

A photograph of three students walking outdoors. On the left is a Black woman with long braids and a headband, wearing a black jacket with an orange 'STUDENT' lanyard. In the center is a Black man in a white Nike t-shirt and a silver cross necklace, also wearing an orange 'STUDENT' lanyard. On the right is a white man in a black jacket, wearing an orange 'STUDENT' lanyard. The background shows a building with large windows and a purple and blue geometric overlay.

NKC

**NORTH KENT
COLLEGE**

STUDENT HANDBOOK



North Kent College
01322 629400
www.northkent.ac.uk



Welcome to North Kent College

This handy little eBook holds all of the information that you will need to know while you're here. It's available to download when and wherever you need it.

Please ensure you are wearing your ID badges and they are visible at all times. (Except when in practical sessions)



College Academic Calendar - 2023/24

2023			
-	(Mon)	21 August	Wed 23 Aug – Staff Return Thu 24 Aug – GCSE Results Out
-	(Mon)	28 August	Invited Enrolment Week (Mon 28 is a Bank Holiday)
-	(Mon)	4 September	Open Enrolment Week
Week 1	(Mon)	11 September	FE Teaching begins
Week 2	(Mon)	18 September	English and Maths Teaching begins
Week 3	(Mon)	25 September	HE Teaching begins
Week 4	(Mon)	2 October	
Week 5	(Mon)	9 October	
Week 6	(Mon)	16 October	Teaching term ends Fri 20 Oct
Half Term: 23 – 27 October			
Week 7	(Mon)	30 October	Teaching term begins Mon 30 Oct
Week 8	(Mon)	6 November	
Week 9	(Mon)	13 November	
Week 10	(Mon)	20 November	
Week 11	(Mon)	27 November	
Week 12	(Mon)	4 December	
Week 13	(Mon)	11 December	Teaching term ends Thu 14 Dec Fri 15 Dec – Staff Development Day 1 (no teaching)
The College will be closed from 25 December to 1 January inclusive			
2024			
Week 14	(Mon)	1 January	(Mon 1 Jan is a Bank Holiday) Teaching term begins Tue 2 Jan
Week 15	(Mon)	8 January	HE Exam Week
Week 16	(Mon)	15 January	HE Teaching resumes
Week 17	(Mon)	22 January	
Week 18	(Mon)	29 January	
Week 19	(Mon)	5 February	Teaching term ends Fri 9 Feb Wed 7 Feb – Staff Development Day 2 (no teaching)
Half Term: 12 - 16 February			
Week 20	(Mon)	19 February	Teaching term begins Mon 19 Feb
Week 21	(Mon)	26 February	
Week 22	(Mon)	4 March	
Week 23	(Mon)	11 March	
Week 24	(Mon)	18 March	
Week 25	(Mon)	25 March	Teaching term ends Thurs 28 Mar
Easter: 29 March (Good Friday) to 12 April			
Week 26	(Mon)	15 April	Teaching term begins Mon 15 Apr. HE Teaching resumes
Week 27	(Mon)	22 April	
Week 28	(Mon)	29 April	HE Exam Week
Week 29	(Mon)	6 May	Mon 6 May – Bank Holiday (no teaching) HE Exam Week
Week 30	(Mon)	13 May	HE Exam Week
Week 31	(Mon)	20 May	Teaching term ends Fri 24 May
Half Term: 27 – 31 May			
Week 32	(Mon)	3 June	Teaching term begins Mon 3 Jun HE Teaching Ends (Fri 7 Jun)
Week 33	(Mon)	10 June	
Week 34	(Mon)	17 June	Teaching term ends Fri 21 Jun
Week 35	(Mon)	24 June	Admin Week 1 – Mon 24 Jun – Staff Development Day 3
Week 36	(Mon)	1 July	Admin Week 2

We have loads of services here to help you when you need it...

Reception

Reception is a hub of college knowledge. If you have any questions while you're at college, Reception is your first port of call. Receptions are located as follows:

Dartford is located in the Oakfield Building

Gravesend is located in R Block

Tonbridge is located at the main entrance

Personal Tutors

Every student will have a Personal Tutor; you can talk to your tutor about any course, career or personal concerns in complete confidence.



Learning Technology Centres (LTCs)

The LTCs are great for all your study needs, including computer and library facilities, as well as quiet study areas and access to online resources. You will find these facilities at all three NKC campuses.

You can borrow:

- Course Books
- Fiction Books
- eBooks
- Journals
- Magazines
- Newspapers
- DVDs

You can use:

- Computers
- Photocopiers
- Scanners
- General Study Areas

We offer:

- Printing
- Stationery Shop
- Computer Training



Student IT guide online

This is just an overview of IT information, you can download the full student IT Guide from your MyDay webpage.

Resources

IT resources include access to:

- The College network from college and home
- Printing
- The internet
- Email
- Online learning materials
- Online course tracking
- Virtual Learning Environment (VLE) - Moodle

Your College Identity (ID)

We'll provide you with a College ID, which allows you to login and use our resources. This will be:

- Your name – Printed on your student card
- Your student number – Printed on your student card
- Your College email address – created using your name

Your College ID also provides you with access to:

- The Dartford, Gravesend and Tonbridge campuses
- The Cafeterias
- The FREE College Shuttle Bus services
- The Learning Technology Centres (Libraries)
- The Cashless Catering facility

Free internet access

To access the internet, you'll need to be logged into the College Network via a College computer, or the student wireless network using portable devices.

Microsoft Office (MS) 365

The College's cloud service, Microsoft Office 365, gives you access to:

- Outlook Email
- Outlook calendar
- Word
- Excel
- PowerPoint
- OneNote.

Access Office 365 here: <https://portal.microsoftonline.com>



MyDay

MyDay is a website and mobile app that combines email, timetable, video portal, your tasks and other College services. It is the first webpage that opens when you use any college computer.

Access MyDay here: <http://myday.northkent.ac.uk>

Moodle - Virtual Learning Environment (VLE)

Moodle provides access to many core and optional online learning courses. It contains online materials to support your studies as well as links to ebooks, handouts and assignment submission facilities.

Cyber bullying

We have a zero tolerance policy regarding bullying and cyber bullying. If this effects you; contact your course tutor who will report this to the IT Department.

Printing

We provide you with £12 worth of printing. You can buy top-up cards from the Learning Technology Centres. To log in to any device you'll need your User ID and Network Password:

- User ID = Student Number (on your student card)
- Network Password = your d.o.b "ddmmyy"



Our team of qualified and experienced Careers Advisers provide information, advice and support to help you make the right course choices and plan your next steps. They are based in the Learning Technology Centres at all three campuses.

You can simply drop in to speak to one of our Careers Advisers at any time during the College day, or if they are unavailable you can make an appointment to see them.

You can see our Careers Advisers as many times as you need to. The appointments are completely confidential and if you would like, it is okay for your parent/guardian to come with you.

We can help you with issues such as:

- Think you're on the wrong course?
- Not sure what course to choose?
- Want help exploring your future options?
- Need help writing your CV or help with interview skills?
- Don't know what to do after college?
- Need help with choosing university courses?
- Need help applying to university, personal statements or student finance?

Dawn Fox

E: dawnfox@northkent.ac.uk

Baldev Randhawa

E: baldevrandhawa@northkent.ac.uk



Counselling & Mental Health Support

The counselling service is available for anyone who is dealing with a personal difficulty in or outside of college that is having an impact on their quality of life or education.

What is counselling?

- Talking therapy will provide you with the opportunity to freely and openly explore the source of your emotional distress in a safe place in a way that is not always possible with friends or family.
- Your counsellor is not there to judge or advise you, but they will try to help you to clarify your thoughts and feelings, options and choices to become more effective at finding your own solutions and coping mechanisms.
- We offer short-term talking therapy, contracting for 6 x 50 minute sessions (more if needed but we have to balance this with the demand for our service to avoid long waiting times).
- Our main therapeutic approach is humanistic but we can also offer cognitive behavioural and psychodynamic therapy.



Counselling may help you with:

- Personal development: learning to recognise your own strengths and potential for growth and self-fulfilment
- Addressing and resolving worries or difficulties
- Making decisions
- Coping with a crisis
- Improving relationships with others
- Some of the common issues students wish to discuss in counselling are:
- Abuse/trauma
- Adapting to college life
- Anger
- Anxiety and panic attacks (sometimes linked to self-harm)
- Bereavement
- Course stress
- Depression (sometimes linked to suicidal thoughts)
- Eating patterns/poor diet
- Friendship problems
- Family difficulties
- Low mood/mood swings
- Parental separation
- Self-image/low self-esteem
- Sleep problems/insomnia
- Social isolation (often linked to learning difficulties and mental health)

Confidentiality

The sessions with your counsellor will be confidential. Your parents and tutors will not be informed about the things you discuss. However, there are limits to confidentiality linked to safeguarding and these will be explained to you fully at the first appointment and set out in your contract.

First appointment

You will have an opportunity to:

- Ask questions about what is offered
- Discuss what has brought you to counselling
- Talk about what you hope to gain

What happens next?

Once your application for counselling has been received you will be contacted to arrange an appointment.

Referral Process

You can self-refer via the link on our website, MyDay or Moodle. If you do not wish to access counselling but would like some guidance to be able to help yourself we have leaflets on various mental health topics with self-help tips and links to external support. If you have more complex needs then we will signpost you to external specialist help including Community Mental Health Teams. If you have engaged in counselling we may be able to provide evidence to assist you in applying for/chasing up external support. We can talk to groups of students about topics including managing stress, building emotional resilience and developing healthy relationships.

We continually build on our bank of external contacts including local and national charities, as well as local government committees.

Mental Health Support

Students are encouraged to talk to college staff about their emotional wellbeing. Our Student Support staff work with the Student Union throughout the year to raise awareness about positive mental and physical health, running events including Blue Monday, Time to Talk and Mental Health Awareness Week.

- If you do not wish to access counselling but would like some guidance to be able to help yourself we have leaflets on various mental health topics with self-help tips and links to external support.
- If you have more complex needs then we will signpost you to external specialist help including Community Mental Health Teams. If you have engaged in counselling we may be able to provide evidence to assist you in applying for/chasing up external support.
- We can talk to groups of students about topics including managing stress, building emotional resilience and developing healthy relationships.
- We continually build on our bank of external contacts including local and national charities, as well as local government committees.



Student Support

The Student Support team are available at all campuses to provide support and informal education to help you enjoy and benefit from your time at college and to encourage you to play a full part in your college life.

Here are some of the areas of support and education that we provide:

- Safeguarding and Child Protection Drugs and Alcohol Education
- Sexual Abuse and Harassment Children in Care and Care Leavers
- Counselling and Mental Health Enrichment, Health and Wellbeing
- Healthy Relationships Housing and Homelessness
- Learner Engagement and Learner Voice Sexual Health and 'Get It' card
- Student Union Teen Parents
- Unaccompanied Asylum-Seeking Children Volunteering
- Young Carers Criminal Activity and Offending Behaviour

We can help you with these and many other things that are impacting your time at college. If you are not sure about your situation, or whether to speak to us, the questions below might help!

- Are you a Child in Care or Young Care Leaver?
- Are you a Young Carer, with responsibility for looking after a family member?
- Are you a Teen Parent?
- Are you an Unaccompanied Asylum-Seeking Child?
- Do you have concerns about the way you are being treated by another person or persons?
- Have you been involved in criminal activity?
- Are you experiencing physical or mental health concerns?
- Do you have concerns about drug or alcohol use?
- Do you have concerns about your relationships?
- Do you think, or know, that you are pregnant?

If you need support for these or for any other reason, please come and see a member of the Student Support team on your campus.

Safeguarding, Child and Adult Protection

Safeguarding is about being pro-active and making the right choices that will keep you safe. The College provides education and activities that can help you to safeguard yourself, and others. For example:

- Sexual health awareness
- Online safety
- Drugs and alcohol education



Safeguarding is embedded into everything we do, from staff recruitment, curriculum design, secure online systems, health and safety across all campuses and the wider programme of support that we offer. There are staff in college who will support and guide you if you have any concerns about your own safety, or that of others.

Child and adult protection are about responding and acting on a concern that has been raised by a student, identified by a member of staff or raised by an external partner. This will usually relate to abuse and we all have a responsibility to follow up on any concerns.

If you are worried about your own or other people's safety you can contact any member of staff or speak to one of the Designated Safeguarding Leads on your campus.

We work in a sensitive and confidential way, though we have a statutory duty to report any serious cause for concern, or disclosure of abuse, to Social Services and/or the Police. Students affected by this will be informed that a referral will be made, and we will continue to provide support. We want you to feel safe at college, and in the community.

One way that you can safeguard yourself and others is to wear your student ID card. All staff, visitors and students must wear their ID card at all times when they are in college. This helps us to know who is a part of the college community and lets you identify who staff are.

If you are concerned about anything then speak to a member of staff who you feel comfortable with. If you would like to know more about this safeguarding at college, please contact one of the Designated Safeguarding Leads whose details are on the posters around all campuses.



Student Welfare

At North Kent College we actively promote the following British Values and recognise their place in our own expectations and vision:

- Democracy
- Rule of Law
- Individual Liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without

We provide opportunities to promote and develop these values within our education and support programmes. While you are at college you will be able to explore and develop the values, knowledge, confidence and skills to prepare you for life in modern Britain and to successfully progress to the next stage of your learning or work.

Radicalisation and Prevent

All educational providers have a duty to prevent people from being radicalised and drawn into terrorism. The College must deliver activity that raises awareness and enables staff and students to recognise signs of vulnerability and behaviour that could indicate someone is being radicalised.

At North Kent College, we raise awareness of Radicalisation and Prevent through our group tutorial programme, themed events and activities.

What is Prevent?

Prevent is the name given to a national strategy which aims to stop people from becoming violent extremists or supporting terrorism.

What is Extremism?

"Vocal or active opposition to fundamental British values."

What is Radicalisation?

Radicalisation happens when a person's thinking and behaviour become considerably different from how most members of society and community view social issues and participate politically.

What is Channel?

Channel provides support across the country to those who may be vulnerable to being drawn into terrorism.

By raising any concerns, you could help someone who you believe is at risk of radicalisation get support, preventing them becoming involved in potentially violent activities, long before any criminal activity occurs. If you become concerned about activities or behaviour, or if you have other information relating to the above you can talk to your tutor or a Designated Safeguarding Lead.



Learner Engagement

Learner Engagement gives you the chance to join in and influence all aspects of college life and is one of the most effective ways you can engage in your student experience.

Learner Voice

Learner Voice is a significant part of Learner Engagement and includes something as quick and easy as making a comment on the College social media sites, to being a Representative for your group, or giving us your opinion through one of the learner voice meetings or focus groups. You will also be asked to complete three surveys throughout the year which gives you the chance to give your views on your student experience.

Each class has a Representatives who are the voice of the learners from each curriculum area and you will be informed when they are meeting and have the opportunity for discussion before this. The college also appoint Student Governors who attend Governor meetings with staff and have input into developments in college.

You will also have the chance to attend committee meetings and give a speech at the end of year presentation and be involved in social action projects! You could even be on an interview panel for new staff members or host prospective staff when they visit the College. Or you may want to have an input in college policies to make sure they are student focused.

Your voice matters. If you have a compliment or complaint while at college, you can talk to:

- Your tutor
- The Student Union
- Student Support
- Make a formal complaint via reception
- Download the complaints procedure and make a formal complaint via the college website:
www.northkent.ac.uk/contact/complaints-procedure

Twice a year points raised at the Learner Voice meeting will be taken to a Learner Council Meeting, where student representatives will have the opportunity to put their points direct to the Senior Leadership Team and Governors from the College, where they can discuss their points, gain a direct response, and see what action will be taken to improve students' college experience.

At the end of the year, we will bring Class Reps together to look back over the past years Learner Voice and celebrate the achievements at a Learner Conference.



SU

STUDENTS' UNION

NORTH KENT COLLEGE



This is YOUR College, and we want you to have your say! The Students' Union (SU) is run by you, for you and is affiliated to the National Union of Students (NUS). It's made up of students who form an Executive Committee, Student Governors, Class and Curriculum Representatives and most importantly... you!

The Executive Committee is the core of the SU and is led by the Student President, who is elected by students. They work on your behalf to help to improve the college and can be in term from 1-2 years and attend all College Board of Governor meetings. This is the link between learners and the leadership. Join the SU and help plan events that benefit the college and community!, The Executive team will also chair the Learner Council meetings that are held with the College Senior Leadership Team.

If you wish to be part of the Executive Committee or even one of our Student Presidents, then see our teams at the Freshers Fayre in September. The SU also run activities for students in the College, such as charity events and end of year celebrations. If there is something you would like them to organise then let them know!

All students enrolled at college are members of the National Union of Students (NUS), who offer a wide range of discounts, promotions and competitions. To find out more and to apply for the TOTUM card and download the app, visit www.totum.com. There are over 350 offers and discounts available. TOTUM is also a PASS accredited proof of age ID. Some TOTUM memberships also come with a 12-month ISIC digital membership card as standard as well, giving you access to discounts in countries around the world.

Student Ambassadors

The Student Ambassador Scheme is for students who share a passion for college and feel able to share their knowledge. The scheme is well established at Dartford and Gravesend campuses and we will be rolling this out across Hadlow, Greenwich and Tonbridge during the academic year. The mission for Ambassadors is to promote college in a responsible, positive and professional manner to prospective and current students as well as college staff and the local community.

Volunteering duties could include:

- Help to raise awareness of college opportunities and be a role model for student life in general
- To assist with college events such as Open events/taster days as run by the Marketing team
- To assist with departmental/course specific events
- To lead campus tours for potential students and visitors
- Welcoming and directing potential students and visitors around campus
- Being photographed/filmed for college material
- To discuss and share experiences of their own time at college
- To work in a team with other student ambassadors

Points are awarded for each activity and event attended, which are then turned into prizes. Every time you help out at a college activity or event get the Student Engagement team to stamp your Loyalty Card. Remember the more stamps you earn the better the prize you will receive!

You will be given a Student Ambassador Loyalty Card at your Induction or at a College Fresher's Fayre



Student Newsletter – The NKC Xperience

Each month you will be emailed a copy of the student newsletter. It is filled with information that college would like to share with you e.g. Events & Activities, college information or important notices.

There is also a monthly competition to enter, where prizes have ranged from sweet treats to an Amazon Echo Dot!

However, we also like to include stories from YOU, the students. If you have anything to share with all the students at the college then email your stories to **marketing@northkent.ac.uk**.



Enrichment, Health & Well-being

The College works with the Student Union to enrich your experience while you are with us and help you look after your health and well-being.

A programme of activities is provided throughout the year, which will give you the opportunity to socialise, have fun, learn new skills and access professional advice, guidance and practical help on a range of health and well-being issues.

Examples of the programme includes sessions on sport and fitness, mental health, LGBT Pride, sexual health, drugs and alcohol awareness, keeping yourself safe and lots more. You can also access free condoms through our 'Get It' registration scheme. If you have any ideas of what you would like to see and take part in at college please speak to a member of Student Support.



Getting to college

It's really easy to get to North Kent College and we're always striving to find the best travel deals for our students. Whether you live locally to the Dartford, Gravesend or Tonbridge.

- Dartford students – Catch a FREE shuttle bus from Dartford Station to the Dartford campus and back. (Timetable will start in September. The shuttle bus service does not run during the holidays or enrolment.)
- For students travelling from a London Borough, you can apply for the 16+ Oyster or 18+ Oyster card through the Transport for London website. This will give free/discounted travel on buses within London up to and including Dartford (Zone 8).
- For students travelling from Kent (you must live in Kent) you can apply for the KCC 16+ Travel Saver Card through the Kent County Council Website.
- For students aged 16-17 who travel by train outside of London, you can apply through National Rail for a 16-17 Travel card, which reduces the cost of a ticket by 50% for 16 & 17 year olds.
- Students aged 18+ who require to travel by train outside of London can apply for the 16-25 railcard which gives a 1/3 off rail fares.
- Students travelling from East Sussex can apply for the 3i-d card in order to pay reduced fares for bus travel. A unique Organisation code (UOC) is required to apply for this card. The UOC for Hadlow is HAD231 and for Tonbridge it is WES93A. To apply please visit the 3i-D CitizenCard website.

The following websites, will give further information on travel discounts and full terms and conditions:

- nationalrail.co.uk
- arrivabus.co.uk
- tfl.gov.uk
- citizencard.com
- kent.gov.uk



College Facilities

North Kent College comprises of three campuses located across the county of Kent, Dartford Gravesend and Tonbridge. We offer vocational courses and all of our campuses have distinct workplace like qualities where students can train in industry standard facilities which prepare them for employment.

Dartford Campus

Our Dartford campus is located slightly out of the town centre on Oakfield Lane and the campus has several green open space areas for students to enjoy.

Our Dartford Campus offers students and staff a FREE Shuttle Bus service from Dartford station running regularly in term times.

The campus boasts the highly acclaimed Miskin Theatre and an industry leading state of the art facility for Creative and Performance Arts. We also host our own radio station and shows on-site from our very own Miskin studios.

We also offer excellent sports and fitness facilities located at the "Osterberg Centre." So called Osterberg because part of the Oakfield Lane campus was purchased in 1895 by Martina Bergman-Österberg, who created a physical training college specialising in gymnastics for girls and young women. She is also credited for the introduction of the use of gymslips for women playing sports, and played a key role in the early development of netball. Physical education continued on the site until 1986.

We have a Learning Technology Centre which is a fabulous resource for both study and leisure. We also have a Student Zone for our students as a place to relax and have fun with their friends between lessons. We offer our smaller cafeteria called The Atrium Coffee House and our main restaurant and snack bar area which can accommodate over 200 students. Both offer great deals on breakfast, lunch and snacks.



Gravesend Campus

Our Gravesend campus is located slightly outside of the town centre and hosts a blend of courses for vocational trades and specialist careers which give it a distinct workplace-like quality.

The campus also boasts The National Maritime Training Centre which is a leading provider of maritime education and practical training, providing up to date equipment and expert training using dedicated specialist classrooms, a Fire Training Ground and Thameside Jetty.

In the Construction and Engineering workshops there are types of equipment and workplace practices that mirror the best employers in the industry along with workshops for engineering, plumbing, brickwork and many more trades.

In Motor Vehicle, Catering and Hairdressing operations you will see customers being served to the standards that market leaders expect in the real world.

We offer our main restaurant called "The Canteen" and snack bar area. Both offer great deals on breakfast, lunch and snacks

We have a Learning Technology Centre which is a fabulous resource for both study and leisure.

The campus also hosts state-of-the-art classrooms, a commercial restaurant (The Gallery), and a swimming pool.

Tonbridge Campus

Our Tonbridge Campus, is located on Brook Street and within walking distance of the station.

The state-of-the-art campus offers students the benefit from new buildings, including a fantastic auditorium (media and arts centre) seating over 300 people, providing a flexible teaching and performing space for our Miskin music, dance and theatre.

There are light and airy art and design studios, photography studios and a darkroom and a well-equipped learning resource centre.

We offer our main restaurant called "The Brook Street Restaurant" and a snack bar area called "Brook Street Café". Both offer great deals on breakfast, lunch and snacks

The campus also offers a commercial restaurant called The View and hair and beauty salons which are open to the public.

We have a Learning Technology Centre which is a fabulous resource for both study and leisure.

There are a range of facilities open to staff, students, and the public, including hairdressing and beauty salons and a restaurant with a view over the Weald.



**For the most up-to-date
information and contact
details please visit
our website.**

**Keep up to date with
the latest events by
following us on social
media.**

www.northkent.ac.uk

01322 629400



NKC

NORTH KENT COLLEGE

Dartford Campus

Oakfield Lane, Dartford, Kent DA1 2JT
01322 629400

Gravesend Campus

Lower Higham Road, Gravesend, Kent DA12 2JJ
01322 629400

Tonbridge Campus

Tonbridge Road, Tonbridge, Kent TN9 2PW
01322 629400



North Kent College

01322 629400

www.northkent.ac.uk

