

A Guide to Student Services

Supporting your success



The Henley College wants to ensure that whatever their background or circumstances, students have the support they need to be healthy, feel safe and achieve during their time at the College. This information sheet is a guide to the services and support available to our students whilst they study with us.

Safeguarding

Safeguarding Team

The College has an experienced Safeguarding and Prevent Team led by the Head of Student Services (DSP), supported by the Director of HR and Development and the Lead Tutors. We take our responsibility for safeguarding very seriously and have a detailed Safeguarding Policy available on our College website. We also have a dedicated safeguarding email address which is safeguarding@henleycol.ac.uk. Students have also been given cards for their wallets/purses with details of all the main contacts within the College and some key contact details of external agencies.

Student ID Cards

All students will be issued with a photo ID card and lanyard when they enrol at the College. Students must wear their cards at all times. The card has many functions:

- Bus Pass
- Safety and Security
- Hiring books, DVD's and other resources from the Student Learning Centres
- Photocopying and Printer Credit

A replacement card will cost £3.00

Student Wellbeing and Health

College Counsellors

Students have free access to professional Counsellors, who provide a safe, confidential and student friendly service. Registration Forms are available for students to complete on LearnZone, and these can be emailed to PKIN@henleycol.ac.uk ; ZJEL@henleycol.ac.uk or studentservices@henleycol.ac.uk

College Nurse

The NHS and Oxfordshire County Council provide the College with a qualified nurse; available for drop-in and appointments. The Nurse can provide support and advice in a number of areas including Mental Health, Alcohol and Drug Use, Smoking, Contraception, Healthy Eating and Lifestyles.

Student Welfare

The College has a number of students who act as "Welfare Officers" on Campus offering support, advice and guidance, particularly in the first term of College life. If they have any individual concerns about students, they will contact the Head of Student Services

Financial Support for Students

There are various schemes to assist students:

- Guaranteed Bursary (criteria to be met)
- Discretionary Bursary Fund - All students who are in financial need and meet the criteria, may apply for help from this fund, see Student Services
- Free college meals (criteria to be met)

Please feel free to contact Student Services for details on the schemes available for our students on studentservices@henleycol.ac.uk

Careers Advice and Guidance

We have a qualified Careers Advisor who offers 1:1 sessions to all our students to discuss the options available to them

We have a dedicated area on LearnZone for students to access, which provides links to the following:

- Careers Advice – resources and labour market information
- University choices, applications, personal statements and finance
- Apprenticeship and Job opportunities
- Work Experience
- Gap year/volunteering opportunities

There is also a Careers Library area in the main Deanfield library with resources on such things as prospectuses, job seeking information, employability skills and gap years

Applying to University

UCAS

- The College organises a number of in-house and external speakers throughout the year to give students detailed information and guidance when considering University choices. Details of these talks are widely advertised on our website and in the student newsletter/tutorial lesson
- We hold an annual University Fair when Universities come to talk to our students about the courses they offer
- We also take students to a UCAS Convention in Reading where universities from all over the country come to offer students advice
- University Open Days are widely advertised and students are actively encouraged to attend and will be given authorised absence to attend these Open Days
- Oxford Brookes talk on Student Finance for students and parents
- All first year students are given a UCAS guide in the Summer Term, which helps them prepare for UCAS applications when the second year begins
- Tutorial support

Full time Work/ Apprenticeships

Our learnZone area provides students with information about full time and apprenticeship opportunities.

The College also organises an annual Apprenticeship Fair in which businesses are invited to come to the college to talk to students about opportunities available to them if they do not want to follow the University route.

Employability Passport

All students at the College will take part in the Employability Passport as part of their tutorial programme. The students will work towards the Bronze and Silver Awards by taking part in a number of activities aimed at improving their soft skills, ready for higher education or the work place. The Passport was designed with the help of a number of local businesses and includes developing communication, organisation, financial and work-based skills. Students will have the opportunity to complete the Gold Award in their second year. The Passport is an internal document, designed to provide a framework to improve their employability skills.

Work Experience

All students on a vocational course at the College, will do work experience whilst studying. A Level students will be encouraged to do work experience/volunteering and any opportunities will be passed on to them via the newsletter and learn zone. Student Services can support students with this. In order to get the "Gold Award" on the Employability Passport, students will need to carry out some form of work experience.

Transport

Coach transport is available from areas of Oxfordshire, Buckinghamshire and Berkshire and there are also rail and public bus services to Henley. Full details of the coach services, public bus and train times and subsidies are available from Student Services on 01491 634006 or on our website.

Academic Enrichment/Oxbridge & Medical Science

The College offers an academic enrichment programme designed for able students whose academic aspirations include applying to top universities for highly competitive courses. The programme is designed to stretch and challenge them. We also have an Oxbridge Co-ordinator who will support those students applying to Oxford or Cambridge.

The Library and Reprographics

The Library has a good stock of books and magazines to support the subjects taught in College. It also has fiction, recreational reading, daily and local newspapers, DVD's and CD-ROMs. In addition to the magazines in the library, the College has subscriptions to several online magazines including The Economist, Art Monthly and Nursery World. There are also several computers available for students to use in the library for word processing and printing out your completed documents, and for accessing the Internet. The College is also fortunate to have a very good Reprographics department which not only provides an extensive selection of stationery at very competitive prices, but can assist in many other ways including photocopying, binding, colour copying and much more.