



GRŴP COLEGAU  
**NPTC**  
GROUP OF COLLEGES

# STUDENT HANDBOOK 2022/23



# Be *Your* Future

Afan College • Brecon Beacons College • Llandarcy Academy of Sport  
Maesteg Construction Centre of Excellence • Neath College  
Newtown College • Pontardawe College • Swansea Construction Centre

*Search* NPTC Group







# WELCOME

I am delighted to welcome you to NPTC Group of Colleges and pleased that you have chosen to take your next steps in education with us. I am sure your time at the College will be enjoyable, successful and that you will achieve your personal goals.

For most of you, college will be a new experience. College isn't just about studying, although that should be your main reason for being here, it is also a major step on the road to independence and your passage to university or employment. We have outstanding and committed staff who will give you all the support and guidance you need, whilst at the same time offering you the opportunity to work and study in a mature environment. We also have outstanding results and great Estyn reports. Our Student Support team have also been shortlisted in this year's Times Education Supplement (Tes) FE Awards for their Support for Learners, so you can be assured you are indeed good hands and you could not have made a better choice! I look forward to meeting you and wish you well in your studies at college and in your future career.

## USEFUL CONTACT DETAILS

**NPTC Group of Colleges Main Switchboards**  
**0330 818 8100**

Afan, Brecon Beacons, Llandarcy, Maesteg, Neath, Newtown  
Pontardawe, Swansea

**Admissions:**

**[admissions@nptcgroup.ac.uk](mailto:admissions@nptcgroup.ac.uk)**

**General queries:**

**[studentsupport@nptcgroup.ac.uk](mailto:studentsupport@nptcgroup.ac.uk)**

## TERM DATES

**AUTUMN TERM** 01/09/2022 – 21/12/2022

**HALF-TERM** 31/10/2022 – 04/11/2022

**SPRING TERM** 09/01/2023 – 30/03/2023

**HALF-TERM** 20/02/2023 – 24/02/2023

**SUMMER TERM** 17/04/2023 – 03/07/2023

**HALF-TERM** 29/05/2023 – 02/06/2023



**Mark Dacey**

Principal/Chief Executive Officer  
NPTC Group of Colleges





# COURSE RELATED

## COLLEGE LIFE

College life will seem very different to school. The campus is probably bigger than your school site, you do not have to wear a uniform (unless your course requires you to do so) and there are no bells or buzzers. There may be gaps in your timetable and you could start and finish at different times on different days of the week. Wherever possible, it is recommended that you use any spare time to complete homework/revision for your courses during this time. It is also not advisable to book any holiday during term-time to ensure successful completion of your course of study.

## INDUCTION PROGRAMME

Once you have enrolled at college you will receive a thorough induction programme with your personal tutor/course co-ordinator, where delivery methods, timetables etc will be discussed in detail. This will help you to settle in and understand the way the College operates and how you can make full use of the opportunities and facilities on offer.

Induction begins on **1st September** at all sites.

Once enrolled you will be issued with a unique student ID number and password. You will use these to log on to **all** college systems and resources. It is important that you remember them.

If you have difficulty logging in and need help resetting your password e-mail: **itservices@nptcgroup.ac.uk**

## HAVE YOUR OWN DEVICE (HYOD)

You will need access to a digital device to complete your course, which will be a mix of face-to-face sessions in college and online learning. The online learning will sometimes be tutor led and sometimes you will be set tasks to get on with yourself as independent study. The College has created a learning environment where you can learn on campus and home. Access to a suitable device at home will be important. A suitable device is a wireless enabled laptop, netbook, iPad or tablet. NPTC Group of Colleges has improved Wi-Fi at all sites and will still provide specialist IT resources.

Once enrolled all students are provided with an OFFICE 365 account. OFFICE 365 is cloud based service which includes WORD, EXCEL, PowerPoint, OneDrive, OneNote and Teams. Students can download, install and use Office on their personal device. Students log into OFFICE 365 using their College username and password. Students have access to their college work and saved files from anywhere with an internet connection using Office 365 and Moodle – the Colleges Virtual Learning Environment - VLE.

If you don't already have a digital device such as a laptop or a chrome book that is suitable for educational purposes and are unable to purchase one, you may be eligible to borrow equipment from the College for the duration of your course.

Borrowed equipment remains the property of the College but you will be able to take it home as well as use it on campus when you attend for lessons.

Any student may apply to borrow a digital device but we have limited resources available so priority will be given to students who are most in need, for example those who are in Local Authority Care, are Care Leavers, Carers, Young Adult Carers, or have an Additional Learning Need, are eligible for EMA/ WGLG and have applied for College Financial Contingency Funding.

If you wish to find out more or to discuss your eligibility for support via the Digital Loans Scheme, please e-mail **digitalloans@nptcgroup.ac.uk**

Applications to borrow a device will open in September 2022.

## PERSONAL TUTORS AND COURSE COORDINATORS

Your personal tutor or course coordinator will be the first point of contact for you to discuss any issues or concerns. It is essential that you attend tutorial every week.

The Student Support team based in the Student Zone, are also available to support you with any concerns or worries that may arise. They will endeavour to ensure you enjoy a happy and successful time whilst you are studying.

## WORKING ONLINE – TIPS FOR STUDENTS

Some courses may involve a mix of face-to-face and online learning. The College has put together some helpful tips to support you when you work from home.

### Study at Home Tips

#### Stay Organised

If you need to share computers with the people in your home, agree a timetable that works for everyone in the house.

#### Have a Timetable

Try to stick to your normal college timetable. Don't forget to take breaks!

#### Have a Routine

Get dressed every morning (no PJ's on Skype!) You should get ready in the morning like every morning for college.

#### A Place to Work

Set up a comfortable and quiet space in your home. You will need your notes, files, notebooks and pens. Find time to work alone.

#### Stay Focused

Set time for study and limit Social media. This will help you to make the best of your study time.

#### Organise Breaks

Agree time out to chat with family and friends. Agree times together and stick to them. 10 to 15 minutes every hour and 45 minutes for lunch (during the day) will help you to stay focused.

#### Stretch and Move

You should get up, move and stretch through the day. This will help your energy levels and keep you motivated.

#### Online Chat Group

Set up a class chat group. This will help students who find learning from home difficult. A class chat will help and support everyone. Remember to include all your class and to always follow the student code of conduct when online:

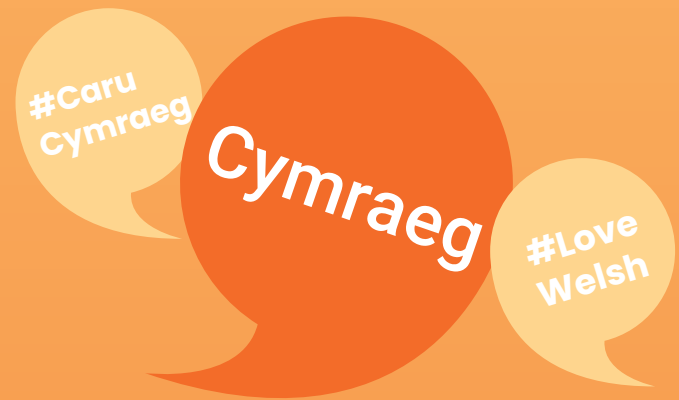
<https://moodle.nptcgroup.ac.uk/course/view.php?id=2527>

#### Remember Deadlines

You must stick to deadlines and complete work set by your tutors. Your tutor will mark and give feedback on your work. Your work will be used towards your final grade. You must keep working from home, so you can get the best grade possible. **Always put your name, date and 'This is my work' at the end of your work.**

If you need any support with your learning and feel you cannot talk with your tutor, please contact:

[studentsupport@nptcgroup.ac.uk](mailto:studentsupport@nptcgroup.ac.uk)



## Welsh at the College

Welsh language and culture is an important part of the ethos of NPTC Group of Colleges. The College is aware of how being bilingual can benefit you in education, the workplace and in everyday life. Provision is expanding across many of our subject areas, giving you the opportunity and choice to study through the medium of Welsh or bilingually in the classroom or on your work placement.

We are here to support you should you wish to have a Welsh speaking personal tutor, study in Welsh, complete your assignments in Welsh, sit your exams in Welsh or receive your course materials and resources in Welsh whilst studying with us at the College... the choice is yours. We will also encourage you as a non-Welsh speaker or Welsh learner to develop your Welsh language skills, giving you better employment opportunities in the future.

If you don't wish to study through the medium of Welsh but want to maintain your Welsh language skills, don't worry; we have lots of fun activities throughout the year that will give you the opportunity to use your Welsh whatever your language level... Don't be shy – siarad Cymraeg!



This symbol on course pages indicates that some courses, modules or aspects of courses can be undertaken through the medium of Welsh.

For more information, contact:  
[cymraeg@nptcgroup.ac.uk](mailto:cymraeg@nptcgroup.ac.uk)





# STUDENT ZONE

Every student at NPTC Group of Colleges is important to us and we go the extra mile to ensure that the time you spend at college is both productive and pleasurable.

The Student Zone is a place where all students can receive help, advice and support. Staff in the Student Zone provide many support services that underpin your learning journey, including:

- The application and admission process
- Enrolment and induction
- Student Finance – FCF, EMA, WGLG for FE students and Student Finance Wales for HE students
- Guidance and careers
- Study support
- Additional learning needs (ALN) and disability support
- Transition Support
- Counselling and safeguarding
- Mentoring and UCAS
- Wellbeing Officers
- Study Coaches

**Plus lots more! Call in to see us or e-mail: [studentsupport@nptcgroup.ac.uk](mailto:studentsupport@nptcgroup.ac.uk)**

## ADVICE AND GUIDANCE

Working in the Student Zones are skilled teams who draw together the key aspects of activities. The teams are spread across the College sites which mean that students are looked after at all the main points of entry into the College.

If you need extra help and guidance or have concerns that are troubling you, the professional and friendly team are there to help and support. They are able to offer advice, advocate and signpost you to staff and partner organisations that can help.

## WELLBEING OFFICERS

Our team of wellbeing officers are based in the Student Zones on each of the college sites. They provide support for students who may be facing challenges both inside and outside of the college environment. The wellbeing officers work alongside academic tutors and study coaches to

support attendance, attainment and progression for students. The team also work closely with partner agencies such as Social Services, Housing and CAMHS. You can contact the team through your tutor, calling into the Student Zone or e-mail: [wellbeing@nptcgroup.ac.uk](mailto:wellbeing@nptcgroup.ac.uk)

## STUDY COACHES

The study coaches work with students and offer additional support for upskilling via 1-1 sessions and group workshops. The study coaches work with the wellbeing officers to provide a seamless wraparound service for students. The team offer a six week cycle of support to increase academic attainment and progression. If you require study coach support they can be contacted through [studyskillscoach@nptcgroup.ac.uk](mailto:studyskillscoach@nptcgroup.ac.uk) or call into one of the Student Zones and request an appointment.

## STUDY SUPPORT

The Study Support team offer a wide range of support to help students reach their full potential and access and participate fully in their chosen learning programme. All students can receive help from the Study Support team, with specialist support, advice and guidance available for students with additional learning needs and/or disabilities.

Study support is available to students on all sites and the team includes:

- SpLD Assessor - assesses students for exam access arrangements, and provides support to learners and staff to facilitate success
- Assistive Technology Coordinator - provides support and strategies for students with a range of needs including sensory, physical, and specific learning needs. Identifies and provides resources or assistive technology required for learning, e.g. specialist software and laptops/iPads
- ASD Coordinator - provides specialised and bespoke support to those who identify as having autistic spectrum conditions to progress in their learning





- Transition and Review Officer- will support the transition of those with ALN from school to college, within college, and with further progression to employment, higher education, or training
- Study Skills Assistants - will provide general and specialised classroom support to enable access to learning.

## DISABILITY STATEMENT

NPTC Group of Colleges takes seriously the need to make the College accessible and welcoming to students with disabilities of all kinds. We will discuss the needs of every potential student and help if we can. If we cannot, we will say so and try to offer advice on alternative solutions. For further advice, guidance and support, or by email:

**ALN@nptcgroup.ac.uk**



## STUDENT KOOTH

NPTC Group work with Student Kooth to provide an online wellbeing service that runs alongside the support already available at college. Student Kooth provides a free service 24/7, including evenings and weekends. The service is anonymous and confidential and there are no waiting lists or referrals.

Students will be required to register with Student Kooth as part of induction.

Log on to **Student.kooth.com** using your college email address, it is accessible through mobile, tablet, desktop and provides:

- Information, activities, resources and self-care tools available to download

- A chat function to speak to a readily available counsellor
- An online magazine to submit stories or write articles
- The facility book sessions with a named counsellor
- A range of forums to offer facilitated peer support
- A messaging function to contact the service
- Live discussion groups.

## STUDENT PEER MENTORS

Student Peer Mentors are volunteers from all areas of study who have received specialised training to support young people.

Student Peer mentoring sometimes takes place between a person who has usually lived through a specific experience and person who is new to that experience, in addition to being available to discuss such topics as:

- Confidence building
- Help to achieve academic goals
- Adapting to life at college
- Promoting wellbeing activities
- Encouraging lifestyle choices

You can access the service by contacting:

**studentpeermentoring@nptcgroup.ac.uk**

## COUNSELLING SERVICE

The College has a team of professionally qualified counsellors who provide a confidential service for students. The Counsellors adhere to the British Association for Counselling and Psychotherapy (BACP) Code of Ethics and have extensive experience in a wide variety of areas.

Counselling is provided on a six session model accessible via teams, telephone, or face-to-face and link closely with specialist external partners. Access to the service is via email referral: **counsellorreferral@nptcgroup.ac.uk**





## SUPPORTED LEARNERS

The College has a Designated Person who acts as an advocate and provides support to

- Carers and young adult carers
- young people in care, care leavers and estranged students
- armed forces veterans and children of serving families
- students who work with the youth justice and early intervention service.

Each student can receive additional financial and wellbeing support during their time at College.

If you would like to find out more email:  
**[studentsupport@nptcgroup.ac.uk](mailto:studentsupport@nptcgroup.ac.uk)**

## ABSENCE REPORTING

### STUDENTS ARE EXPECTED TO ATTEND ALL SESSIONS

For EMA (Education Maintenance Allowance) / FCF (Financial Contingency Fund) / WGLG (Welsh Government Learning Grant) you are allowed one authorised absence per half-term without affecting your payments.

To book an appointment absence in advance, you must log on to your prospect account and submit the supporting evidence (e.g. an appointment letter/card)

**<https://ebsontrackprospect.nptcgroup.ac.uk>**

If you are sick and unable to attend college you should log your sickness absence on your prospect account by 9:30 am each day. If you are in receipt of EMA/WGLG/FAC then your payments could be affected if you do not log your absences within the timeframe.

To report an absence:

- Log in to the Student Hub (Prospect) –
- Click on 'Absences' in the menu
- Click on 'Request a new absence
- Enter the details of the absence and upload any appropriate evidence
- Click on Continue and submit request

If your period of absence is more than five college days, you will need a Doctor's certificate.



# FINANCIAL INFORMATION

## PAYMENTS

- At Neath College payments can be made by card or contactless by mobile phone at the Finance Office located in the main foyer A/B block
- At Afan College payments should be made at the Student Zone
- At the Brecon Beacons and Newtown Colleges, payments should be made at Reception
- At the Llandarcy and Pontardawe sites payments can be made at Reception.

\*Students studying at the Swansea site can pay at Neath. Our refectory services accept card or cash.

## Education Maintenance Allowance (EMA)

- Education Maintenance Allowance provides eligible students with £30 a week.
- You must be studying a minimum of twelve hours a week for a minimum of ten weeks.
- You must hold EU/UK nationality and have three years continuous residency in the UK or refugee status.
- Your household income must be as follows:  
**£20,817** or less if you are the only young person in full-time education in the household.  
OR  
**£23,077** or less if there are other young people in your household who are under 16 and eligible for child benefit.  
OR  
**£23,077** or less if there are other young people in your household who are aged 16-20, in full-time education and eligible for child benefit.

Then you may be eligible.

Application forms are available at any of our campuses.

## Welsh Government Learning Grant (WGLG)

- The Welsh Government Learning Grant provides eligible students with a payment for each term of the academic year.
- You must be studying a full time or part time course with a minimum of 275 hours throughout the year.
- You must be living in Wales with a household income of **£18,370** or less.

If you satisfy the above, you may be eligible.

Application forms are available at any of our campuses.

## Financial Contingency Fund (FCF)

- The Financial Contingency Fund provides students with help towards:
  - College Meals
  - Course Equipment
  - Childcare
  - Accommodation
  - Transport (if you live more than three miles away)
- Students must have successfully applied for EMA or the WGLG. Students in financial difficulty will also be considered.

Financial Contingency Fund  
Application forms are available at:



## My Travel Pass (MTP)

My Travel Pass is available to 16-21-year-olds and gives you 1/3rd off your bus ticket. The MTP is free to apply for. You only need to apply once.

To apply, go to [www.mytravelpass.gov.wales](http://www.mytravelpass.gov.wales)

My Travel Pass (MTP) Helpline - **0300 200 2233**

This applies to all students across all campuses.

## MTICKET

Students who live in Neath Port Talbot/Swansea can download the First Bus App onto your phone. This will only apply to students who attend our Neath, Afan, Llandarcy Academy of Sport, Swansea Construction Centre or Pontardawe Colleges.

For **Termly/Annual tickets** - Click 'Mtickets' at the bottom → 'buy a ticket' → Select South and West Wales → Neath Port Talbot College Tickets. If you are eligible for the MTP, please select the option with MTP.

- Termly Ticket with My Travel Pass - **£110**
- Termly Ticket without My Travel Pass - **£165**
- Annual Ticket with My Travel Pass - **£320**
- Annual Ticket without My Travel Pass - **£480**

**Term tickets can only be used Monday-Friday in term time until 8pm. Annual tickets can be used all year around, including weekends.**

For the **Flexi 5 day tickets** - Click 'Mtickets' at the bottom → buy a ticket → South and West Wales → Swansea Bay.

- Flexi 5 Day Tickets with My Travel Pass - **£13**
- Flexi 5 Day Tickets without My Travel Pass - **£19**

**Flexi 5 day tickets are five day tickets which are valid for 1 year once purchased.**

Don't forget to keep your receipts so you can be refunded through the Financial Contingency Fund if eligible.

**For students who live outside the NPT/Swansea area, you must apply to your local authority for transport help.**

MTicket Helpline - **0330 094 7577**

Prices are subject to First Cymru's discretion and could change at short notice. Your mTicket will work on South Wales transport buses.

## Powys Students

Students who are 16, 17 or 18 and living more than 3 miles from their campus, may be given a free Powys County Council bus pass at enrolment.

For students who live outside the County of Powys, you must apply to your local authority for transport help.



# EMA PAYMENT GUIDE

The table below shows when EMA payments can be expected for specific periods of attendance. Payments will only start once you have signed your Learning Agreement (available from your Student Zone). You will not be paid for any period that you are not attending your course or for College holidays. For all payment queries contact [studentsupport@nptcgroup.ac.uk](mailto:studentsupport@nptcgroup.ac.uk)

ATTEND DURING WEEK(S) ENDING	YOU'LL BE PAID ON
26 AUGUST & 2 SEPTEMBER 2022	12 SEPTEMBER 2022
09 SEPTEMBER & 16 SEPTEMBER 2022	26 SEPTEMBER 2022
23 SEPTEMBER & 30 OCTOBER 2022	10 OCTOBER 2022
07 OCTOBER & 14 OCTOBER 2022	24 OCTOBER 2022
21 OCTOBER & 28 OCTOBER 2022	07 NOVEMBER 2022
04 NOVEMBER & 11 NOVEMBER 2022	21 NOVEMBER 2022
18 NOVEMBER & 25 NOVEMBER 2022	05 DECEMBER 2022
02 DECEMBER & 09 DECEMBER 2022	19 DECEMBER 2022
16 DECEMBER & 23 DECEMBER 2022	03 JANUARY 2023
30 DECEMBER 2022 & 06 JANUARY 2023	16 JANUARY 2023
13 JANUARY & 20 JANUARY 2023	30 JANUARY 2023
27 JANUARY & 03 FEBRUARY 2023	13 FEBRUARY 2023
10 FEBRUARY & 17 FEBRUARY 2023	28 FEBRUARY 2023
24 FEBRUARY & 03 MARCH 2023	13 MARCH 2023
10 MARCH & 17 MARCH 2023	27 MARCH 2023
24 MARCH & 31 APRIL 2023	11 APRIL 2023
07 APRIL & 14 APRIL 2023	24 APRIL 2023
21 APRIL & 28 APRIL 2023	08 MAY 2023
05 MAY & 12 MAY 2023	22 MAY 2023
19 MAY & 26 MAY 2023	05 JUNE 2023
02 JUNE & 09 JUNE 2023	19 JUNE 2023
16 JUNE & 23 JUNE 2023	03 JULY 2023
30 JUNE 2023	17 JULY 2023



## STUDENT PROGRESSION

If you have enrolled on a two year programme and meet the progress criteria at the end of your first year of study you are eligible to proceed to the second year. Your tutor will explain the re enrolment process during your tutorial. This will be the same if you are moving onto the next level of your course.

If you decide to change course you would need to complete a new online application and book an interview for your new course. Online applications are open from October.

For further information, email:

**admissions@nptcgroup.ac.uk**

## CAREERS WALES

Careers Wales Advisors can be contacted to provide independent advice and guidance to students in relation to careers and progression.

E-mail: **www.careerswales.com** or telephone

**0800 028 4844**. Advisors will also be present at the College during the enrolment period.

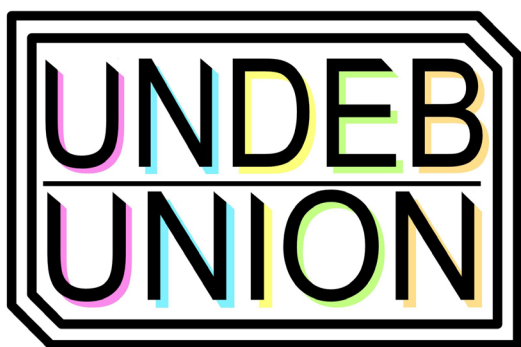
## LIBRARY SERVICES

The College provides well-equipped libraries giving you access to the support and resources that you need for your studies. As well as extensive collections of books that may be borrowed for use at home, you can also access high quality online information and e-books 24/7 via the electronic library. Each library is equipped to help you to make the most of your time on campus with PCs that you can book to complete IT based tasks and a variety of spaces in which you can study and use your own laptop: you can choose between the quiet study rooms or the busier group study areas, whichever suits your needs. Photocopiers, binding and laminating equipment are provided for you to prepare your assignments. All of our libraries have a small stationery shop for those classroom essentials.

Our libraries are staffed by experienced advisers who will support you if you need help with your projects and assignments. We can help you to find information online and in books, understand your assignments and choose topics to investigate for projects. Library staff are able to give advice about research skills, presenting your information and referencing your work. They can also provide assistance when you are using PCs and will help you to develop your digital skills.

College libraries are located in Afan, Brecon Beacons, Neath and Newtown Colleges.

# STUDENT INVOLVEMENT



## STUDENTS' UNION

As a student at NPTC Group of Colleges, you automatically become a member of the Student Union. The Student Union is run by students for students, and is designed to represent the voices Further and Higher Education students, and to engage students across all the campuses in socialising and creating a community feeling. The Student Union hold events and campaigns to bring students together and make an atmosphere – more than just an education, a lifestyle. In September you'll have the opportunity to run for a Student Union Officer position, whether you're a new or returning student, on any campus or course. For more information, call into your Student Zone.

## STUDENT REPRESENTATIVES

At the beginning of the academic year, each class elects at least 1 Student Representative. They are responsible for listening to the views, concerns, and experiences of their class on issues including learning and teaching. The Student Representatives share these at course meetings, academic school forums, and termly 'Senedd' meetings with other student reps. Student reps will be invited to attend training events, conferences, and annual celebration events featuring freebies and prize giveaways. If you'd like to become a Student Representative, get in touch with one of your course tutors.

## HAVE YOUR SAY!

We are committed to making sure students are involved in all aspects of college life. This includes asking students for your views on our:

- Teaching and learning
- Resources, facilities and venues
- Support services (e.g. student counselling)
- Extracurricular activities (e.g. sport)
- College strategy (the main goals the college is focused on).

We put students at the centre of the college's day-to-day running and long-term planning, making sure that all students have an equal voice, and using your feedback to make improvements if needed. You will have plenty of opportunities to share your views while at college, including: events, classroom evaluations, focus groups, online voting, and course meetings.

## ENRICHMENT, CITIZENSHIP, SPORTING AND CULTURAL ACTIVITIES

NPTC Group of Colleges offers students more than just an education. Students are encouraged to get involved in a range of enrichment activities. There is a wide choice of clubs, societies and teams available ranging from sport to cultural activities.

## BURSARY, SCHOLARSHIP AND AMBASSADOR PROGRAMMES

The College provides a range of programmes that aim to develop students' talents to maximise potential and opportunities.

Students engaged with the Bursary, Scholarship and Student Ambassador Programmes are expected to be advocates for the College and will receive a financial reward to recognise their commitment and endeavour.

## BURSARIES

The College bases its choice of winners on how well the students from each school have achieved at GCSE and these choices are ratified by the schools following selection. Whilst at college, bursary winners must demonstrate a continued high level of commitment to their studies and must be prepared to represent the College in relevant activities, e.g. schools' visits and open days.

Bursaries may also be awarded to other students from our schools whilst studying at the College to reflect academic progress and contributions to college life.

## SCHOLARSHIPS

The aim of the College scholarship scheme is to assist students of high academic, sporting or cultural ability to develop these talents to their fullest potential. Scholarship applicants can be following any course at college. They must demonstrate exceptional talent and must be prepared to represent the College in relevant activities, e.g. sporting events/tournaments or cultural shows/performances. Scholarship winners are offered a supportive environment in which to access help and guidance to facilitate the co-development of their academic, sporting or cultural skills and their main college studies.

Any students wishing to apply for a scholarship can obtain an application form from the Student Zones at all college sites.

## STUDENT AMBASSADOR PROGRAMME

The student ambassador programme provides opportunities for students to be fully involved in creating or changing the provision and services provided by the College. College students will have the opportunity to apply for the specialist ambassador roles and the successful applicant will be awarded a bursary.







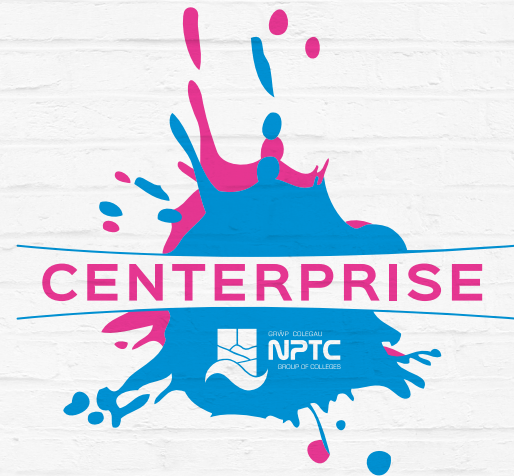
### TOTUM CARD

TOTUM is a student discount card giving you great deals all year round. 10% off ASOS, 12% off 1-year 16-25 railcards, 20% off with National Express, 10% off at Jack Wills, load of Apple discounts and 2 for 1 on your first two driving lessons with RED Driving School. Download the TOTUM app today for free and then to unlock a full year's worth of discounts, it's just £12 - a great idea if someone's stuck what to get you for a present! It's not just for University students - anyone over 16 and studying more than 10 hours per week can get it. Download the app at [www.totum.com](http://www.totum.com) today and see what you think...

### Centerprise is a dedicated enterprise and business incubation centre based at Neath College and Newtown College.

The centre provides a professional, supportive environment for individuals who are setting up their own business and includes access to a range of FREE\* facilities and support including:

- Serviced office space
- Hot Desk facilities for those who don't require a full-time office space
- A professional business address
- Access to ICT including telephone, print and copying facilities
- A receptionist to answer calls and greet your clients
- Business support and guidance
- Access to specialist training workshops
- Executive meeting rooms
- Access to fully equipped training rooms
- Networking and collaborative working opportunities
- Access to reprographic facilities
- Free car parking.



### Contact

Centerprise, NPTC Group of Colleges,  
Dwr-y-Felin Road, Neath, SA10 7RF

[www.nptcgroup.ac.uk](http://www.nptcgroup.ac.uk)

[centerprise@nptcgroup.ac.uk](mailto:centerprise@nptcgroup.ac.uk)

0330 818 8612

NPTCenterprise



- ✓ Work experience placements
- ✓ CV Writing
- ✓ Application forms
- ✓ Interviews
- ✓ Finding a part-time job to fit around your studies

As a College student we will help you with →



0330 818 8612

[centerprise@nptcgroup.ac.uk](mailto:centerprise@nptcgroup.ac.uk)

ALL SERVICES  
**FREE**  
TO STUDENTS

# KEEPING SAFE

## KEEPING SAFE ONLINE

The internet is a great way to connect with your friends and learn new things. But it's also important to stay safe. There are a few ways you can help make sure you're not in danger when you use the internet.

Be careful what you share online

- When you choose a profile picture for a social networking website like Facebook or Twitter, avoid photos that could give strangers clues about where you live
- Check your privacy settings regularly
- Think about what should be shared in public and what shouldn't
- Check your location settings – some sites and apps like Snapchat let you share your location with other users
- Learn about how you can take care of your digital footprint.

### THINK BEFORE YOU POST

Don't upload or share anything you wouldn't want your parents, teaching staff or friends seeing. Once you press send, it is no longer private. You can't be sure who will end up seeing it.

### NEVER REVEAL YOUR PASSWORD

Use strong passwords that are hard for others to guess, using a mix of letters and numbers. Keep passwords to yourself and change them regularly.

### BE CAREFUL WHO YOU CHAT TO

If somebody you don't know adds you as a friend, ignore them and delete their request. Don't share personal information like your address or phone number with somebody you don't know and learn about the signs that someone is trying to groom you online.

If you have any concerns we have staff that are Child Exploitation and Online Protection trained and they will be able to advise you what to do. They can be contacted on [safeguarding@nptcgroup.ac.uk](mailto:safeguarding@nptcgroup.ac.uk)

### CREATING A SAFE LEARNING COMMUNITY

The College is working with other FE Colleges across Wales and with the Welsh Government to create a learning environment in which all students feel safe and are able to study and reach their full potential.

To help us in this task we ask that you help us by:

1. Reporting suspicious behaviour - Suspicious behaviour means any action that makes someone feel worried or anxious Remember to focus on a person's behaviour, not their appearance
2. Identify and reporting a suspicious item - A suspicious item is any object that makes a person feel worried or anxious. If you see anything that you think is suspicious, report it right away.

You can report anything you are concerned about to the Safeguarding Team, College Manager, a member of staff from the Student Zone or the College receptionist.



#### RUN

- If you are caught up in a gun or knife attack, RUN to safety
- Don't waste time taking photos or videos
- Tell others to go with you
- Don't let anyone or anything slow you down
- Just RUN to safety, this is your best option.



#### HIDE

- If you can't run, HIDE
- Lock yourself in a room, with solid walls **IF** possible
- Keep away from windows and doors
- Be very quiet, silence your phone
- Stay hidden until you are rescued, this may take some time



#### TELL

- Only when you are safe, phone 999 and ask for the police
- Tell them what has happened, who you are and where you are
- Answer all their questions as best you can

## SAFEGUARDING

The welfare of students is of paramount importance and you have the right to feel safe. If someone is hurting/abusing you, you shouldn't:

- feel embarrassed or alone
- feel that it is your fault or that you are to blame
- keep it a secret
- feel afraid

If you are worried or concerned about yourself or someone you know please talk to your tutor, call to the Student Zone or email: [safeguarding@nptcgroup.ac.uk](mailto:safeguarding@nptcgroup.ac.uk)

## SAFEGUARDING TEAM

Members of the team wear yellow lanyards and you can approach them at any time if you are concerned or worried about your wellbeing or safety. To contact the team in confidence email [safeguarding@nptcgroup.ac.uk](mailto:safeguarding@nptcgroup.ac.uk)





**Governor with Responsibility for Safeguarding**

**Jill Harding**



**Designated Person for Safeguarding**

**Siân Jones**

Assistant Principal: Student Support and Inclusion  
0330 818 9001  
sian.jones@nptcgroup.ac.uk



**Deputy Designated Person for Safeguarding**

**Mari Shufflebotham**

Head of Student Support  
0330 818 9263  
mari.shufflebotham@nptcgroup.ac.uk



**Assistant Manager: Safeguarding & Resilience**

**Mandy Mellor**

Neath College  
0330 818 9073  
mandy.mellor@nptcgroup.ac.uk

**Powys Campuses**



**Rhian Davies**

Brecon Beacons College  
0330 818 8256  
rhian.davies@nptcgroup.ac.uk



**Kevin Morris**

Brecon Beacons College  
0330 818 9109  
kevin.morris@nptcgroup.ac.uk



**Steve Cass**

Newtown College  
0330 818 8189  
steve.cass@nptcgroup.ac.uk



**Katherine Jones**

Newtown College  
0330 818 8486  
katherine.jones@nptcgroup.ac.uk



**Victoria Lloyd-Jones**

Newtown College  
0330 818 9049  
victoria.lloyd-jones@nptcgroup.ac.uk



**Helen Summers**

Newtown College  
0330 818 9280  
helen.summers@nptcgroup.ac.uk

**Child Exploitation & Online Protection**



**Clare Cluer**

Brecon Beacons College  
0330 818 8201  
clare.cluer@nptcgroup.ac.uk



**Emma Price-Estevens**

Neath College  
0330 818 9188  
emma.price-estevens@nptcgroup.ac.uk

**Neath Port Talbot Campuses**



**Phil Jones**

Afan College  
0330 818 8497  
phill.jones@nptcgroup.ac.uk



**David Rush**

Afan College  
0330 818 9247  
david.rush@nptcgroup.ac.uk



**Sali-Ann Millward**

Llandarcy Academy of Sport  
0330 818 9082  
sali-ann.millward@nptcgroup.ac.uk



**Lindsay Piper**

Llandarcy Academy of Sport  
0330 818 9177  
lindsay.piper@nptcgroup.ac.uk



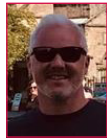
**Jamie Piper**

Maesteg Construction Centre of Excellence  
0330 818 9176  
jamie.piper@nptcgroup.ac.uk



**Kayleigh Davies**

Neath College  
0330 818 8245  
kayleigh.davies@nptcgroup.ac.uk



**Nigel Davies**

Neath College  
0330 818 8253  
nigel.davies@nptcgroup.ac.uk



**Simon Dickerson**

Neath College  
0330 818 8268  
simon.dickerson@nptcgroup.ac.uk



**Lynne Evans**

Neath College  
0330 818 8248  
lynn.evans@nptcgroup.ac.uk



**Edward Jones**

Neath College  
0330 818 8475  
edward.jones@nptcgroup.ac.uk



**Natalie Joseph**

Neath College  
0330 818 9007  
natalie.joseph@nptcgroup.ac.uk



**Alex Herriott**

Neath College  
0330 818 8384  
alex.herriott@nptcgroup.ac.uk



**Andrea Houlihan**

Neath College  
0330 818 8403  
andrea.houlihan@nptcgroup.ac.uk



**Jo Mather**

Neath College  
0330 818 9060  
joanne.mather@nptcgroup.ac.uk



**Ken O'Grady**

Neath College  
0330 818 9492  
kennethgrady@nptcgroup.ac.uk



**Luke Penney**

Neath College  
0330 818 9158  
luke.penney@nptcgroup.ac.uk



**Kelly Phillips**

Neath College  
0330 818 9166  
kelly.phillips@nptcgroup.ac.uk



**Sarah Phillips**

Neath College  
0330 818 9436  
sarah.phillips@nptcgroup.ac.uk



**Arthur Thomas**

Neath College  
0330 818 9290  
arthur.thomas@nptcgroup.ac.uk



**Lowri Jenkins**

Afan College  
0330 818 8434  
lowri.jenkins@nptcgroup.ac.uk

Email: [safeguarding@nptcgroup.ac.uk](mailto:safeguarding@nptcgroup.ac.uk)

## CONFIDENTIALITY STATEMENT

Confidentiality in dealing with student issues is respected at NPTC Group of Colleges. However, there are certain circumstances in which confidentiality cannot be guaranteed.

These are:

- if you are under 18 or a 'vulnerable adult' and the issue discussed involves any form of abuse
- you are over 18 and the issue discussed involves abuse and there are younger siblings in contact with the abuser who may be at risk
- if you disclose an intent to harm others or yourself

## BULLYING AND HARASSMENT

NPTC Group of Colleges has a zero tolerance approach to harassment and bullying.

If at any time you are being bullied and/or harassed or you know of anyone being treated in this way by other students or members of staff, you **MUST** inform your personal tutor/course coordinator/or a member of staff from the Student Zone immediately. Information on what to do if you are being bullied or harassed can be found in the 'Bullying and Harassment' policy on Moodle.

Please ensure that you act in a mature and responsible way and treat each other with respect and dignity.

## WHAT TO DO IF THINGS GO WRONG?

Our aim is to get things right first time, so we value our students' comments and suggestions. Although we have a range of stakeholder consultation and feedback mechanisms to help inform and improve our services, sometimes our service may fall short of expectations. Therefore we value any complaints that we receive and take them seriously. This includes anonymous ones, providing we have sufficient information for us to make further enquiries.

You can complain in person, by phone, in writing, by e-mail or by using our complaints form available from all our reception desks. You can also give someone consent to complain on your behalf. If you need support completing the form, staff at your Student Zone can help.

Details of the College Complaints Policy and procedure is available on our website for everyone and also on Moodle for our students. Both locations have our Complaints Leaflet for students which details the procedure. Bilingual complaint forms are available from our receptions, however complaints can be made by just emailing [complaints@nptcgroup.ac.uk](mailto:complaints@nptcgroup.ac.uk)

## ID CARDS & COLLEGE LANYARDS

**STUDENTS AND STAFF ARE REQUIRED TO WEAR ID CARDS AT ALL TIMES.**

When in college, staff and students will be given a lanyard and ID card which must be worn at all times, so those legitimately on site can be identified quickly. Failure to wear a college lanyard/ID card will result in disciplinary action. Lost, damaged, or stolen ID cards cost £5 to replace.

## EQUALITY AND DIVERSITY

We aim to provide an inclusive and supportive learning environment that enables everyone to reach their personal potential. We welcome students from all backgrounds and abilities, regardless of race, gender, sexual orientation, gender identity, religion and belief, disability, or age. For advice, guidance or support, contact [diversity@nptcgroup.ac.uk](mailto:diversity@nptcgroup.ac.uk).



## HEALTH AND SAFETY

NPTC Group of Colleges has a duty under Health and Safety law to ensure, as far as is reasonably practicable, the health, safety and welfare of students whilst at college. Health and safety is about ensuring that you do not get hurt or get ill whilst at college. You can find the Health and Safety Policy for the College on Moodle.

The College has guidelines and regulations about safety. Some areas of college house dangerous equipment and hazardous substances. Please observe all notices and codes of practice.

## EMERGENCY EVACUATION

- All areas of the College have emergency and fire evacuation procedures
- Information on what to do in the event of a fire can be found in all classrooms.
- By law, fire drills are carried out on a regular basis.





## **FIRE EVACUATION PROCEDURES FOR STUDENTS**

If you discover a fire, break the glass of the nearest break glass box

- alert a member of staff to dial 999 immediately, If you hear the Fire Alarms or see the flashing beacons:
- Leave the room immediately, do not collect belongings
- Do not attempt to use the lifts, use the stairs
- Proceed to the nearest fire exit
- Wheelchair users – go to the REFUGE area by the stairs
- If necessary, trained staff will help you to leave the building
- Go to your Assembly Point and Stay there
- Lecturers will take a register/check students
- Do not leave the Assembly Point
- Do not attempt to drive any vehicle from the car parks during fire alarms
- Do not re-enter the building until instructed by Fire Marshal
- Wait for instructions from a Fire Marshal if you have a Personal Emergency Evacuation Plan (PEEPS)

If you are likely to have difficulty leaving the building in an emergency, please ensure your course tutor is informed, so that a personalised plan can be put in place.

## **REPORTING ACCIDENTS**

All accidents should be reported to your tutor, who will help you complete the appropriate college incident form.

## **FIRST AID**

The College has a team of qualified First-Aiders who are available should you need treatment for minor ailments and injuries. They can be contacted through your personal tutor.

## **ENVIRONMENTAL/SUSTAINABILITY ISSUES**

- the College is committed to saving energy and protecting the environment
- all staff and students should be 'Energy Aware' and help the College to be environmentally friendly
- there are recycling bins on all campuses for staff and students to recycle paper, plastic, cans and cardboard.

## **NO SMOKING POLICY**

There is a no smoking policy in place for each campus. Please contact your course tutor or campus manager if you require more information. This policy also applies to vapour and electronic cigarettes.

## **PARKING**

There is limited parking on college sites so please park considerately in designated spaces.

All sites have disabled parking areas and accommodate bike racks.

Do not block fire exits or access routes for emergency vehicles and observe the 10 mph speed limit.

## **LOST AND FOUND PROPERTY**

Never leave valuables unattended. Any enquiries concerning lost or found property should be made at the College reception desks.

## **DISCLAIMER**

NPTC Group of Colleges will not accept responsibility for any damage to or loss of student's personal belongings on any college premises. You can insure your personal belongings against loss/ damage yourself if you wish to.

# FACILITIES

## PLACES TO EAT

Payment can be made via card or contactless with your mobile phone, we do except cash but would rather contactless. All vending machines have contactless facilities.

### NEATH COLLEGE:

The Brook, D Block, 8.30am - 3.00pm

The Brook Café offers a grab and go style offer including a full breakfast available from 8.30am until 11am. From 11am onwards lunch is served including pastas, pastries, curries, and pizzas etc.

The Brook Starbucks, D Block,  
Monday - Friday: 8.30am - 3.00pm

The small Starbucks offering all your favourites

Café 73, C Block, 8.30am - 1.30pm

The Café 73 offers a full breakfast from 8.30am.

This year we have changed the menu and now offer freshly made to order Subs. Fresh salads and our new pasta and noodle bar. Offering a selection of sauces and toppings.

Starbucks, A/B Block, Monday-Thursday: 8.30am - 4.00pm,  
Friday: 8.30am - 3.00pm

Freshly brewed coffee, coupled with a freshly cooked panini - says it all really!



### AFAN COLLEGE:

The Refectory, Monday - Friday: 8.30am - 2.00pm

Fully cooked breakfast available from 8.30am from 11.30am a selection of homecooked meals are then served including pastas, lasagnes and traditional roasts. Freshly prepared salads and jackets.

### Café 53 Starbucks

Monday - Thursday: 9.00am - 4.00pm  
Friday: 9.00am - 3.00pm

Offering freshly prepared drinks the Starbucks way.



### BRECON BEACONS COLLEGE:

Refectory: Monday - Friday: 8.30am - 1pm

Offering a full breakfast from 8.30am daily, then fresh homemade meals from 11.30am.

### CAFÉ Y GAER

Monday - Friday: 8.30am - 5.30pm,

Our new café in the heart of the town, from here we will be serving both the College and members of the public. We will be offering freshly baked pastries, homemade cakes and made to order sandwiches and salads. Freshly brewed coffee roasted here in Wales and supporting local businesses.

### NEWTOWN COLLEGE:

Refectory Starbucks Coffee Shop: Monday - Friday,  
8.30am - 2.30pm

Offering the full coffee shop experience with freshly prepared meals available daily. Not forgetting a full breakfast from 8.30am.

As a department we are aiming to reduce our environmental impact we impose. We already offer all our takeaway products in directly compostable cartons. Last year we gave away over 2000 reusable cups made from recycled plastic. Our disposable cutlery is made from bamboo, BUT we can't do it alone. We need you to support us, and by changing a couple habits we can all make a change.

- Use a plate if available instead of a disposable container.
- Bring your own reusable cup.
- Recycle your rubbish in correct bins.

Working on an average of 3000 staff and students on site across all the campuses. If everyone on all the campuses bought 1 coffee per day for one week and used a reusable cup we would save:

15000 single use cups  
552.66kg of Carbon Dioxide  
49.50kg of plastic  
14217mj of energy  
337.5kg of timber

A little change today goes a long way tomorrow.



## SPECIALIST COLLEGE SERVICES

In order to create realistic working environments for students, several vocational courses are provided with specialist units that all students can benefit from. These include:



### LEE STAFFORD ACADEMY OF HAIRDRESSING, BARBERING AND APPLIED THERAPIES

Award-winning celebrity hairdresser, Lee Stafford, continues to wow local stylists and students with his enthusiasm and talent at exclusive masterclass workshops held in the Lee Stafford Academy of Hairdressing, Barbering and Applied Therapies.

The Lee Stafford Academy is available at Afan College, Brecon Beacons College and Newtown College, and is the only one of its kind in Wales, offering budding hairdressers unique training and exceptional masterclasses that they can't get anywhere else.

The aim of the Academy is to ensure that students from NPTC Group of Colleges are the most employable in the country; as stylists, colourists or in any hairdressing field of their choice. The College's hairdressing and beauty salons are open to College students and the public. They offer a wide range of hair and beauty treatments with free consultations. Students are offered reduced prices.

### THE BAKERY SHOP

Students following the bakery courses at Neath College bake bread, cakes and pastries that are sold daily at the College's Bakery Shop. Many students take advantage of the high quality, reasonably priced produce on sale. We have a range of freshly made sandwiches, snacks and meal deals. Student free meals card is accepted.

### SPORTS FACILITIES

The College has extensive sports facilities at the Llandarcy Academy of Sport which offers an indoor sports hall with climbing wall, warm-up area and bounding track, multiuse games area (MUGA) and 3G pitch. In addition there is a strength and conditioning Gym and an indoor barn training area.



These facilities are available to students following Sports and Public Services programmes, as well as by all students in Sports Clubs and Academies within the College.

### LILLIPUT DAY NURSERY, NEATH COLLEGE

Lilliput Day Nursery is a purpose built building located on-site. We are registered with, and inspected by the Care Inspectorate Wales (C.I.W), under the Children Act 1989, to provide full or part day care for children, aged 12 weeks to 7 years and 11 months.

All staff are fully qualified and experienced Nursery Nurses. The Nursery is open Monday to Friday, from 7.30am to 6pm and offer childcare places for children of students, College staff and the wider community.

At Lilliput Day Nursery, we aim to provide high quality day care that enhances the development, care and education of children in a safe, stimulating and caring environment, where they learn through play in partnership with parents/carers.

Lilliput Day Nursery follows Welsh Government initiatives by implementing the Foundation Phase, Design to Smile and Healthy Sustainable Pre-School Scheme. The Nursery is a member of Early Years Wales.

For further information please email Lilliput Day Nursery: [lilliputdaynursery@nptcgroup.ac.uk](mailto:lilliputdaynursery@nptcgroup.ac.uk) or call us on **0330 818 8039**

The College Financial Contingency Fund (FCF) may be available to support students with the cost of childcare. Students in Powys have different childcare arrangements. For further information email: [studentsupport@nptcgroup.ac.uk](mailto:studentsupport@nptcgroup.ac.uk)







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