

SUPPORTING YOUNG PEOPLE

#ChangingLives



www.yeovil.ac.uk



WELCOME

Welcome to Yeovil College and thank you for taking the time to discover more about us. This guide has been designed specifically to support you, to in turn support your young person take their next post-16 career steps.

We appreciate that making decisions with your young person about their future can be extremely difficult, and it is often as difficult for the family unit as it is for the young person themselves to think about future careers. We actively encourage you to do your research, look at all the options available to your young person, align ambition with aspiration, and think about their end position, which may be employment, university, further study, independence or an apprenticeship. We also encourage you to use documents, such as this one, to discover more about the day-to-day running of the college and the support your young person is entitled to receive.

Our campus is an open, safe, welcoming and an extremely supportive space. We provide learners with encouragement and confidence to develop and succeed at a pace which is appropriate to each individual. We have invested heavily into our student support and enrichment programmes, to ensure that every student is supported pastorally and personally, to allow them to have the best opportunities to succeed in whatever their career journey may be. Equally, we have invested significantly in enrichment opportunities, our YC Edge programme, national programmes and our value added curriculum.

By choosing Yeovil College, your young person will benefit from expert tutors, UK-leading facilities, an environment which is undergoing significant investment and transformation, as well as real work experience opportunities.

On behalf of myself and everyone at Yeovil College, we look forward to meeting you and supporting your young person to achieve their maximum potential.

Mark Bolton

CEO & Principal of Yeovil College

A stylized, handwritten signature in black ink, appearing to read 'M Bolton'.



Mark Bolton
CEO & Principal of Yeovil College

SUPPORTING YOUR YOUNG PERSON AT COLLEGE

The step up from school to college is a big one, and students will naturally become more independent in a bid to prepare them for their career journey. Although this can be worrying, there are many benefits to this adjustment including confidence, team working skills, independence, social skills, organisational skills and plenty more.

College Timings

The college day begins at 9.00am and the last lesson finishes at 16.30pm for our full-time students. A full-time student will be in for the majority of the week, although not necessarily all five days. Their study programme will be made up of a combination of their chosen subject(s), independent study periods, GCSE English and/or Maths (if required) and enrichment time. It is important that students arrive on time for every session and with the correct attitude ready to achieve in their learning.

Students whose attendance falls below 85% will be noted and parents may be contacted by their tutor to discuss ways we can support the student to improve their attendance. If a student misses a lesson without valid reason parents/guardians will be contacted by their young person's tutor or study programme manager. We would appreciate parents'/guardians' support in working together to increase attendance as it allows us to ensure that students are accessing all the work and support they need to achieve their full potential.

We have fantastic independent study areas and social spaces so that students have somewhere to go in between lessons, including our Learning Resource Centre, Quiet Study Areas, Food Court, Da Vinci Restaurant and Social Working Spaces.



Equipment and Organisation

Students will all require equipment and/or kit depending upon their chosen area of study. For example, our Construction, Engineering and Automotive Engineering students will require steel-toe capped boots. Students will be given notice of the kit required for their course at several stages throughout the application process, giving them plenty of time to prepare what they will need before joining us. The ownership will be placed on students to remember and prepare the correct equipment for every lesson, as these are the tools required to help them learn.

English and Maths

If your young person does not achieve a grade 4 or above in GCSE Maths or English Language, they will have the opportunity to resit these qualifications with us alongside their chosen course. The English and Maths sessions will fit around their chosen course and will focus on exam preparation and addressing gaps in understanding within these key qualifications.

To support your young person within their studies in English or Maths, we have access to an online platform in which learners can work through resources and assess their skills within these subjects, your young person will also have access to a specific Microsoft Teams area in which work will be uploaded to ensure that learners are well prepared for their exams within these subjects. Our lecturing team are professional, supportive and empathetic to learners needs and will work closely with your young person to develop their proficiency within these skills.

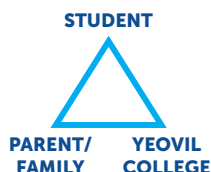


WORKING TOGETHER

Here at Yeovil College our vision is to 'maximise potential for all' and this starts from the very moment that you and your young person consider Yeovil College as a next step. We will work closely with your young person's school from Year 8 onwards, to support them to discover opportunities to access a range of courses and information.

We are huge believers in the power of collaboration and support to springboard a student forward into their chosen career, a student's journey is not solely on their shoulders, or yours, so let us help you in anyway we can. We are here for your family unit, without condition.

A student's success at college is based on a series of people supporting the student to achieve their maximum potential, this is often looked at like a triangle.



It requires maximum effort from all three points to ensure that the student is able to succeed and move on to their next steps. In most cases, students will only be with us for two years, so we believe that it is important for us to support you to support your young person, right from the beginning.

Student's tips for moving up to college

Two of our brilliant business students have shared their top tips for the move from school to college:

- Develop a daily routine to help keep you organised.
- Get prepared at the start of the year and ensure you have all the equipment you need.
- Study in a way that works for you.
- Don't be afraid to speak to new people, make friends with new people and be open; everyone is in the same position as you.
- Don't be afraid to ask for help!
- Get involved in the enrichment programmes and say yes to new opportunities.
- Prioritise your work and make sure you get it done before deadlines.
- Don't forget why you're here and use your end goal (your 'why') as motivation.

FAQs

Can my young person change their chosen course?

It is possible for your young person to change course in their first few weeks via our 'swap not drop' programme. We also host a 'RETHINK' breakfast event towards the end of September, to support students to change their study programme after a conversation with our Careers and Curriculum teams.

Who do I contact if I am concerned about my young person's progress?

In the first instance, you would contact their tutor. They will be able to direct you to the right support channels should they not be able to help. You can contact them via our main line – 01935 423921 or via their email address which you will receive at our 'Meet the Tutor' event in September.

What happens if my young person misses their bus at the end of the day?

If your young person is at college and misses their bus, they need to head to reception who will make appropriate arrangements to get your young person home.

Who do we contact if my young person is ill?

You will need to contact the relevant absence email, a list of which can be found at - www.yeovil.ac.uk/contact/

Where can my young person go to receive emotional support?

Your young person can go directly to our Student Support team who are located at the back of our reception building. Alternatively, they can self-refer through our online Student Assistance Programme, which all students have access to.

What payment system does the college use?

As a parent's payment system, we use Wise Pay. Full details on this will be given during the enrolment period. Parents are able to pay for trips, equipment and resources through this system.

If my young person wants an apprenticeship, do they also need to apply for a course?

If your young person is considering an apprenticeship, it is a wise idea that they also make an application for the full-time course that is equivalent to the apprenticeship. An apprenticeship is a job, and we cannot always guarantee that an exact vacancy is available, although we will always support students to find similar opportunities.



STUDENT SUPPORT AND WELFARE

If your young person has any needs or concerns that could impact on their learning whilst at Yeovil College, we have an exceptional Student Support team available to help. Every learner's support package is bespoke to them and their needs. The team also offer additional transition support into college, which will take place in the summer before joining us. This can take place in the format of additional tours, meetings with the support team and bespoke workshops.

Wellbeing & Pastoral Support:

We can offer Wellbeing & Pastoral Support to help with your mental health, so that you are able to engage with your learning and reach your full potential.

General Support:

A member of the Student Support Team will always be available in our Student Support Office, or on Teams. If you need guidance on what steps to take next to support your own mental health, please reach out to them.

Tutorial Support:

You'll have 1:1 sessions with your tutors where you can speak to them about any concerns you have. They can show you how to refer yourself to the Student Support Team if you feel it's appropriate. You will also benefit from a range of group tutorials covering topics such as confidence, resilience and sexual health.

Online Student Assistance Programme:

All students are given access to our Student Assistance Programme. Through the online programme, there is 24/7 access to support and counsellors, 365 days a year. There is also a range of self-help strategies available through their app.

Safeguarding:

We have a team of dedicated Safeguarding Officers who will answer our safeguarding phone (during college hours) if you need urgent safeguarding support. Please speak to them if you have any concerns about yourself or anyone you know.

Tutors

Every student is allocated a tutor group throughout their time with us. This will be lead by a tutor relevant to their area of study, meaning students will be put together with classmates and like-minded students who share the same interests and goals. Tutors are there to support a student both academically and pastorally, referring to the Student Support and Safeguarding team where appropriate.

For further information, speak to the team at our Open Events and curriculum interviews or email us at iZone@yeovil.ac.uk.

ADDITIONAL LEARNING SUPPORT

Our Additional Learning Support team set out to ensure that:

- Young people and their families are central to the of discussions around the support we provide;
- The support offered takes into account young people's health, care and educational needs as set out in their EHCP or as assessed elsewhere;
- Person-centred reviews are provided ensuring young people meet their individualised goals and their EHCP outcomes are reviewed effectively;
- We work closely with the young person's local authority to access all aspects of the services available in the area;
- We focus and prepare young people for adulthood, including employment, independent living or higher level courses;
- The curriculum provides opportunities for students with learning difficulties to progress and achieve towards their preparation to adulthood.

Our specialist team work closely with schools, specialist providers and external organisations, attending termly, and/or annual reviews, where applicable, to ensure relevant information is identified prior to a student enrolling at Yeovil College.

Discussions could include progression routes, transition programmes and individual support needs.

Ways we can help:

For further information on the local offer, we recommend contacting Somerset SENDIAS. They provide information, advice, and support about Special Educational Needs and/or Disability for parents, carers and young people. It is a free, confidential, and impartial service to connect a family unit with all agencies to secure the most suitable next steps for young people. To get in touch - <https://somersetsend.org.uk/>

CAREERS HUB AT YEOVIL COLLEGE

We have a dedicated Careers team here at the College who are always available and will support you and your young person every step of the way.

We give students space and time to allow them to meet with a professional Careers Adviser throughout their time with us, allowing them to discuss their careers aspirations. They will support students to look at their career pathway and the vast range of options available to them.

As qualified and accredited advisors, you can be assured that your young person will be receiving the very best support and information about their career options.

Our Careers Hub team will support students to find a career choice which suits their skills and ambitions and will help them to choose the next step in their career journey. Parents can also be part of these discussions. Students will have access to our GroFar careers platform which allows them to log their careers based activities and placements to support the creation of their CV. They also have access to hundreds of resources and the extensive dashboard showcases local opportunities relevant to our students.

Industry Placements and Work Experience

Our industry placements form an integral part of the T Level programmes. They have been designed to give students a valuable opportunity to put their learning into practice, develop excellent skills and to become truly employable in an industry field related to their qualification. Students will carry out around 315 hours of industry placement, equivalent to around 45 full days at work, this is dependent on their curriculum. Some curriculums require more hours in Industry Placement.

Recognising the value of work experience in supporting students to develop their workplace skills and expand their career opportunities, all of our qualifications will include an element of work experience. This includes all vocational and first year A Level students, which gives them the opportunity to gain an insight into their future career and possible higher education routes that can support them.

Our Careers Hub team have a great deal of knowledge about local employers and will be able to support students through this process.

FINANCE

At Yeovil College we understand that finance can play a big part of the decision-making process and we do not want the costs associated with studying to prevent your young person reaching their career potential.

If your young person is under 19 years old and studying at Yeovil College, then their course is FREE. There may also be some additional financial assistance available to them, for example our 16-19 bursary fund. Yeovil College has funds to aid students facing financial obstacles and to support students with the general cost of studying such as books, travel, equipment and technology.

16-19 Bursary Funds

This bursary is available for learners who are:

- In care or care leavers.
- Receiving Universal Credit or Income Support.
- Employment support allowance/Universal credit and Personal Independence payments/Disability Living Allowance. Learners must be in receipt of both to be eligible.

This bursary can be used for:

Travel, uniforms, travel to work experience placements, smart clothes for interviews (job or university), travel to university interviews, competition entry fees, conference tickets or trip costs relating to your study programme and other course related costs including technology and bring your own device.

Discretionary Bursary

Discretionary bursaries may be awarded to 16-19 students whose household income falls below £45,000.*

A Discretionary Bursary may be awarded in the following circumstances:

- 19+ students living in the parental home who can provide evidence of personal income of below £45,000*;
- 19+ students living independently or with a spouse/partner and can provide evidence of household income below £45,000*;
- Learners who are in receipt of an Adult Learning Loan living independently or with a spouse/partner and can provide evidence of household income below £45,000*;
- Proof of eligibility must be enclosed with your application. Applications without evidence will be returned. See application form for details.

*Please note this amount may increase.

Free School Meals

All students aged between 16-18 whose families are on low incomes or are in receipt of specific benefits will be entitled to free school meals at Yeovil College.

FACILITIES

LEARNING ENVIRONMENTS

Computing & Digital suites

Our Computing and Digital department are part of the prestigious Institute of Technology (IoT) partnership and is home to our Higher Technical Qualifications and Computing T Levels, which means they have received a significant amount of investment to develop their suites, new kit and technology, benefiting students across the campus.

Creative Industries

Our Creative Centre for all Art, Design, Media and Digital Arts students houses well-lit exhibition spaces and studios. This includes a Digital Photography Studio, Darkroom, TV, Film, Sound and Radio Studios, Digital 3D Fab Lab, Immersive VR Lab, Graphic Design Lab, Digital Media and Special Effects Lab, Printmaking, Fashion and Textiles Studio. Creative Industries is part of our innovative Institute of Technology.

Automotive Engineering

Our Automotive Engineering Centre boasts a light vehicle maintenance facility equipped with four vehicle ramps, MOT test lane with brake roller tester and hybrid/ electric vehicle tooling as we look to the next generation of motor vehicle transport.

Kingston Sixth Form Centre

Our Kingston Sixth Form Centre is an academically focused area where the environment replicates our ambition for our A Level students. We are known for maintaining a 100% A Level pass rate for all students, as well as achieving the highest A Level Value Added score in Somerset and Dorset.

Engineering

Our Engineering Centre is particularly special as it is home to a £10 million Leonardo Lynx Helicopter. We are also the only college in the country with an autoclave, making us the leaders for composites in the UK. We boast a 3D printer enabling our students to produce work for external businesses. Engineering is also part of our Institute of Technology and has received a huge amount of additional investment.

Construction

As one of the regions largest providers of construction education, and training, and one of the UKs highest performing construction centres, we provide unrivalled, industry standard facilities for our Construction students.

Nexus Hair & Beauty Salon

Students studying Hairdressing, Beauty and Media Makeup have the opportunity to work and practice in a commercial setting delivering professional treatments to clients. Our students deliver a range of luxurious pamper sessions using only the best products and brands, including beauty giant, ELEMIS.

Da Vinci Restaurant & Food Court

Our Hospitality and Catering students run both our award-winning commercial restaurant, Da Vinci and our Food Court. Serving breakfast, lunch, home-made cakes and coffees, both spaces are the ideal space to develop front-of-hour skills, customer service experience and catering credibility.

Fitness Centre & Gym

The Fitness Centre and gym provides a full range of aerobic and resistance equipment, including an extensive free weights area. Students can use the sports facilities to enhance their learning experience and take part in community sport.

Learning Resource Centre

Our Learning Resource Centre and study spaces are vast, is equipped with a comprehensive selection of current resources including books, ebooks, journals, online subscriptions, WiFi, devices to borrow, charging towers and some static PCs. Students are supported by knowledgeable staff who can support with finding resources and key study skills.



DIRECT BUS TRAVEL FOR YOU



YC1a Bus Route – Sturminster Newton, Stalbridge and Templecombe to Yeovil College

Pick-up/Drop-off points:

Templecombe, Old Butchers Shop Stalbridge, The Ring Bus Stop, Sturminster Newton Car Park, Bishops Caundle, Bus Stop at Petrol Station, Yeovil College, Mudford Road Bus Stop (N/Bound)



YC1b Bus Route – Shaftesbury and Gillingham to Yeovil College

Pick-up/Drop-off points: Gillingham Railway Station, Gillingham (Park Farm N/Bound), Shaftesbury Town Hall, Henstridge (Virginia Ash), Milborne Port (Queen's Head), Sherborne (Coldharbour), Yeovil College.



YC2 Bus Route – Wincanton and Castle Cary to Yeovil College

Pick-up/Drop-off points: Wincanton, West Hill (opposite King Arthur's School), Ansford Churchfields (opposite Bowls Club), Castle Cary (The Horsepond), Queen Camel (Outside Memorial Hall), Marston Magna (Bus Shelter), Yeovil College.



YC3 Bus Route – Bridport and Beaminster to Yeovil College

Pick-up/Drop-off points: Bridport (Post Office), Beaminster (Red Lion), Beaminster (Londis on Clay Lane), Broadwindsor (White Lion), Yeovil College.



YC4 Bus Route - Martock to Yeovil College

Pick-up/Drop-off points: Langport Town Hall, Martock, Huish Episcopi (Kellaways Bus Stop), Somerton (Behind Berry), The Ilchester Arms Hotel, Yeovil College.



YC5 Bus Route – Ilminster, Chard and Crewkerne to Yeovil College

Pick-up/Drop-off points: Ilminster (The Square), Chard (Boden Street), Crewkerne (The George Hotel), East Chinnock (The Wooden Top Pub), West Coker, Yeovil College.



YC6 Bus Route – Dorchester to Yeovil College

Pick-up/Drop-off points: Dorchester Trinity Street, Charminster, Charlton Down, Cerne Abbas, Mintern Magna, Yetminster, Bradford Abbas, Stoford, Yeovil College.

Next Steps:

You will need to complete the relevant bus application form, available at www.yeovil.ac.uk under 'Study with us - Travel'. Once completed, please email to izone@yeovil.ac.uk. You will then be contacted for a non-refundable deposit to secure the learners space on the bus.

BRING YOUR OWN DEVICE

Yeovil College is a 'Bring Your Own Device' institution. This means that students are expected to have a suitable device to use both onsite and offsite to enable learning.

We are a Microsoft enabled institution and students will utilise Microsoft related applications. Non-Microsoft (Chrome or Mac) laptops are still suitable but may not provide fullest possible functionality with college systems.

Suggested requirements - Windows based systems

- Windows 10 operating system or later
- 4GB of RAM
- At least 64GB of storage
- A 2.1 GHz dual core processor
- At least a 11" screen
- A built in HD webcam - for remote sessions
- Battery life to last a minimum of 6 hours.

I don't have a laptop, what are my options?

Students who have made a successful application for a student bursary or are entitled to free school meals, will be supplied with a temporary laptop to use for the duration of their course, which must be returned upon completion or leaving Yeovil College. Student bursaries can be applied for during July/August within our enrolment period. Further information about how to apply for bursary can be found on our website: <https://www.yeovil.ac.uk/study-with-us/finance-fees/>

Further information on 'Bring your own device' at Yeovil College can be found on our website -

<https://www.yeovil.ac.uk/wp-content/uploads/2022/08/Bring-your-own-device-2022.pdf>

USEFUL CONTACTS

iZone General Enquiry: 01935 423921

Bursary Enquiries: 01935 845512

Careers & Work Placement Enquiries:
01935 845377

Apprenticeships & Business Enquiries:
01935 845392

Finance Enquiries: 01935 845524

HR Enquiries: 01935 845402

IT Services Enquiries: 01935 845321

LRC Enquiries: 01935 845401

Safeguarding Enquiries: 07973 898849
(College Working Hours Only)

**Yeovil College University Centre
(YCUC) Enquiries:** 01935 845454



Student Name:

Tutor Name:

Tutor Contact Details:

01935 423921

Yeovil College, Mudford Road,
Yeovil, Somerset, BA21 4DR

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www.yeovil.ac.uk

iZone@yeovil.ac.uk



Yeovil College has made every effort to ensure that the details contained in this guide are correct at publication. For full details please visit our policy section at www.yeovil.ac.uk or call 01935 423921.