



Policies and Guidelines

The college has policies, procedures and rules to make sure that all our students get a good experience, enjoy their time at college, and have the best chance of success. This is a summary of the main documents that apply to students – ask us if you want to see the full versions.

- **Our Charter**
Our Charter describes the entitlements that learners, employers, members of local communities and partnership organisations can expect from the college. It describes the standards we set ourselves for these services.
- **Equal Opportunities Policy**
We welcome people from all sectors in the community. Everyone has an equal entitlement to benefit from our services. Everyone in college has a responsibility to respect all others and to avoid discrimination and harassment. Your own race, gender, ability, sexuality, age, lifestyle and religion will be given respect and treated positively. We challenge discrimination, monitor our services and actively promote good relations between different groups.
- **Health and Safety Policy and Guidelines**
By law we have to provide a safe environment for all our employees, learners, visitors and other people who are affected by our college's activities. We keep high standards of health, safety and welfare. Everyone has a responsibility to behave safely and not to do things that put themselves and other people at risk.
- **The Acceptable User Policy**
Our Acceptable User Policy is a set of rules for behaving properly when using any college computer.
- **Disability Statement**
This gives details about our facilities, services and the support we can provide for people with learning difficulties and disabilities. We try to adapt the college to the learners who want to come here, rather than expect them to adapt to us.
- **The Suggestions, Concerns and Complaints Procedure**
This tells you how you can make suggestion, express a concern or a make a complaint about any other aspect of college.
- **Our rules**
When you enrol at the college, you sign to say that you will keep to our rules. You also sign to say you understand that if you break our rules we may take disciplinary action against you. Occasionally when people seriously break our rules we have to exclude them from college. This can be for a short period or permanently.

We have two sets of rules. These are found in:

The Learning Agreement
The College Code

THE LEARNING AGREEMENT

If you have already enrolled at the college you have signed the college's copy of this agreement. The statements in the Learning Agreement form the basis of an agreement between you and the college. This agreement explains what you can expect from the college and what we expect from you.

The College will:

- Provide you with an induction programme.
- Provide you with a learning plan and information about your programme of study e.g. attendance requirements, coursework, deadlines for assignments, possible extension times, final assessment dates and appeals procedure.
- Provide qualified and experienced staff who will attend all sessions on time. You will be informed when they are absent.
- Ensure that you have a personal tutor to support you through your course.
- Provide you with access to student services including counselling and advice, learning support, language development, careers guidance, and Student Union.
- Provide you with feedback on your progress and evidence of your achievement.
- Ensure that if a class ceases to be viable, we will arrange completion of your course through you joining another group, transferring to another centre, or through open learning.
- Provide opportunities for you to express your opinions about the service we provide and to report back to you the action taken on your suggestions, concerns or complaints.
- Return your work after assessment within an agreed period of time.
- Provide you with advice on progression.

Chief Executive, City College, Birmingham

We ask you to:

- Attend all sessions punctually or explain absences/lateness.
- Switch off mobile phones in learning and study areas.
- Behave responsibly in class, taking care not to disrupt the learning of others, acting with respect and courtesy towards your tutors and other students at all times.
- Complete and submit assignments and coursework by the agreed date, or negotiate a time extension.

- Only present your own work for assessment. Presenting other people's work as your own, or allowing others to use your work in this way will result in disciplinary action.
- Take responsibility for your own learning and find out what is expected of you while on the course.
- Discuss your progress with your personal tutor.
- Return any borrowed equipment and materials by the agreed date.
- Let your personal tutor know if you are thinking of leaving your course, or if your address, employment or benefit status change.
- Take responsibility for finding out about times and dates of examinations and assessments, registering for them and for arranging for any fees to be paid, and abide by all exam and assessment rules and regulations.
- Abide by the college's Internet & Networks Acceptable User Policy.
- Abide by the College Code.

If you break the Learning Agreement, disciplinary action may be taken. You have the right to give your side of the story. You can also appeal against disciplinary action taken against you.

COLLEGE CODE

Once you join the college, you are expected to share in the responsibility for creating an environment in which everyone can learn and enjoy the social life of the college. Our College Code sets out the simple rules about social behaviour that you must keep.

1. You must have consideration and respect for everyone else in the college, and for their race and religion, their gender, their sexual orientation, their ability, age and social background.
2. You must not harass other people, especially on the grounds of colour, race, gender, sexuality, lifestyle, position, or ability. Harassing people includes things like insulting comments, offensive behaviour and language, jokes, graffiti, threats and giving people unwanted attention.
3. You must never bully, intimidate, taunt, verbally abuse, or threaten violence towards any person. You must never start or join in any physical violence or aggressive behaviour. You must never carry anything that could be regarded as an offensive weapon.
4. You must never gamble, drink alcohol or be in possession of, deal in or take illegal drugs on college premises or while participating in any activity associated with the college. If we suspect you are under the influence of alcohol or drugs we will require you to leave the premises immediately.
5. You must never forge other people's signatures. Fraudulent claims for payments or allowances will be referred to the police.

6. You must respect college property and other people's belongings. Any act of theft, attempted theft, vandalism, graffiti, or posting of offensive materials will lead to immediate disciplinary action.
7. You must try to be quiet and orderly in the way you move around the learning areas, workshops, corridors, cafeteria area, offices, reception areas and car parks.
8. You must only eat, drink and smoke in the appropriate places. Eating, drinking and smoking are not allowed in classrooms or workshops and carrying drinks along corridors causes a safety hazard. You must only smoke in designated areas. Spitting is a health hazard and is prohibited.
9. You must take care to act safely and not put yourself or others at any risk. If there are special safety requirements in your area of work, you must keep to them.
10. You must help the college with its security by carrying your I.D. card at all times.
11. You must not use your own or illegal software on any of our computer systems. You must never interfere with software, hardware, or data belonging to, or used by, the college.
12. You must not take mobile phones into exams. This will lead to instant disqualification.

IMPORTANT

Any act of violence, or aggression, involvement in any illegal activity or other activity that may have an adverse effect on the college, on learners, or that brings the college into disrepute will be viewed very seriously and can lead to you being immediately suspended by a member of college management.

Remember the College Code is there to protect everyone. If you break any of the rules, you will be subject to disciplinary action. This could lead to suspension or expulsion from the college. You have the right to give your side of the story. You can also appeal against disciplinary action taken against you.

Chief Executive, City College, Birmingham

I understand the rules of City College and agree to keep to them. I understand that if I break them, the college may take disciplinary action.

X Student signature

Date