strengths are, which areas you are weaker at and it will suggest different jobs which may be suitable based on this information. The website is as follows:

<https://nationalcareersservice.direct.gov.uk/tools/skillshealthcheck/Pages/default.aspx>

There are various other programmes such as Fast Tomato, Morrisby Profiles and Adult Directions which your school's careers adviser may be able to access for you.

These ask you questions based on what you like/dislike and provide you with a list of jobs which you may enjoy doing based on the answers you give.

Who are Student Services?

Our highly knowledgeable student advisers can help with everything from choosing a course and careers advice, to financial guidance, travel assistance, accommodation, counselling and child protection issues.

Our advisers are based across our 3 main campuses: Southend, Luker Road; Basildon, Nethermayne and Thurrock, Woodview as well as providing regular support to the Thurrock Learning Campus in Grays.

Basildon Campus

Nethermayne, Basildon,
Essex, SS16 5NN

Southend Campus

Luker Road, Southend-on-Sea,
Essex, SS1 1ND

Thurrock Campus

(please note that the Thurrock Campus will be moving to Grays High Street from July 2014. Address is the same as Thurrock Learning Campus below)

Woodview, Grays,
Essex, RM16 2YR

Thurrock Learning Campus

High Street, Grays,
Essex, RM17 6TF

Opening times

Monday to Thursday

08.30am - 5pm

Friday

08.30am - 4.30pm

Tuesdays and Thursdays

5 - 6.30pm

(alternate weeks at Basildon and Southend campuses by appointment only)

Contact us

Alternatively, if you cannot get to us in person, you can contact us by:

Telephone:

0845 52 12345

Textphone:

01702 220642

(for those with hearing impairments)

Fax:

01702 432320

Email addresses:

Student advisers:

course advice, tuition fee funding,
careers advice, UCAS

guidance@southessex.ac.uk

Funding:

discretionary funding, travel
enquiries, 24+ Learning Loan

funding@southessex.ac.uk

Safeguarding:

any queries

safeguarding@southessex.ac.uk



FAQs

1) My circumstances have changed and I can't afford to go to College as planned. What can I do?

You can speak to our funding team. They can discuss any funding which may be available to you and how to apply for this. Please also refer to the funding and travel sections of this leaflet.

2) Can I retake my GCSEs whilst at College?

You can retake your GCSE maths and English at the College if you had a D grade in your original paper. Speak to your tutor in September to find out how to do this. You will also be given the opportunity to undertake functional skills qualifications alongside your main qualification. Level 2 Functional Skills is the equivalent of a C grade at GCSE and most universities accept this. We do not currently offer GCSE retakes in other subjects, however, student advisers will be able to help you with alternatives.

3) I am under 18 and I am having housing issues

If you are under 18, you will need to speak to our safeguarding team who can advise you regarding your options and refer to outside agencies if necessary.

4) Can I go in the same class as my friends?

This is at the discretion of the tutors and subject to class size, you can discuss this at an open event.

6) What materials and equipment will I need for my course?

The tutor will provide you with a shopping list of required course materials at your interview. This may include equipment such as a hairdressing kit and will also include textbooks. For some courses this may also include a mandatory uniform.



FAQs *(cont.)*

7) How much is my uniform/ kit going to cost?

This information will be provided by the tutor at interview. Please note that although we are able to help with the cost of the kit in some circumstances, this money is in the form of a reimbursement and any kit or equipment will need to be purchased by you in the first place.

8) What if I do not achieve the required grades when my GCSE results come through?

You should still come in on your specified enrolment day with your achieved grades. On this day you will have the opportunity to speak with tutors about your course and student advisers if required.

9) The fare to attend my interview is too expensive, will the College pay?

We are unable to help with the cost of attending your interview but your current school or college may be able to help.

10) How do I find out what funding I am entitled to?

You need to ask during enrolment, forms will be issued to you and you provide household evidence when you have officially started your course. Student advisors or the funding team can give you a brief overview of the funding which is available. Please note that all funding is subject to change between now and the start of your course.

11) Can I do two BTECs alongside each other?

Because BTEC qualifications are full time courses, it is not possible to study two at the same time.

12) Can I get extra support during my studies if I have a learning difficulty or disability?

If you declare this on your application, our admissions team will inform our additional learning support team here at the College. The people in this team may contact you or ask you to come in and meet with them, so you can discuss your needs and what support we may be able to offer you.

If you have not declared this on your application, contact the College's admissions department and they will add this to your record.

Student Advisers

Advisers are available at all campuses to help students and those that are interested in undertaking a course with South Essex College with their career decision making.

Appointments can be booked by dropping into our student services office at any campus or by calling 0845 52 12345 and asking to book an appointment with a student adviser.



We can help with:

- **careers advice**
- **UCAS & HE funding**
- **employability including information on writing CVs and covering letters**
- **funding enquiries**
- **general guidance appointments**
- **course enquiries**
- **apprenticeship information**

In addition to one to one appointments, the student advisers will provide resources that give you comprehensive careers advice and guidance that will help you work out what to do next. Throughout your time at college the student advisers will make sure that in your tutorials you receive advice about the range of opportunities that you have when you complete your studies with us. We will also offer a drop in service at the three main campuses for those applying to university through the UCAS system so that you have the information you need to embark on the next stage of your academic journey.



College Life

Flexible schedule

College differs to school where registration, lessons, breaks and end of day are the same time for all, five days per week. At College each course timetable is different; you may have some full days and some shorter days and for some courses you will only be in College three days per week.

You choose your course

At college you are choosing the course you want to do and you can focus on one course that you enjoy and is tailored to the career you want.

Responsible for own workload

It is your responsibility to monitor your workload and complete the necessary work outside of lessons.

Call tutors by their first names

No more calling teachers 'sir' or 'madam' or by title and surname. At our College tutors are known on a first name basis.

No uniform

For most courses there is no uniform and you are free to wear what you want.



Cross College Enrichment, Events and Activities

The student life team is here to make your time at the College as enjoyable as possible.

We organise and run clubs, activities and workshops to give you the chance to do and try out things in your spare time. Every week, various activities and clubs are run including zumba, boxing, badminton, short tennis and table tennis clubs.

We also work to promote different causes and help you celebrate things such as Human Rights Day and Sport Relief. We are also here as a step between the student union and the rest of the college, helping you to get your voice heard and make changes around the College.

All in all we do quite a variety of things, so if you want to find out more about what's going on come and talk to us in student services at Basildon, Southend or Thurrock.



Student Union

When you enrol with us, you automatically become a member of the College's student union.

Run by students, the union exists purely to improve your College experience both academically and socially and make your time with us exciting and memorable.

How do I get involved?

You can put yourself forward to be a course representative or even apply to be an executive officer or one of our four senior leadership roles. Great for your CV and for UCAS applications. As a 'rep' you will work with people from a diverse range of backgrounds, knowledge and expertise, all of whom have invested in shaping the future of the College for the benefit of all.

Drop us an email

studentunion@southessex.ac.uk
for more information.

The student union runs charity events and days out such as The Big Day Out to Thorpe Park and Alton Towers. But that's not all. We work with the student life team and other teams around the College to run awareness weeks such as Environment Week and events such as We've Got Talent. So why not keep those eyes peeled for posters or check the South Essex College student union facebook page for upcoming fun.

Like shopping?

Radical discounts are available in high street shops, so the NUS Extra card is a must-have for students. Bring £12 and a passport-sized photo to student services and we'll do the rest. You can also purchase your card online at

<https://cards.nusextra.co.uk/>



Safeguarding and Pastoral Support

‘Enabling you to achieve even when times are tough’.

We want to make your time here an enjoyable experience and to assist you with any problems you may have. We know that sometimes life can be difficult, complicated and frustrating and that you may face many obstacles and challenges. We recognise that emotional and social concerns can have a negative effect on you, causing poor attention to studies and at worse could be the cause of you leaving the College, something we do our best to prevent.

The safeguarding team offer support, advice and referrals for students in areas such as:

- anger management, emotional and behavioural concerns
- anxiety and mental health issues
- bullying and harassment
- drug and alcohol concerns
- homelessness
- relationship issues, family breakdown
- lesbian, gay, bisexual, transgender, (LGBT) concerns
- pregnancy, miscarriage and terminations

- sadness, depression, self-harm and bereavement
- support for students in care or who are care leavers
- support for students with police or probation involvement
- religious, cultural understanding and support

What to expect from the safeguarding team

- a confidential, supportive service
- appropriate and timely referrals
- relevant and up to date information, advice and guidance



Counselling

Talking to a counsellor can provide you with the opportunity to openly speak about whatever is troubling you. This may be related to college, home, relationships or personal feelings about yourself.

The College offers a short term counselling service for all our students. If you feel you would benefit from talking to a counsellor then please come to student services in Basildon, Southend or Thurrock Campus and complete a short request form.

Alternatively you may call: 0845 52 1234
and ask to talk to a member of the safeguarding team
or email: safeguarding@southessex.ac.uk.

Sexual Health Team

This college-based health initiative, designed and delivered specifically for young people is a free, confidential service provided by a registered nurse and sexual health specialist. The College nurse can provide you with free condoms, chlamydia tests, pregnancy tests and emergency contraception. This service is available across our three main campuses.

Learner Coaches

Learner coaches work with you to help remove any barriers or difficulties that you may have with learning. They can help with any problems you may have with attending college or your course. Learner coaches will be working with you during the first weeks of the academic year to ensure that you are studying on the right course, that you have accessed funding to support your studies and support you with the expectations of being a college student.

During the year, Learner Coaches work with you to make sure you stay on course, plan your time and break down any challenges that you are facing. Learner coaches will work with you and your tutors to make sure that you are successful during your time here.

Funding

The 16-19 Bursary Fund and the dLSF (Discretionary Learner Support Fund) can make a contribution towards costs you may face in coming to college for example, books, uniform and some trips and meal contributions. Information on how to apply for this funding will be given to you in your enrolment pack.

If you are a young parent under 20 years of age and require childcare assistance, you will be able to apply for the Care to Learn scheme. Application forms can be collected from our student services team or by calling 0800 1218989.



Travel

Coming to college may mean you need to travel further than you did for school. This means you will need to consider how you will make your journey, the time involved and costs.

If you are concerned about the cost of travelling to college you must apply to your local authority for travel assistance first (please see the contact details below). If they refuse you stating there is somewhere closer to your home offering the same course, then you may be eligible to receive a travel contribution from the College.

Essex County Council

0845 603 2200

www.essex.gov.uk/schooltransport

Southend Borough Council

01702 215 000

www.southend.gov.uk

Thurrock Borough Council

01375 652 251

www.thurrock.gov.uk

Ensign and First Buses run a joint discount schemes for our Thurrock and Basildon campuses. This offers students a monthly bus pass which can be used on any Ensign or First Bus in the Thurrock or Basildon area at a greatly discounted cost. you can use this at any time, including evenings, weekends and days you are not timetabled at the College.



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