

# COLLEGE CHARTER

## Admissions

- Application forms can be requested at any time during the year and will be available from early September onwards.
- Students in our Federation Schools will have the admission process organised by their school.
- When your application is received you will be sent an acknowledgement. Your application will then be processed, references sought and you will receive notification of your admission interview.
- All applicants will be interviewed by an experienced member of staff who aims to offer impartial advice and guidance on course choice.

## Fees

- All full-time students from the European Union who are aged 16-18 on 1st September in the year in which they start their course at Godalming College will receive free tuition. They will be exempt from external examination fees at their first sitting at the College. Information is available on the fees charged and discounts available for post-19 students.
- Assistance with travel cost is the responsibility of the relevant Local Education Authority. The College has the necessary application forms.
- Any expenditure likely to be incurred in a particular course is stated in the Course Guides.

## Enrolment & Induction

- You should be able to enrol on your chosen examination courses if you meet the appropriate entry qualifications.
- You will have individual consultations with a tutor, a senior member of staff and specialist tutors from course or programme teams, as appropriate.

- You will negotiate a broad and balanced individual programme of study designed to meet your needs, abilities and ambitions.
- The Careers department and personal advisers from Surrey Connexions will be available to help you to select the course appropriate to your chosen career or Higher Education course.
- Online Course Guides have information for each of your subjects giving you details of the structure of the course, the teaching and assessment and any expenditure that is likely to be incurred.
- During enrolment you will have an induction programme to introduce you to college systems and facilities; you will receive a Student Diary with information about college procedures, student activities, helplines and term dates.

## Teaching & Learning

- You will be encouraged to take responsibility for your own learning so that you will be able to work independently.
- You will experience a variety of teaching and learning styles appropriate to the subject being studied.
- You will be asked to complete regular assignments. A standard assignment given to the tutor on time will normally be marked and returned to you within 10 working days.
- All your qualifications will be validated by external Awarding Bodies. All modules and units within any programme will form a sound and coherent course of study that meet the requirements of the validating body.
- The College reserves the right to review your examination entries if your attendance in a subject falls below 90% and to withdraw your entry if your attendance falls below 80%.

### Monitoring progress (Students 16-19yrs)

- Once a term you will have the opportunity for an individual tutorial with a subject tutor from each subject and also with your personal tutor.
- Your progress will be monitored within subject areas and by your personal tutor throughout the course. You, and where appropriate, your parents will be invited to discuss your progress twice in a one-year course and three times during a two-year course. In addition to regular internal reviews, reports are provided twice a year.

### Guidance & Support

- You will have access to specialist subject workshops, preparation for employment, Higher Education and where appropriate Oxbridge entrance.
- If you have a sensory impairment, a physical disability, dyslexia or you need help in basic skills, professionally qualified tutors and facilitators offer appropriate support. Specialised equipment may be provided to support you on campus or at home. To ensure that we are able to provide a detailed action plan designed to meet your individual needs we arrange a meeting with the Learning Support Manager.
- You will have the opportunity to make your views on your experience of college life known to the student representatives on the Staff-Student Council, which meets twice a term, and you will be involved in course and college evaluations.
- You will have access to effective tutorial support. If you are a full-time student you will meet your personal tutor every week.

- You will have access to the guidance and counselling necessary to support your study and personal welfare, which is offered by your personal tutor, senior tutor, college counsellors and by referral to other agencies as appropriate.
- Under the Data Protection Act if you are over 18 years of age you are entitled to request that the College withholds specified information from your parents.

### Careers & Work Experience

- You will have access to the Careers department and personal advisers from Surrey Connexions to support you in your application to HE, training courses and employment.
- Your UCAS and other similar references for Higher Education will be completed within 20 working days. Your tutors will complete the draft reference within 10 working days and the same length of time is allowed for the preparation and checking of the document by the office staff. This timetable assumes that a further delay is not caused by your failure to produce documents on time or incorrectly completed. In practice most references are completed more swiftly.
- Requests for references for employment usually come directly from the employer. We undertake to produce references for employment within 10 working days.
- Work placements will be organised wherever possible for all students who request them.

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## Equal opportunities

You will be supported by the College Equal Opportunities Policy\* the main purpose of which is stated as follows: "The College aims to be a supportive community in which each member of the College is valued and respected as an individual and all are entitled to an equality of treatment and opportunity regardless of gender, race, religion, sexual orientation or special need."

\* The full policy can be obtained from the College on request and is also available on the College website and Intranet.

## Health & Safety

You will be provided with a healthy and safe learning environment which conforms with best practice standards in the further education sector and meets the terms of the Health and Safety at Work Act 1974.

## College expectation of students

### The Student Contract

This Charter sets out what you as a student can expect from the College but in return we have expectations of you set out in the Student Contract. The four fundamental obligations at the heart of this contract are as follows:

- To attend all lessons, tutorials, registrations and timetabled commitments and to be punctual in meeting all these commitments.
- To produce work which reflects your best efforts and is of the highest possible standard of which you are capable.
- To complete all pieces of work set by the specified deadlines.
- To behave in a courteous, considerate and responsible manner at all times respecting the needs and rights of others, whether staff or students at the College or members of the local community.

## Information for employers & the local community

### Employers

- If you recruit staff from our student body you will be given clear information on each student's achievements and personal qualities.
- If you offer our students work placements you will receive information about the learning aims and objectives. You will be involved in arrangements for the assessment and supervision of each student as appropriate. We will ensure that all students are well prepared and will make a useful contribution to your company. Your evaluation of the student's performance will be taken into account in our assessment of them.
- Your views will be heard through representation on our Corporation, through liaison with the Work Placement Coordinator and through our vocational programme leaders.

### Members of the local community

- Your needs will be taken into account in our strategic planning. A large proportion of our Corporation is from the local community.
- You will receive information as appropriate on any changes to the College facilities that are available for your use.
- Information on all College courses is available on request.

## INFORMATION FOR STUDENTS

The **College Prospectus** is available in September each year and includes information on the educational and recreational facilities provided on the campus and a brief outline of the courses we offer.

**Course Leaflets** provide more detailed information on the entry requirements for each course, the arrangements for teaching and assessment, the provision of work placements and appropriate progression routes. Leaflets are available to download from the College website.

**Open Evenings** are arranged in July each year to enable all prospective students to look around the College and talk to tutors from all subject and programme areas. Our Assistant Principals and senior members of staff will be pleased to answer any questions you may have on our admissions procedure. An Applicants' Evening is held in October, prior to the year of enrolment.

**Examination Results** are published each year and are available to download from the College website.

### Complaints procedure

#### If you experience problems

The College aims to offer the best possible standards of education and student guidance to its students and a high degree of efficiency in the administration of all related services. If you are not happy with any aspect of the service we offer you are entitled to complain.

#### Students

- If you are unhappy with any aspect of your course or education at the College you should raise the matter directly with the member of staff concerned in the first instance.
- If for any reason this is inappropriate or difficult in some way you should take the matter to your personal tutor or a more senior member of staff e.g. head of department, senior tutor, director of faculty.
- Whoever you raise your concerns with will ensure that action is taken at an appropriate level to resolve the issue in a satisfactory and reasonable manner in accordance with the key principles above.

#### Parents, employers, members of the community

If you are unhappy with any aspect of the education or service provided at the College you can raise the matter with an appropriate member of staff. Whoever you raise your concerns with will ensure that action is taken to resolve the issue in a satisfactory and reasonable manner in accordance with the key principles above.

\* A copy of the detailed Complaints Procedure is available on request and is also available on the College website and Intranet.

### Prospectus 2010/11

The contents of this document represent the information required in Schedule 2 of the Education (School Information) Regulations 1981 and relate to the College year 2010/11.

This information was correct at 01.09.09.

It should not be assumed that there will be no change affecting the arrangements described in this document before the start, during the College year or in subsequent years.

The full text of the Corporation policies is available from the College on request.

Photography:  
www.snapitnow.co.uk; www.educationphotos.co.uk;  
Imperial War Museum and college picture library.