



Ayrshire
College 

SCP
Course
Handbook
2019-20



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STUDENT NOTES	
My Course	

My Lecturer	
My Classroom	
My School	
My Student number	
My Printing Code	
Assessment dates	
Notes	

SCHOOL COLLEGE PARTNERSHIP OFFICERS - OUR PURPOSE...

Ayrshire College's School College Partnership team currently offer high quality, high value opportunities for young people to develop the skills and gain the qualifications required to secure fulfilling employment. We work closely with local education authorities and secondary schools in order to meet the government's ambitions to create a modern skilled workforce and raise attainment levels. The College focus is on industry recognised qualifications

from SCQF level 4 to 7; by blending vocational and academic qualification your school and college will contribute to ensuring that learning pathways meet individual needs and aspirations and prepare you for learning, life and work.

A School College Partnership Officer based at your College Campus will make themselves known to you at your induction/enrolment session, they will support you and liaise on your behalf between the College and your school. They will regularly visit your school, providing attendance and progress reports, communicating any discipline issues and providing support if you choose to move onto further or higher education at Ayrshire College as a full-time student.

TRAVELLING TO AND FROM COLLEGE

You must plan your journey and travel safely to and from the College ensuring you arrive on time for the start of your class – your travel arrangements will be organised between yourself and your school. If you have difficulty meeting this timeline, please notify guidance staff at school and they will work with the School College Partnership Officer to find a solution.

FIRE DRILLS AND EVACUATION PROCEDURES

In the event of the fire alarm sounding whilst you are at College and in class, please follow the lecturers instructions quickly without panic ensuring you evacuate the building and go to the specified safe zone. Do not take time to finish what you are doing, just lift your jacket and bag and make your way with your class group to the relevant exit point.

If you are not in the classroom when the fire alarm sounds, please exit the building, quickly and calmly with other groups and go to at the nearest checkpoint, ensuring you have notified a warden (wearing a yellow vest) of your lecturer and your class group.

In the event of a fire and the building is evacuated, do not leave the College grounds without being instructed to do so by the fire warden / School College Partnership Officer. School College Partnership Officers will liaise with your

schools to notify them that you are travelling either home or back to school, whichever is the most appropriate measure.

Please note, in the event that you are present in the Campus on any Wednesday at 11.00am, the College will initiate and test the fire alarm, please do not be worried as this is only a drill.

BEFORE AND AFTER CLASS

Please note that it is not appropriate to leave the College grounds when on a comfort break, you should be within the College grounds during your allocated class times. You should arrive at the earliest 10 minutes before your class begins and aim to leave within 10 minutes after class finishes.

ATTENDANCE

Attendance is distributed to your school allowing an overview of daily and accumulative percentage attendance. You must attend your college class twice per week at the agreed times unless you have written approval from school. Should you require to arrive late or leave early you should also seek approval from the school who will communicate this to the School College Partnership Officer. All late arrivals and early leavers are recorded on the register and shared with your school. If you are ill or have an appointment you have a responsibility to notify your school and class lecturer before or on the first day of absence.

MOBILE PHONES

Please note, it is not appropriate to use a mobile phone while in class, these should be kept in your bag during learning and teaching time.

ONE TO ONE MEETINGS

In the event that you're not attending college as often as you should be a meeting will be scheduled with you, your Depute Head Teacher and the School College Partnership Officer from Ayrshire College to discuss the issues preventing you from attending and engaging.

Your progress and achievements, support for learning, assessment schedules, outstanding work, discipline, external visits and next steps will also be discussed.

APPOINTMENTS

Please arrange dentist, doctors and any other scheduled appointments out with your college learning and teaching time. Where there is a reasonable exception, please ensure you notify your school and class lecturer prior to any appointment taking place to allow approval to be agreed

DISCIPLINE

The College has a discipline policy which is fully supported by your school. Your lecturer will record any unacceptable behaviour which will be shared with your school and parent / guardian.

TRACKING REPORTS

The College provides 2 tracking reports which provide a snapshot of your achievement at set intervals. The reports will be issued to schools and forwarded to parents / guardians in the following months:

1. December (Interim Tracking Report) – Issued to identify any cause for concern in attendance, whether the pupil is working well in class, falling behind or not on track to achieve.
2. March (Risk of Non-completion Tracking Report) lecturers provide feedback on the students who may not be on track to achieve – the School College Partnership Officer will alert the school and offer a supporting strategy to help the learner achieve.

ACCIDENT REPORTING

Where a situation arises that you have an accident within the College, please report the incident to either your lecturer, reception or Student Services staff. All accidents are for Health & Safety purposes.

EMERGENCIES

If you find yourself in an emergency situation during class, please notify your lecturer of the situation, they will liaise with the School College Partnership Officer who will contact the school and make them aware of the emergency. It is not appropriate to leave the College without authorisation.

EXTERNAL VISITS

As part of your chosen course, there may be the opportunity to take part in an external event, site visit or industry challenge. School College Partnership Officers will liaise with your school, notifying them of the upcoming event to ensure that permission has been granted by a parent / carer. Please note, it is the responsibility of the learner to ensure that the permission slip is signed and returned to school prior to the external visit – the school will notify the College of all permissions received. If a permission slip has not been completed and returned to school you will not be able to take part in the planned event.

FREQUENTLY ASKED QUESTIONS

When will I attend College?

You will attend college as an equally important part of your school studies. The course begins in June for two weeks, finishes for the summer holidays and starts again in August – the attendance calendar within your handbook for your local authority confirms the dates you should attend classes and dates when there are no classes.

What if I don't know anyone?

At College we ensure all learners from different schools get to know each other. On the first day everyone will have similar concerns. Remember, everyone on your chosen course has similar interests, skills and aspirations as you so you already have something in common. Like you, they had an opportunity during the interview stage to meet lecturers and get to see the department and facilities that will become your new learning environment. Mixing with pupils from other schools is the beginning of a new journey, getting to know and mix with different groups of people from your local community will help in the transition from school to further education if you decide to come to college after leaving school - and you will make new friends in the process!

What kind of support will I get when I'm at College?

At College you will receive support from your lecturer. The School College Partnership team provide feedback to your school about your progress which helps make sure you are on track. Where required, support will be available from the Inclusive Learning Team to mirror any support given at school.

What if I don't want to continue with my course?

Your school and college qualifications are important to allow you to progress onto further / higher education and into employment. If you have a concern about your course please speak with your lecturer and school guidance teacher to discuss in full the implications of withdrawing from your college

course. Please note this will impact on your school timetable and certification in August.

How will my parents / guardians and I find out how I'm getting on?

Your lecturer will follow a planned teaching schedule which you discuss with him/her at any time. There will be regular communication between your lecturer, School College Partnership Officer and your school as well as 2 tracking reports issued throughout the year. The school sends this information on to your parents.

When does my course finish and what happens if I have not completed all the course work?

Learning and teaching finishes the week beginning 20th April to link with the SQA exam diet and study leave at school. However, at the College we recognise that individuals complete work at different times and some may not have finished all assessments by this date. To support this, we offer catch-up / clear-ups sessions from week beginning 27th April and throughout month of May to ensure you can complete your qualification and gain your qualification. If you need to attend during this period, your lecturer will confirm this with you, the School College Partnership Officer and your school. Catch up sessions are highlighted on the attendance calendar within this handbook.

When will I receive my results?

College results will be received along with school results in August.

I am interested in a different course at College and would like to know more, what should I do?

Although you are attending the College as part of your senior phase school subjects we do appreciate that you may have questions about full time courses and would like to support you in finding these answers. It couldn't be simpler - ask your lecturer or guidance teacher at school to contact your School College Partnership Officer and they will liaise with the College to arrange a visit to a curriculum area – this could be as an individual or as a group.

CONTACT INFORMATION

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USEFUL DATES FOR 2019-20 (subject to change)

Students commence	10 TH June 2019
Students stop for summer break	21 ST June 2019
Semester 1 tracking reports issued to schools	6 TH December 2019
Applications open for 2020/21	13 TH January 2020
Semester 2 tracking report issued to schools	12 TH March 2020
Applications close	27 TH March 2020
School-college interviews take place	20 TH – 24 TH April 2020
Interview outcomes completed on system	from 29 TH April 2020
Learning & teaching finishes for school-college courses (with exception of FAs)	24 TH April 2020

2019 - 20 East Ayrshire School

Catch-up sessions	27 th April – 22 nd May 2020
Catch up applicant interviews take place	1 st – 5 th June 2020
Foundation Apprenticeship learning & teaching finishes	12 th June 2020
Students commence course 2020-21	8 th – 19 th June 2020

August					August					August									
			Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
			1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23
September					September					September									
Mon	Tue	Wed	Thu	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27
October					October					October									
	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25
November					November					November									
				Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
				1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22
December					December					December									
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27
January					January					January									
		Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24
February					February					February									
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28
March					March					March									
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27
April					April					April									
		Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24
May					May					May									
				Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
				1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22
June					June					June									
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26

Attendance records
No college classes
Catch-up sessions
Foundation Apprenticeships

2019 - 20 South Ayrshire School Attendance Calendar

August																								
			Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
			1	2						5	6	7	8	9	12	13	14	15	16	19	20	21		
September					September					September					September									
Mon	Tue	Wed	Thu	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6						9	10	11	12	13	16	17	18	19	20	23	24	25		
October					October					October					October									
	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
	1	2	3	4						7	8	9	10	11	14	15	16	17	18	21	22	23		
November					November					November					November									
				Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
				1						4	5	6	7	8	11	12	13	14	15	18	19	20		
December					December					December					December									
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6						9	10	11	12	13	16	17	18	19	20	23	24	25		
January					January					January					January									
		Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		1	2	3						6	7	8	9	10	13	14	15	16	17	20	21	22		
February					February					February					February									
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7						10	11	12	13	14	17	18	19	20	21	24	25	26		
March					March					March					March									
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6						9	10	11	12	13	16	17	18	19	20	23	24	25		
April					April					April					April									
		Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
		1	2	3						6	7	8	9	10	13	14	15	16	17	20	21	22		
May					May					May					May									
				Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
				1						4	5	6	7	8	11	12	13	14	15	18	19	20		
June					June					June					June									
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5						8	9	10	11	12	15	16	17	18	19	22	23	24		

Attendance required

No college classes

Catch-up sessions

Foundation Apprenticeship classes only



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