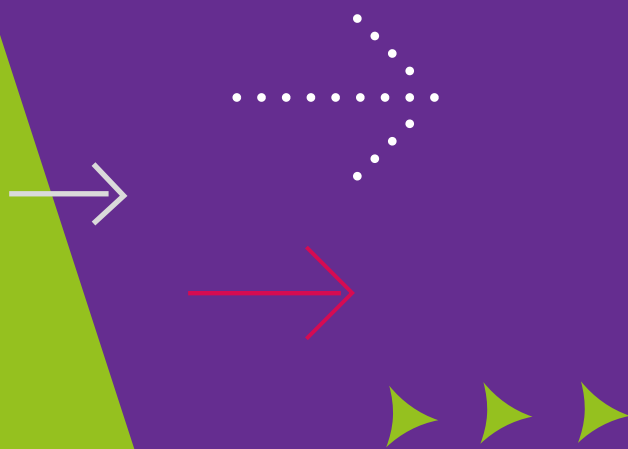


How to keep in touch

Each learner at the College is given a Boston College email account. You will receive information about bursary, events and college information via this email. Please ask your tutor for your login and regularly check the account.

Boston College has a 'Learner Cross College Team', which has useful information about support that you can access in college. It will also give you websites or contacts for other types of support or information. Ask your tutor to show you Cross College Teams.

A Guide for Adult Learners



    @bostoncollegeuk

 www.boston.ac.uk  01205 365701

 Boston College, Skirbeck Road, Boston, PE21 6JF



Adult Learners

Welcome to Boston College!

This leaflet gives you information that can assist you whilst you are at college.

Boston College has expectations and values which we expect all learners to follow whilst being a member of our learning community.

Boston College's values are underpinned by the word 'respect', which is for each other, staff and the College environment. The College actively promotes British Values of democracy, rule of law, individual liberty, mutual respect and acceptance of different faiths and beliefs.

Safeguarding and Prevent

The College has a duty to ensure that all learners are safe. If you wish to raise a safeguarding concern or talk to someone about a problem, the Safeguarding Team will be able to assist you.

Prevent is a government strategy to ensure communities and people are safe from all types of extremism and radicalisation including terrorism. Prevent is ensuring that people are not drawn into terrorist activity. Whilst at college we expect learners to respect each other's beliefs and cultures and have a positive attitude towards British Values.

If you have a Safeguarding concern, then please call ☎ 01205 365701 and ask to speak to a member of the Safeguarding Team. If this is out of college hours, please call ☎ 01522 782333 (Lincolnshire County Council Emergency Duty Team).

Attendance

Good attendance is important to be able to successfully complete your course and to learn and develop as much as you can. Many of our part time courses are condensed so each week that is missed may affect your ability to complete the course. We understand that there may be times that you cannot attend, so please inform your tutor and ensure that you get teaching materials for that session. It's often a good idea to establish a 'buddy' system, so you can get information if you miss a session.

Time Management

Find the best way for you to manage all the demands on your time:

- ▶ Plan ahead
- ▶ Make schedules
- ▶ Use calendars
- ▶ Don't be frightened to ask for help from family and friends
- ▶ Organise family
- ▶ Organise a study space

Whatever course you are studying, you will need to manage your time effectively. Studying at college doesn't give you extra time!

Complete Work and Don't Procrastinate

Don't put work off as you will find that another assignment or exam is just around the corner. Then you have a backlog. Keep to your deadlines. If you are struggling, go and talk to a tutor sooner rather than later. Relook at your time management techniques; if they are not working - change them. Remember, you started your qualification for a reason - keep remembering that reason - it's your goal!

Course Fees

As an adult learner you may have paid for your course or taken out a loan. We encourage you to look at your terms and fees policy which are sent to you electronically. You may be able to get financial support for fees via the bursary. For more information on financial support, please visit our website.

Learner Services

This is a dedicated team that supports learners to achieve their goals while at college. This includes a counselling service, learner support and financial support. If you would like to speak to a member of this team then either make an appointment by calling ☎ 01205 365701 or drop into Main Reception.

Learner Voice

Boston College aspires to be a 'Brilliant College'. To achieve this the College listens to learners at every opportunity - this is called 'Learner Voice'. The College takes feedback from you using:

- ▶ Focus Groups
- ▶ Surveys

If you are unhappy with any aspect of your course, please make sure you talk to your tutor and/or Curriculum Leader. The College also has a formal complaint process, you can access this policy via www.boston.ac.uk.

Next Steps and Career Planning

Planning your career or your next steps couldn't be easier at Boston College. There is a dedicated careers team who will guide you through this process. You can have a private and confidential appointment - to make an appointment call ☎ 01205 313218.

