

Student Handbook

2017 - 2018

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Important Contact Numbers

Green Lane Main Reception	01642 288000	
College Address	Green Lane Linthorpe Middlesbrough TS5 7RJ	
Student Absence Line – (For reporting of absence / sickness)	01642 856147	
Student Services Manager & Operational Safeguarding Lead	Teresa Latcham	01642 856123 07595654689
College Student Support Advisors	Catherine Wilkinson Jess Solan Joey McGurk	01642 856124 01642 856133 01642 856125
Additional Learning Needs Support	Dyslexia Support Alyson Bringloe	01642 856128
Counsellor	Anne Russell	01642 856129
Additional Learning Support Co-Ordinator	Marianne Craven	01642 856132

TERM DATES **Academic Year 2017-2018**

Autumn Term

1st Year students - Wednesday 4th September 2017 – Friday 22nd December 2017

2nd Year students - Monday 11th September 2017 – Friday 22nd December 2017

(Half Term Monday 23rd October – Friday 27th October inclusive)

Spring Term

Monday 8th January 2018 – Thursday 29th March 2018

(Half Term Monday 12th February – Friday 16th February inclusive)

Summer Term

Monday 16th April 2018 – Friday 15th June 2018

Please do not book holidays during term time.

Opening hours for students and visitors:

Monday – Thursday	8.30am - 6.00pm
Friday	8.30am - 4.30pm

Students are expected to have left the campus by 5.15pm. Any students who are waiting for transport home will need to wait in the Reception area unless supervised by a member of staff who will alert Reception as to their location.

Welcome

A warm welcome to Cleveland College of Art and Design.

Congratulations on being accepted, and in taking your first steps towards a creative, exciting, enjoyable and instructive time with us. This is your opportunity to begin working towards a career in Art & Design. The degree courses here at CCAD, as well as a whole range of courses across the country, will be open for you to apply to on successful completion of this course.

We want you to have a happy, enjoyable and productive time at College so you can gain confidence and succeed in your chosen career. We have high expectations of you. We want you to be creative, industrious and imaginative in your work. We also want you to be caring, thoughtful and tolerant towards others. In order to be successful you will need to be hard working and committed and be prepared to go the extra distance, as a result we expect you to be:

- Open to criticism. To be receptive to learning requires an acceptance that you **can** do better
- Punctual. Every session starts with an outline of *what* you need to do and *why*. Miss that and you will be working in ignorance.
- Prepared to try new approaches
- Prepared to push yourself
- Work consistently hard, (not leave things to the last minute, not disappear on holiday during term time, and not disappear during SDS)
- Well organised. So that you meet deadlines
- Be considerate, responsible, caring, and tolerant towards others
- Have near to perfect (100%) attendance
- Meet deadlines (without being reminded or nagged!)
- Take responsibility for yourself and your work (lost work cannot be graded)
- Help keep the place tidy
- Tell us when you are having problems or need help - so that we *can* help!

That way we, and your peers, should also, along with you, enjoy your work and your time here at Cleveland College of Art and Design. Staff are here to help you progress and make the most of your time here, and to overcome any problems or concerns that may affect your enjoyment of the course and the College, please do not hesitate to approach one of us, or chat to your student rep.

We look forward to working with you.

About this Handbook

This handbook tells you things you need to know; things that will help you understand how the College operates. It includes information of College policies and procedures that will be important for your studies.

Please retain the Handbook safely and make sure that you can find it easily for future reference.

1. About the College

1.1 CCAD - the College

Cleveland College of Art and Design is the only specialist art and design College in the North East and has been established for over 100 years in both Middlesbrough and Hartlepool. The College delivers a wide range of art and design courses from level 1 through to BA (Hons) Degrees and has a reputation for high levels of student success and progression.

1.2 The Region

The Tees Valley is an area of geographic, industrial, social and cultural diversity. Old industrial industries are in decline and new service industries growing. There is a sense of change and transition and, with the regeneration of nearby Newcastle/Gateshead and Middlesbrough town centre, a growing pride, and interest in the cultural achievements of the region. MIMA – Middlesbrough institute of modern art, with its growing reputation for commissioning, curating and exhibiting contemporary art is nearby, as are the Dorman museum, the Arc arts centre, Billingham, Middlesbrough and Darlington theatre and Darlington arts centre. Also within easy reach are places like Saltburn gallery, Leeds art gallery, The Bowes and Newcastle with its variety of art galleries.

The local landscape is richly diverse and varied from the starkness of the Yorkshire moors to the south, to the picturesque coastline at Saltburn and Whitby to the east, to the rolling hills of the Dales to the west it has been a haven for landscape artists and photographers and visitors, but it's also a thriving shopping centre, a place with alternative futuristic landscapes formed by heavy industry living cheek by jowl with housing estates.

1.3 Our Values

As CCAD students you will encounter our values throughout everyday College life. These values are linked closely to your social responsibility as a British citizen. Below are some examples of how we promote these values in our College community:

1.3.1 Democracy

Our "Student Representatives" play a strong role in our College. They are elected by their class peers and are involved in making the College a better place to learn. Student representatives meet as members of the student council and elect a student governor. Students have a great amount of input in to what and how they learn, which promotes Student Voice. For example, the planning of the College's Curriculum is significantly influenced by student input through their responses to the QDP survey, student assemblies and course boards. We know that the active participation of our students will sow the seeds for a more sophisticated understanding of democracy in the future.

1.3.2 The Rule of Law

Our students will encounter rules and laws throughout their entire lives. We want our students to understand that whether these laws govern the class, the school, the neighbourhood or the country, they are set for good reasons and must be adhered to. This understanding of the importance of rules will be consistently reinforced through group tutorials and student services workshops. The involvement of our students in the creation of the College rules helps them to understand the reasons behind the rules and the consequences if they are broken.

Throughout the year we welcome visits from members of the wider community including police, the fire brigade etc. We believe that clear explanations and contextualising learning emphasise the importance of the rule of law for our students

1.3.3 Individual Liberty

We invest a great deal of time in creating a positive culture in our College, so that students are in a safe environment where choice and freedom are encouraged. In lessons, students often have a choice of learning tasks or creative briefs. We encourage students to choose a task which will challenge them, giving them more freedom to determine their own learning. Through our e-Safety, group tutorial discussions and assignment briefs we educate future creatives in recognising how to exercise these freedoms safely. At CCAD we believe that valuing choice and freedom in College life will foster values of individual liberty as you embark upon your future lives.

1.3.4 Mutual Respect

Mutual respect is at the core of our College life. Students learn to treat each other and staff with respect. This is evident when walking around the College and in the classrooms. We actively promote “Achievement through Partnership” and this partnership is seen throughout the various relationships between students and staff.

1.3.5 Tolerance of Those with Different Faiths and Beliefs

At CCAD we offer a culturally rich and diverse curriculum in which allow a very broad range of views, opinions and beliefs to be explored. We strongly believe that tolerance is gained through knowledge and understanding. Through both our curriculum and the routines of our daily school life we strive to demonstrate tolerance, helping students to become knowledgeable and understanding citizens who can build a better society for the future.

2. Student Support and Study Support

2.1 Student Services

The Student Services Team are committed to providing you with high quality advice and guidance. We are knowledgeable, experienced and friendly staff and here to help you maximise your overall student experience. If we don't know the answer to your questions we have links to a range of external agencies who will be happy to provide you with the information you need.

Our main areas of expertise Include:

- Additional Learning support
- Childcare
- Counselling
- Finance & Funding
- Health & Welfare
- Pastoral Support
- Travel
- Safeguarding

How to find us

You will find us in the Atrium.

Contact details & Opening hours

It is quick and easy to contact us. Our opening hours are:

Opening Times
Monday - Thursday 8.30am – 5.00pm <i>(closed Monday's 2.30 – 4.30 for training)</i>
Friday 8.30am – 4.30pm

Below you will find a summary of the services we provide along, but if these don't answer your question or you would like to speak to someone you can either contact us by phone or e-mail, or call into our office.

Telephone: 01642 856134

E-mail: Student.Services@ccad.ac.uk
Disability@ccad.ac.uk

Student Support Advisers

Starting a new course can mean a big change in any student's life, and lead to lots of questions before and during your studies. The Student Support Advisers are here to help. Whether you have a question about how to get to College, concerns about your finances or need to just talk an issue through with someone, the Advisers are here to help. To find out more or to make an appointment please contact Student Services.

Chaplaincy

Faith and spirituality forms an important part of many of our student's lives. To support this we offer all our students access to our local Chaplain, who we can contact to chat with students. To find out more please access our service user guide below.

Prayer Room

The College has a small private prayer room available to students and staff. This is Room 78 which is located on the ground floor near the Ceramics Studio.

Counselling

The College Counsellor, Anne Russell, provides a confidential counselling service which can support you through any personal difficulties and help you develop constructive ways forward. The Counselling Service is open to all CCAD students.

Disability Support/Special Educational Needs (SEND)

If you experience a disability, mental health condition, specific learning difficulty or long-term health condition, you might be wondering if support is available and how to access it. The College is committed to equality of opportunity and recognises that every student is an individual. We would be pleased to talk to you about any individual difficulties you may experience, and what support you might need. Setting up support can often take a number of weeks, so it is really important that you tell us about any support needs you have as soon as possible.

Finance and Funding

Through our experience of providing advice and guidance we know that issues with finance can have a big impact on students. Our friendly staff would be happy to talk to you about any concerns you have and talk to you about CCAD bursaries that may be open to you. Bursaries may be able to help with the costs of travel and general College expenses.

Care to Learn

If you are a parent under 20 at the start of your course, Care to Learn can help pay for your childcare and related travel costs while you're learning. You can find more details of this at: <https://www.gov.uk/care-to-learn>

Safeguarding

Student Services along with the entire College community is committed to providing a safe place for all young people to learn in, as well as Identifying young people who are experiencing or who are likely to experience significant harm, and take appropriate action to keep such young people safe, both at home and in the College. If you have a concern about your own or someone else's safety please contact a Safeguarding Officer, talk to your tutor or one of the Student Services Team.

PREVENT

During your time at CCAD you will be taught about radicalisation and extremism as a part of the curriculum. This is the College's PREVENT duty. Cleveland College of Art and Design expects all staff to carry out the Prevent Duty. In addition academic and pastoral support staff have a duty to engage and consult with students on the Colleges plans to implement the duty.

The College fully recognises its role in helping prevent people being drawn into terrorism, which includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. The College understands that radicalisation is usually a process not an event. During that process, behaviours as well as opinions are likely to change. These changes may be apparent to the friends, families and work colleagues of the person concerned.

The College uses filtering as a means of restricting access to harmful online content. This ensures that websites promoting extremist views and encouraging the radicalisation of young people are automatically blocked. In addition to this, the IT network team and the Safeguarding Lead monitor online activity through the use of Impero software which is installed on all student computers.

If you are concerned about any issues related to radicalisation or extremism speak to your tutor or you can use the **CONFIDE** button which you can find on the desktop of all computers in the College.

Student Union

CCAD Student Union is an exciting and vibrant new development within the College. Our mission is to advance and enhance the student experience by offering a range of exciting activities, fun social events, interesting clubs and societies, as well as representing your views to the wider College through our elected officers. Getting involved with the Student Union by volunteering or running for office is a great way to meet new people and learn new skills. All CCAD students over the age of 16 are automatically registered with the CCAD Students’ Union, although if you don’t want to be just let us know.

Quality Assurance

We work hard to ensure that the services, advice and guidance we provide is of the highest quality. To support this all Student Services staff are members of relevant associations and regulatory bodies, and hold or are working towards relevant nationally recognised qualifications.

So that we can continue to ensure you have a positive experience we encourage all service users to provide us with feedback, so that we can ensure that we are meeting your needs. If you would like to provide us with feedback you can either complete a feedback card available in Student Services, contact us by telephone or e-mail, or make an appointment with the Student Services Manager.

2.2 Study Support

We provide support to students in:

Essay writing Researching Referencing	Available in the Library Contact the Library desk at Green Lane.
Time management Structuring and organising work	Learning Support Assistants Contact your tutor to arrange this 1:1 support with a mentor

Maths & English

The College undertakes to support students to improve their maths and English standards in order to complete their programme of study and progress successfully to further levels of study or employment.

Dyslexia Support

During induction you will be screened to establish if you have any learning support needs. This assessment establishes your preferred learning styles and whether you need to be further tested for dyslexia, literacy or numeracy support. If you have not achieved A-C in GCSE Maths or English you will be screened to establish your likely support needed in these subjects. Where dyslexia or other learning disability is established, through further testing, the College will arrange for appropriate assessment to be carried out to facilitate support in exams and an application for a Disabled Students Allowance for Learners progressing onto or entering our Higher Education Courses.

Students identified as needing dyslexia support will have this arranged by Marianne Craven who is the SEND Co-Ordinator and support provided on an individual basis by Alyson Bringloe. Students may also self-refer themselves for Dyslexia support if they feel they would benefit.

3. VLE and Library

3.1 MOODLE / VLE

MOODLE <http://moodle.ccad.ac.uk/> is CCADs Virtual Learning Environment (VLE). It is an online space providing tools for the support of teaching and learning. Via MOODLE you will be able to access your College email account, course announcements, assignments, timetables, UCAS guidance, final project guidance, PowerPoint presentations, and links to external websites that we have put on for you.

The VLE may be contacted from home on [www.http://vle.ccad.ac.uk](http://vle.ccad.ac.uk). At the start of the year you will be given a login for your College email account and for CCAD U. If you have any difficulty with these contact the IT support team on 01642 856190.

3.2 Library

The College has well equipped and staffed Library and IT Resource Centres. The specialist book, journal, video/DVD stock and online resources in the Library supports all aspects of the programme.

There are two Libraries, one at the Green Lane and the other at the Hartlepool site, and an on-line catalogue allows for the sharing of information. A variety of IT resources are available at Green Lane in open access IT suites. Further IT resources are available in the open access areas of the Library. A variety of software packages can be accessed including the Microsoft Office package and Adobe Photoshop. The Lecture Theatre and larger open access suite are equipped with interactive whiteboards and projection facilities, DVD and video players.

On-line learning resources are available via all computers in the College.

4. Art Café and Art Box

4.1 Art Café

The Art Cafés at Middlesbrough and Hartlepool offer a full cooked breakfast and lunch service as well as snacks throughout the day. All Art Cafes are ran by friendly and enthusiastic staff.

As part of the college's commitment to support the health and well-being of all our students and staff, the provision of a high quality catering service is a priority.

Many new food initiatives and information booklets, as well as posters displayed to our students, all comply with the most recent nutritional guidelines, this also includes the traffic light system on our menus give you an indication as to which foods are healthier for you. You then have the option to eat healthy and be healthier.

Theme menus such as, American, Indian, Chinese, give students and staff the opportunity to try new foods. These are offered on a monthly basis.

Meals are created using fresh produce sourced from local suppliers. Healthy options are offered and the team constantly experiment with new ideas and interesting recipes.

All Art Cafes have been awarded the Golden Apple Award from the respective local authority; an award which is linked to an environmental inspection on healthy food choice / healthy business. We have also been awarded the "scores on the doors" food hygiene star rating where we have achieved the top score of 5*, this is also linked to the golden apple award and is for high standards in compliance with the food safety legislations for robust food safety management.

We have comment cards over both sites and welcome any feedback, positive or negative, we respond to all and aim to give students the best customer experience we possibly can.

Art Café Opening Times (Green Lane)	
Monday - Thursday 8.30am - 4pm	
Friday 8.30am - 3.00pm	

4.2 Art Box

The Art Box offers excellent quality art supplies to both students and staff

Opening Times (Green Lane)	
Day	Times
Monday	8.45am - 5.30pm
Tuesday	8.45am - 5.30pm
Wednesday	8.45am - 5.30pm

Thursday	8.45am - 5.30pm
Friday	8.45am – 4.00pm
Saturday	10.00am - 12.30pm

5. Student Conduct

5.1 Attendance & Punctuality

- You are expected to attend all your timetabled sessions and arrive on time; ready to learn.
- You are expected to be in College for the full working day of your timetable other than lunchtime. Signing in and out is required if you choose to leave the College during a timetabled session.
- You are expected to remain in the College for your SDS time unless there is a justifiable reason that leaving the College for an SDS session is beneficial to your studies and progress and this should be discussed and approved by your course tutor.
- Any known absences or intended late arrival to a session must be agreed with your tutor in advance and this will be recorded on the register. If you are unable to attend College, you must notify the College by ringing **01642 856147** prior to your expected time in College. You **must** state what session(s) you are missing and why.
- If the College is not aware of an authorised absence and/or lateness or has not received notification that you are not attending, then your parent/guardian will be contacted. On your return to College you will be spoken to and this episode will be logged. The consequences of further instances of non-attendance without the College knowing will be explained to you at this point. Repeated unauthorised attendance will result in you being removed from your programme of study.

5.2 Student Code of Conduct

In College we expect you to:

- Treat all students and staff with respect. We do not allow people to be unfairly treated because of their age, disability, sexual orientation, gender, marital status, race, colour, or beliefs. We do not allow bullying of any kind, including text and cyber bullying
- Follow the College safety, fire drill, no smoking, mobile phones and IT user rules
- Understand that we cannot accept the use of alcohol or illegal drugs on the premises

- Bring nothing into College that could be used to harm any other person
- Treat College property and other students' property with respect. Do not spit or use offensive language
- Behave in an appropriate manner in and around College centres and when on College business. This includes the Learning Resource Centres, other open access areas, the immediate community and when formally representing the College (e.g. as a student ambassador or a member of a sports team)
- Carry your College ID with you at all times

On the course you must:

- Aim to have 100% attendance at all your classes and show continuous commitment to your agreed timetabled programme
- Bring the right equipment with you
- Tell your tutor/support service if you are going to be away and account for any unavoidable absence. (We expect you to book appointments with doctors/dentists outside of your timetabled sessions)
- Complete all your work and hand it in on time and catch up on any work you may have missed
- Be responsible for your learning by working hard and achieving your best results. You are entitled to learning development support to help you in your studies
- Understand that entry to exams and receiving grants requires regular attendance and satisfactory grades for your work
- Behave in a considerate way to all staff and students and not interfere with the learning of others

6. Equal Opportunities and Diversity

The College values each member of the community and recognises the contribution made to College life by students and staff. No member of the College community should be discriminated against on the grounds of age, gender, race, disability, religion or sexual orientation. The College will ensure that any alleged discrimination is dealt with as quickly as possible. It is the responsibility of every person involved in the College to ensure that the Equal Opportunities Policy is implemented fully by making sure they do not discriminate in their daily contact with each other. Alleged cases of harassment or discrimination should be reported to the course leader or to your Student Support advisor who will institute the appropriate procedure.

7. Health and Safety, Fire & First Aid

7.1 General Health & Safety

POLICY	Familiarise yourself with the Safety Policy Booklet (one in each studio or workshop)
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SMOKING	NO smoking allowed inside the College
EATING	NO eating in studios or workshops
TIDINESS	Keep studios and workshops free of waste materials at all times. Clean up spillages immediately and all equipment after use
CUTTING	Scalpels, knives and scissors must be used with care. ALWAYS use a cutting mat when using a scalpel
FURNITURE	DO NOT sit on desks, plan chests, light boxes, workbenches or cutting tables
MACHINERY	ONLY use machinery that you have been instructed in the safe use of. Secure loose hair and clothing before use
ELECTRICITY	ALWAYS unplug appliances after use. Do not have trailing cables/extension leads. Any personal items must be checked by our qualified electrician and labelled before use
FAULTS	Should equipment fail to operate notify a member of staff immediately, NEVER try to repair them yourself
LABELS	Label the contents of ALL jars and containers – EVEN WASTE WATER
CHEMICALS	Use extreme care when mixing dyes, chemicals and resins. Practical modules have specific Health & Safety requirements and must be followed at all times. Adhesive heat guns, presses, irons and hot wax should be used with extreme caution. Spray adhesive, paints, lacquers are not to be used indoors
GLASS	DO NOT place used glass jars or broken glass in normal studio bins
FIRE	Familiarise yourself with the placement of fire extinguishers, fire blankets and alarm buttons and the position of the nearest fire exit
FIRST AID	First Aid materials can be found in the General office, studios and the Caretaker's office
POLICY	Familiarise yourself with the Safety Policy Booklet (one in each studio or workshop)

General Health and Safety rules

- Keep your work area tidy and free from clutter
- Dispose of your rubbish in the rubbish bin
- Never block a fire exit or prop a fire door open

- No naked flames indoors
- Unplug heat guns, glue guns etc. as soon as you have finished with it
- Follow studio instructions on the safe use of equipment

Specific instruction on Health and Safety issues will be given at your course induction.

Students are inducted into safe working practices relevant to each area and activity prior to undertaking such activities. Many such inductions occur during induction and part 1 of the course.

If you miss an induction you are not permitted to undertake the activity until you have been inducted.

Notices regarding the safe use of equipment are located in the areas where the activity takes place and you should ensure you abide by these. Risk assessments and COSH details are kept and are accessible to students.

Certain, machinery and apparatus must not be used by students, except under staff supervision. If in doubt, check with your tutor.

You will be informed of safe working procedures and must comply with these instructions. The College cannot accept liability for accidents caused by any disregard of instructions and / or personal negligence.

Copies of the College Health and Safety Policy Manual and Statement can be obtained from the **College's Health and Safety Adviser** on **01642 856184** or your Course Leader.

7.2 Fire Procedures

You must familiarise yourself with **FIRE PROCEDURES**, which are prominently displayed in all rooms.

- On hearing the fire alarm:
- Leave the building quickly and calmly. Do not stop to collect personal belongings. Where possible close doors and windows
- Assemble at the designated assembly point
- Await further instructions and inform the fire officer if you suspect that anyone is in the building.
- Do not return to the building until authorised.

7.3 Accidents, Near misses & First Aid

You should report where possible all injuries / illness to a member of staff. All accidents and near misses must be recorded in the appropriate file, blank report forms are held at reception. The names of First Aid personnel are prominently displayed on notice boards in the College reception area. If in doubt, check with the General Office. If you require further details please contact the **Health and Safety Adviser** on **01642 856184**

FIRST AID

- All accidents involving personal injury and safety or damage to clothing, equipment or machinery must be reported to the lecturer in charge of the class.

- You must seek first aid if you injure yourself in any way – small scratches and cuts can easily become infected.

Trained and qualified first aid staff at Green Lane are:

Name	Role	Telephone Number
Chris Phillips	Caretaker	856182
Steve Musson	Caretaker	856182
Michelle Coleman	Human Resource Assistant	856126
Majahid Aslam	Systems Development Manager (IT)	856192
Catherine Wilkinson	Student Support Advisor	856124
Marianne Craven	SEND Co-Ordinator	856132
Joe Newcombe	IT Tech/Demo	856197
Stuart Featherstone	Recruitment	856163

7.4 Personal Property

You are advised never to leave money or valuables in unattended coats or bags or unattended in the studio. Please hand any items found to the general office where you should also enquire about lost property.

8. Policies & Procedures

8.1 Complaints Procedure

CCAD takes complaints very seriously. We would hope that you would need this procedure as a last resort.

8.2 Student Disciplinary Procedure

This procedure is similar to the Grievance procedure, but is instigated by the College in respect of unacceptable attendance or behaviour of students.

The above can all be accessed via Moodle (VLE).

9. General Assessment Regulations

You are required to demonstrate your fulfilment of the Learning Outcomes for each unit to be considered for assessment. In order to be awarded, you must achieve a minimum of a PASS in all units. Failure to submit work for assessment by the due date shall normally be deemed to constitute a failure in that assessment. However where there is a good and sufficient reason for late submission, the student may complete a request for an extension.

9.1 Privacy Notice

Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice General and Vocational qualifications

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998 and the Code of Practice issued by the qualification regulators of England, Wales and Northern Ireland.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, unique candidate identifier (UCI) and unique learner number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centre's in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for the administration of the examinations process, conducting assessments and the certification of results claims.
4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DENI, The Skills Funding Agency, Ofqual, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidate's supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or College, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data are to/may be disclosed, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or legal guardian.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DENI), Local Authorities, the Office of the Qualifications and Examinations Regulation (Ofqual), Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998 in that they determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

9.2 Information for Candidates - Coursework

This notice has been produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

This document tells you about some things that you must, and must not do when you are completing coursework.

Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedia's, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a

subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

The regulations state that:

“the work which you submit for assessment must be your own”;

“you must not copy from someone else or allow another candidate to copy from you”

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2015.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:

Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don’t leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don’t need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

Markers can spot changes in the style of writing and use of language.

Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

the piece of work will be awarded zero marks;

you will be disqualified from that unit for that examination series;

you will be disqualified from the whole subject for that examination series;

you will be disqualified from all subjects and barred from entering again for a period of time. Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

10. CCAD Curriculum Management Structure

The Principal is supported by a Senior Management team who collectively ensure the College is managed efficiently. There are a range of managerial forums which monitor the quality of the College's provision and provide a structure and opportunities to ensure and promote good practice across all activities undertaken by staff and students.

11. Opportunities for student representation, involvement and feedback

The course values feedback from students and uses this to develop and improve provision for the course. CCAD has a variety of methods to obtain your views, which include Student Assemblies and QDP Surveys.

12. How to Log on to use the computers

- Your **student reference number** – this can be found on your Student ID card above the barcode

- Your **password** – the first time you login enter 'password' all lower case. The system will automatically recognise that you are logging in for the first time and will ask you to create and confirm your personal password.
- Your password should be at least **6 characters long**

13.1 How to access MOODLE

1. On CCAD College campus:

- Once you are logged onto a College PC double click the MOODLE icon on the desktop and the system will automatically log you in. If you are using College Apple computers or if this does not work on a PC open a web browser and go to <http://moodle.ccad.ac.uk> and click (Login) at the top right of the browser window and login using your student reference number and password.

2. Returning to MOODLE off campus, i.e. at home or on a mobile device:

- If you are not on campus or would like access on a mobile device open a web browser and go to <http://moodle.ccad.ac.uk> and click (Login) at the top right of the browser window. Login using your student reference number and password.

3. MOODLE Mobile App:

- You can also download the Moodle app from the Android and iOS stores. Just open the app, and put moodle.ccad.ac.uk into the site address box and click connect. On the next screen put in your normal Moodle login details and then you are ready to go! You will remain logged in to the app unless you specifically log out or uninstall the app.

DO NOT FORGET OR SHARE YOUR PASSWORDS!