Partners for Success



FE/Apprenticeship Guide

collectively supporting outstanding student experience

Welcome to P4S

Principal's Welcome

Welcome to Blackpool and The Fylde College. This guide is a good source of information on things you need to know as a student/apprentice at B&FC. It includes information on the support available to you and will direct you to the wealth of information available to you on the VLE, the College's student intranet.

You will find B&FC a friendly and supportive environment where everyone is committed to helping you succeed. Your tutors and assessors are highly qualified with relevant industry experience to ensure you develop the skills you need to progress your career aspirations.

Make the most of your time with us. Work hard to achieve your goals and, if you need additional help, do please ask. I am sure you will enjoy your time with us and hope that, like many thousands of students before you, you will feel that B&FC has made a valuable contribution towards your future success.

Best wishes
Bev Robinson

Blackpool Transport

"The collaboration of B&FC in our community project brings with it great opportunities and inestimable benefits for both parties, whilst creating something very special and totally unique for Blackpool which will benefit the town, the economy and many outstanding aspects of Blackpool's history and heritage."



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Introduction

Our Partners for Success framework is an integrated and collaborative approach to supporting our students in achieving positive outcomes. We will ensure that you are provided with the best possible opportunities to engage fully, not only with all learning activities, but with wider College life.

The key partners in this journey will do all they can to provide a supportive enabling culture that promotes a community of enquiry, excitement and engagement. Whether it is support with learning and assessment, developing digital literacies, finance and emotional needs, or accessing sports and leisure activities, B&FC has a partnership framework that will ensure you reach your potential.

The intention of the Partners for Success guide is to provide an overview of the services we offer and the inspiring events and exciting opportunities available to you throughout the academic year.

Our Values

- Placing the student at the heart of all we do
- Showing fairness, courtesy and mutual respect
- Learning, teaching and assessment as the key to our success
- Empowering others to achieve their full potential
- Working collaboratively to achieve excellence and growth

British Values

Our commitment to British Values ensures all students can thrive and achieve. You will go beyond the values of Individual Liberty, Rule of Law, Mutual Respect (including tolerance of those with different faiths and beliefs) and Democracy, and experience British Values in the culture of the College. We will support you to enhance your employability, consider the importance of social and community cohesion, and give you the confidence to make informed decisions and be active citizens.

Careers

B&FC is dedicated to ensuring that all students have access to advice and guidance relating to their career journey. The government, along with the Gatsby Foundation, have made clear that all schools and colleges must provide students with a stable career programme, which includes eight clearly defined benchmarks ensuring high quality careers education. We incorporate these benchmarks to ensure our careers education identifies routes to successful and sustainable employment for all students.

Further information on the benchmarks is available at *gatsby.org.uk*



College Partners

Careers Team

Our student advisers are qualified in providing high quality Careers
Education, Information, Advice and
Guidance (CEIAG) in order to support you in making the right choices about your future. They will help you to create and manage your own career plan, based on your personal aspirations.

Students' Union

The Students' Union (SU) is your union. It's made up of students whom you elect each year, who listen to the student voice and respond to your wants and needs on a range of issues, including equality and diversity, education and social activities.

Employability Coaches

The Employability Coach Team (ECs) provides a range of help and support, including interactive workshops, student-focused events, referral to external support agencies and one-to-one support to help you improveyour employability skills.



Team B&FC

We offer social activities for those who want to get active, have fun or try something new. This includes our sports teams, which are open to all students. Activities take place at lunchtime, after College and during the evening, and range from open drop-in sessions to those designed for specific groups.

LOOP

in today's job market.

The Learning Resources service looks after your everyday resource needs, with three Learning Resource Centres (LRCs) across our campuses.

To help you get ready for employment we also offer support in developing your digital, research and information handling skills, which are essential

We can also help you download software such as MS Office and connect your devices to the College wifi. Assistive software such as 'Read and Write Text Help' is also available on the network to help you with your studies.

Student Administration

See the Admin Team at main reception if you have any queries about financial support, including bursaries, bus passes or free meals.

Student Support and Wellbeing

We understand everyone has
different needs and some students
with disabilities, sensory loss, learning
differences and/or medical or mental health
conditions may need additional support to get
the most out of College life. We offer a range of
support tailored to you to promote independence,
enhance your mental health and wellbeing, and
maximise your potential.



Every member of staff has a responsibility to ensure the safety and welfare of our students. Safeguarding at B&FC is a top priority. If you are worried about yourself or someone you know, contact a member of staff you trust or call the Safeguarding Hotline between 9am and 5pm on 01253 504444.

Kourtney Munton – Brickwork Level 1

"College has been really supportive with my dyslexia and my confidence has really grown since starting at B&FC, enough to push me to run for Students' Union president, which is something I never would have done before. I would eventually like to work for the Health and Safety Executive, maybe carrying out risk assessments. We already study a lot of health and safety theory so the course is giving me some good grounding."



Personal Development

Your Development Plan

A key aspect of College life is developing your personal skills to help you achieve your career goals. Personal skills development includes keeping physically and mentally healthy while developing your resilience, confidence and independence. As part of this, you will have a named progress tutor who will work with you to set targets across the year to help you achieve certification for your achievements. We will provide you with lots of opportunities, which will be promoted across College and in your progress meetings.

Professional Development SMART Targets

Your goals should be:

- specific targets explain what needs to be done; what, why and how?
- measureable targets provide clear evidence that you have accomplished them
- achievable targets challenge you to expand your limits
- realistic targets are about actions possible to achieve
- time-related targets are linked to a time frame that creates a practical sense of urgency

FE+

The FE+ award has been created to help you demonstrate the added skills you have to help you stand out from the crowd. The award captures the additional activities you have undertaken that improve and develop your employability. Further information on personal development planning and FE+ can be found on the Virtual Learning Environment (VLE).

Sweeting HR

"Our placement student has added a new dynamic to the team. After a few weeks we started to see his personality coming through. Having him help with admin duties has proved invaluable."





Induction

The Induction Process

The induction process is key to settling you into our College community. If at any stage during this process you think the programme you are on might not be right for you, it is really important that you visit the Careers Zone to speak to a qualified student adviser, who will discuss your options with you and support you to make an informed decision.

Rock FM

"Our placement student has been a pleasure to have around the office over the last few months. He has undertaken a variety of administration and event work and attended meetings with supporters and beneficiaries. We hope he will continue to volunteer with Cash for Kids for the foreseeable future".



Your first two weeks

During your first two weeks of induction you will:

- meet other students and your tutors.
- start to navigate your way around your campus and its facilities.
- complete maths and English initial assessments (although this might not be too much fun for you, it's really important that you get the right level of support as these are essential for employability).
- receive lots of information on College activities, safeguarding, health and safety, the Student Charter and much more (this information will be available for you to view all year, so it's ok if it's too much to take in at first).

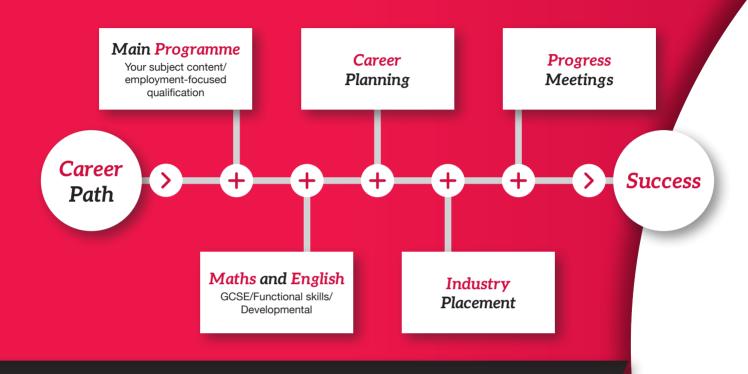
Week Three and onward

You will begin working on your curriculum so you can check that you're on the right course for you. You will be given opportunities to revisit the materials from the first couple of weeks in your progress meetings from week three onwards.

This will consist of a variety of group and individual activities to enhance your understanding on topics, including:

- career planning and destinations
- health and safety
- resilience
- safeguarding
- College expectations

Your Career Programme



Your Apprenticeship



Programme Components

Maths and English

Maths and English are a key part to prepare you for your future career. Did you know that maths and English qualifications have a significant impact on your future education and career, so it's important to ensure you complete your education with good skills in these areas.

As part of your work schedule, you will have maths and English sessions as well as the opportunity to attend booster sessions. These provide individual support to prepare you to gain a higher GCSE grade or practise that area of maths and/or English you need to understand and improve. The Maths and English Team work closely with your progress tutor to support you throughout your course to provide new strategies for learning maths and English.

In addition to attending sessions, there is a range of online resources to support you, including Method maths, Cambridge maths, Mr Barton and Doddle for English. Throughout the year, there will be a series of events to support maths and English studies, including street poetry workshops and competitions such as creative writing and problem solving. Remember, questions and discussions will deepen your understanding.

Career Planning

During your programme, you will be supported to develop your individual career plan using the U-Explore Start tool.

Alongside this, you will have focused career sessions covering, CVs, interview skills, covering letters, teamwork, resilience and confidence.

Progress Meetings

You will have weekly progress meeting sessions with your named progress tutor. The schedule for the year provides a rich catalogue of activities spanning a variety of topics, including resilience, health and wellbeing, careers guidance, confidence building, online safety, British Values, sustainability and social responsibility.

In addition to this, you will have a number of scheduled individual progress meetings with your tutor to set and review your own personal targets to support your success. This includes checking your academic progress at milestone points as part of your progress towards your qualification target grade.

Success and Progress

An apprenticeship can lead to opportunities for full-time employment, promotion and progression to the next level of qualification.

Industry Placements

A vital aspect of your career programme is your industry placement. Industry placements are designed to give students studying at College the chance to put into practice what they have learned. Depending on your career programme, you will be spending up to 45 days across the year with an employer in a role that is directly relevant to your course. Your industry placement will help you to build on your technical skills, be more work ready and create connections that will help you gain a job after your course.

Be Safe in Lancashire

Employability Coaches

The Employability Coach (ECs) Team will be hosting a range of events, and interactive and engaging workshops, connected to the development of behaviours, attitudes and leadership skills required for the world of work.

Blackpool Teaching Hospitals

"We enjoy hosting the students and mentoring them in our wide variety of clinical and non-clinical specialities. It is incredibly rewarding when we see students who have come to us on a work experience placement and then later, we employ them as our doctors, nurses, allied health professionals, healthcare scientists and support staff. They are then able to mentor our next generation of work experience students as we are committed to growing our own healthcare workforce of the future."



Workshops

- Keeping Safe online Interactive workshops focusing on tips and tricks to keep you safe online.
- Papyrus Safe A bespoke workshop looking at the work of Papyrus 'Prevention of Young Suicide' and HopelineUK, who provide a safe space for young people to focus on staying safe from suicide.
- Respecting Others Hard-hitting workshop focusing on impacts and consequences of bullying on young people, discussion points and myth busting linked to equality for all.
- Healthy Relationships Interactive and fun workshop focusing on the importance of healthy relationships to aid students' understanding of sexual health services and support networks available within the local area.

Events

- Educational Forum Theatre 'Breaking the Chain' is a hard-hitting theatre production aimed at raising awareness and building resilience around topics such as youth violence.
- Professionals Panel Come along and learn from a panel of professionals on the impact that 'knife crime on the streets' has on a service.
- Be Safe in Lancashire Perpetrators Perspective – Learn about the impacts on wellbeing through the eyes of a victim of violence.
- Guest Speakers a range of guest speakers will give key messages throughout the year.



The information, advice and guidance we provide can help you to figure out the **best path to take** towards your future career and plan your next steps and goals.

We offer assistance with:

- · career planning and guidance
- · employability skills
- · CVs and interviews (you can email your CV to careers@blackpool.ac.uk for guidance)
- · financial hardship
- · HE student finance
- · UCAS and progression

Keep track of your career planning through the **Start Profile** where you can build your career path through activities and find the right job for your future: http://website.u-explore.com/start

Take our quiz in under five minutes to find out more about your potential career path: https://icould.com/buzz

Other helpful tools include:

National Careers Service: https://nationalcareersservice.direct.gov.uk My World of Work: https://www.myworldofwork.co.uk

You can find us opposite main reception at Bispham Campus or South Building at University Centre.



FE Partners for **S**uccess **BBQ** 18 September 12-3pm **B&FC** students only

Bispham Retreat

Welcome to B&FC

Meet the partners

Information and advice

Offers and giveaways

Sports, clubs and societies

Free food and refreshments





Student Focus

Student Focus is a calendar of themed months designed to help you develop skills and gain knowledge on a variety of topics in relation to employability.



You can get more information through your progress tutor. Keep an eye out for the icons throughout the year!



How resilient are you?

Resilience is a life and employability skill; taking steps to look after your wellbeing can help you deal with pressure, and reduce the impact that stress has on your life. This is developing emotional resilience: the ability to adapt and bounce back when something difficult happens in your life. The wellbeing tool will help you to assess how resilient you are.

Careers Team

The Careers Team can offer assistance with career planning and guidance, CVs and mock interviews, and we will be visiting you during your induction to tell you more about our amazing team.

Employability Coaches

Do you have a query relating to any aspect of your career programme or College life? Make a lunchtime visit to the Careers Zone to speak to an employability coach, who will support or signpost you to the relevant partner.

Industry Placements

As part of your preparation for your external industry placement, you will complete a programme that includes CV building, interview techniques, person specifications, professional etiquette and personal effectiveness skills.

FE P4S BBQ

On 18 September a welcoming barbeque will be held from 12-3pm where new further education students will be given the chance to gather information and advice from the Partners for Success. There will be numerous offers and giveaways, free food and refreshments, and the chance to sign up to the College's sports, clubs and societies.

#GetLoopWise

Pop by our #GetLoopWise events to meet the team and find out how we can support you on your B&FC journey. We will be running welcome tours to help you settle in and feel comfortable with what the LRCs can offer you.

Yellowphin Web Design and Development



"As a company we gain eager students that are willing to learn and expand their knowledge and skills within their given subjects of study, which helps our company as a whole to grow."

October/November



UCAS/HE sessions

Book in with the Careers Team (as a class or individually) to find out how and when to apply for higher education.

Fundraising

Build your resilience skills by getting involved in a College fundraising event, for example, Bike ride to Somme, or organise an innovative event to raise money for the College charity.

#GetConnected

Let the team help you develop practices that will make College life easier, while also changing challenges into opportunities for success. Pop into one of our Getting Connected events to discover the physical and online resources available to you at College and home. We can help you connect to the network, download MS Office and explore our online resources.

World Mental Health Day

On 10 October 2019, the Mental Health and Wellbeing Team will be hosting cross campus Tea and Talk sessions and awareness stands displaying college, local and national wellbeing information, apps, resources and giveaways.

Educational Forum Theatre

Hard hitting performance aimed to increase awareness, kick start conversations and build resilience around gang culture – with a focus on knife crime.

Study Happy: Build Your Resilience and Mental Wealth

Find out how to boost your resilience through interactive facilitated activities and virtual resources looking at helpful coping strategies and 'resilient moves'.

White Ribbon Campaign

Pledge your support to never commit, excuse or remain silent about male violence towards women during the 16 Days of Action.

Big Student Meeting

Have your say on Thursday 14 November, 12-1pm, The Hub, Bispham Campus.

Get Ahead

Thinking ahead to exam time, now is the time to focus on what requirements/adjustments you may require to support you. Have you previously had exam access arrangements or do you have a need linked to a long-term medical condition, learning difficulty or disability? Meet the Exam Access Arrangements Team on the awareness stands across campus in the reception areas at Bispham Campus or University Centre, so you can discuss with an assessor if you are eligible for exam access arrangements.



Study Happy: Exam Focus

Are you covering up any learning difficulties in lessons? It is harder to hide them in exams and assessments. Have you previously been granted exam arrangements, such as a reader, extra time, scribe or a word processor, a small group? If you have not disclosed these to your tutor, visit one of our pop-up stalls.

Meet the **Employer**

If you are taking part in extended placements, this event provides you with a chance to build a relationship with the employer before you start.

Pop-up Café

Look out for our pop-up cafés across our sites in December and January. Come and talk to us about how you are getting on at College. We can offer support, signposting and we might even throw in a free cake too.

#DigitalDetox

Do you need a digital detox? Chances are we all do. Use the winter break to unplug and de-stress for a short time. Pop by the LRCs before the break for more help and advice on completing a digital detox.

Study Happy: Winter Wellbeing

Visit the wellbeing stands across campus for tips and strategies for developing and maintaining positivity, resilience and wellbeing over the festive period and beyond.

Careers Health Check

Your opportunity to check up on your employability skills and make sure you know what your next step will be.

Are You Clear?

Sexual Health Awareness - Are you clear?

Happy Creative

"It has been a joy to have a B&FC student as part of our team for a 3 month internship. I believe that the success of these initiatives relies on the quality of candidates, and she has been a shining example of young talent."



Pop-up Café Tea and Talk

For the national campaign Time to Talk Day, drop in and have a cup of tea and a chat.

#GetSavvy Internet Safety

Does your digital footprint need a massage? To complement Safer Internet Day on 11 February the Loop Team will be sharing tips and trips to manage your digital footprint. Come and see the Loop Team for help in being savvy online.

Being Safe in Lancashire

Come along and speak to a range of professionals from across both statutory or community-based teams, to gain an understanding of how they are working hard to keep you safe in Lancashire.

Study Happy: Sensory

Awareness

Visit our stands to raise awareness about sensory loss, tinnitus, hearing loss, vision loss, autism and Asperger's Syndrome in the campus reception areas.

Social Action: #iwill

Your Students' Union will offer lots of social action events and fundraising activities for you to get involved in.

Student Finance Talks

Book in with the Careers Team (as a class or individually) to find out how and when to apply for student finance for your journey into higher education.

Callum Reid - Level 3 Applied Science

"During a year of travelling I came to the conclusion that I needed to educate myself. I want a job that tests me and gives a good level of responsibility. We're taught things like how to put a scientific report together with conclusion and evaluation, things that are a given in the industry. There's also support with CV writing and securing work placements through College links with local businesses."





#GetReady

Marketing your employability: Ask yourself, "How am I selling myself to future employers?" As you progress towards employment you will need to ensure that your professional online presence sells your abilities and employability effectively. The Loop Team will be running events to assist you with developing your professional online presence and marketing yourself as a brand.

Jobs Fair 2020

Tuesday 10 March 2020 (9.30am-12.30pm)

Study Happy: Be Happy

The International Day of Happiness is celebrated on 20 March. Visit the VLE resources for information on the positive psychology of what makes us happy and check out the habits of happiness.

International Women's Day

International Women's Day on 8 March is a global day, celebrating the social, economic, cultural and political achievements of women.

Big Student Meeting

Have your say on Thursday 26 March, 12-1pm, The Hub, Bispham Campus.

Skills Clash 2020

Get ready for the inter-college Skills Clash where our students compete with other colleges across a number of different curriculum areas. This year, we will be hosting and striving to bring the trophy back to home turf. Come on Team B&FC!

SU Exec Positions

March is your opportunity to apply for the President or Vice President positions for the Exec Team of the Students' Union 2020/21. Contact your SU for further details.

studentsunion@blackpool.ac.uk

Pop-up Café: Employability

Selling yourself to employers requires a great deal of confidence and self-belief. Visit our disability specialists for a coffee and chat on identifying your key skills and strengths, the value of your experiences, and taking pride in all your achievements, particularly any connected to overcoming possible hurdles related to your disability.

CV Competition

This month the Careers Team are holding a CV competition for a chance to win a top prize. To enter, drop your up-to-date CV off with the Careers Team or email it to *careers@blackpool.ac.uk*



Register to Vote Workshops

Throughout April, we will be running our Register to Vote workshops in main reception areas and raising awareness of the different political parties across all campuses.

Celebration Event

Come and celebrate your success from your extended industry placement.

British Values Workshops

Get ready for the world of work by participating in the British Values-themed personal and social development workshops.

Have Your Voice Heard

Have your voice heard and visit the Loop LRCs to participate in one of our interactive debates. Whilst you're here, why not celebrate World Book Night at the same time?

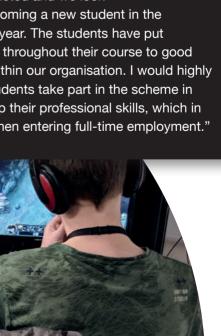
SU Elections

The voting window opens for SU executive positions for 2020/21. Check the SU website for further details: **studentsunion.blackpool.ac.uk**

Weru Windows

"We are so pleased with the scheme

that we have offered our student full-time employment once their course is completed and we look forward to welcoming a new student in the next academic year. The students have put elements learnt throughout their course to good practical use within our organisation. I would highly recommend students take part in the scheme in order to develop their professional skills, which in turn will help when entering full-time employment."



WETU



Study Happy: Flying Start

If you are planning on progressing to HE, sign up for one of our half-day or twilight Flying Start workshops sessions to meet the Higher Education Learning Mentors (HELMs). See where you'll study, develop the skills needed for your course and chat to other students. The HELMs at B&FC also offer academic advice and support to all students studying degree courses.

Progression Advice

Advice and guidance can be accessed any time through the Careers Team as part of your stable career programme. Book your one-to-one careers guidance interview in the Careers Zone.

#YourFuture

Think to the future and get reading. Let us help you prepare for your next steps by bringing a wealth of resources to your fingertips. Visit the Loop pop-up stalls to discover the Keylinks reading list software and how it can help.

Get Involved

During progression month, there's a whole programme of guest lectures and opportunities to be involved in enterprise events to help you develop the skills essential for employability.

Celebration Event

Come and celebrate your success from your extended industry placement.

Study Happy: Good Mental Wealth for All

Come along to one of our stands during Mental Health Awareness Week - the UK's national week to raise awareness of mental health and inspire action to promote the message of good mental wealth for all.

Study Happy: Keep Calm Campaign

Visit our workshops to explore how to stay calm and focused through the exams using calming breathing 'in-the-moment' techniques, to help you think, feel and act with a new sense of clarity and purpose every day and during the major moments of life.

Study Happy: Don't Lose the Music

Become aware of how loud music can damage hearing and take part in British Sign Language demonstrations. You can also learn about communication tips, tinnitus awareness and employability tips for students with a hearing loss.

Study Happy: Exam Support

Become confident and prepared for your forthcoming exams. Why not pop and see your assessor to answer any questions or concerns you may have or visit the Assessment Team at their pop-up events.

MAKE YOUR MONEY GO FURTHER





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Hailey .M Tshuma

National Union of Students

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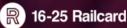


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Your Students' Union (SU)

#iwill change a life

18-22 November 2019: Want to get involved in bettering communities through social action/charity work?

Why not join your Students' Union in their pledge to the national #iwill campaign? Each year students vote for three charities to raise funds/donations for during #iwill Change a Life week. The #iwill Change a Life week is organised entirely by students to benefit local and outreach charities and is a great way to make friends and give back to communities.

Be a Student Representative

The SU Exec is also made up of student representatives, who look after the interests of their academic areas. As a rep your responsibilities would involve identifying student concerns, attending meetings to address these concerns and liaising between students, the SU and staff.

The Students' Union Executive Committee is an elected group of student volunteers, who are responsible for the day-to-day running of the SU as well as specific areas such as entertainment. If you're interested in becoming an elected officer, please contact **studentsunion@blackpool.ac.uk** for details of the next round of elections.

If you can't commit to being either an elected officer or a student rep, why not help out when you can? We're always on the lookout for people who could lend a hand at events or with promotions – just get in touch and let us know when you're available.

Get Involved

- Enhance your College experience
- Gain work experience and enhance your CV
- Develop your confidence and new skills
- Receive additional training
- Liaise with the NUS and take part in national activities
- Meet new people and make new friends
- Get a free TOTUM card and t-shirt

Student Ambassadors

Represent the College as a Student Ambassador at our Open Days, alongside a range of external events. Students who wish to become an Ambassador will undertake specific training, be well presented, understand and deliver excellent customer service, while being personable and professional within this role.

URPotential

URPotential is a local youth and community organisation that supports young people in volunteering or positive social action projects to enable them to gain experience, key skills and accreditation. URPotential has various youth groups in which you can get involved. URPotential staff will attend College progress meetings and events throughout the year to provide information to students and staff.

For more information you can go to www.urpotential.co.uk Facebook or twitter @urpotentialuk



Sports, Clubs and Societies

Blackpool and The Fylde College offers activities for all students that fit around your weekly timetable to enrich your learning and development. These are great opportunities to further an existing interest, take up a new challenge, make friends and have fun.

Join one of our sports clubs and societies to learn something new, make new friends or just to have fun. If you can't find your sports club or society, come and speak to the Students' Union and we can help set up something new or point you in the right direction.

- Esports runs weekly sessions and competes in the British Esports college championships
- Chess Club pick up and play at any of our campuses with chess boards on offer in Think Spaces and the Loop
- Yoga for weekly yoga sessions contact the sports centre to book your place
- Games club every lunchtime head to the games room for pool, table tennis and console gaming

Team B&FC

Represent your College in one of our sports teams. All students can try out for a team and no experience is needed. Being part of Team B&FC provides you with weekly practices, strength and conditioning, Association of Colleges (AoC) league fixtures, cup fixtures and regional tournaments.

- men's football women's football
- pan-ability football men's basketball
- netball rugby union

To sign up for try-outs or if you don't see your sport, club or society on our list contact: studentsunion@blackpool.ac.uk













