

# YOUR ADVENTURE STARTS HERE!

# LEARNER HANDBOOK

TAMWORTH & TORC | LICHFIELD | CANNOCK | RODBASTON

2024-25



# Welcome!

## FROM CHIEF EXECUTIVE PRINCIPAL CLAIRE BOLIVER



On behalf of all of the staff at South Staffordshire College, I'd like to wish you a very warm welcome. We're delighted that you have chosen to continue your education with us and very much look forward to supporting you as you work towards achieving your goals.

At South Staffordshire College, our learners are at the heart of all we do. We deliver a safe, supportive and inspiring learning environment and within this handbook, you'll find the details of our support services. From financial support and careers advice to learning support and mentoring, our expert staff are here to help you, every step of the way.

We're committed to providing you with an outstanding learning experience that equips you with the skills and qualifications for a fulfilling future, whatever your destination. In return, we ask that you support our values and principles, by respecting and caring for others, behaving responsibly and seizing the opportunities available to you. Most of all, we encourage you to make the most of your time with us by enjoying yourself, making new friends and working hard to reach your full potential.

We wish you every success with your studies and look forward to sharing in your achievements

A handwritten signature in black ink, appearing to read 'Claire Boliver'.

Our colleges	
Rodbaston College	Penkridge, Staffs, ST19 5PH Tel: 0300 456 2424
Lichfield College	The Friary, Lichfield, Staffs, WS13 6QG Tel: 0300 456 2424
Tamworth College	Croft Street, Tamworth, Staffs, B79 8AE Tel: 0300 456 2424
TORC College	Silver Link Road, Glascote Heath, Tamworth, Staffordshire, B77 2HJ Tel: 0300 456 2424
Cannock College	The Green, Cannock, WS11 1UE Tel: 0300 456 2424

# WORK HARD



**EXCEED YOUR  
EXPECTATIONS**

# POSITIVE ATTITUDE



THIS IS YOUR  
**COLLEGE**  
LOOK AFTER YOUR COLLEGE

# SURPRISE YOURSELF



**TRY NEW  
OPPORTUNITIES**  
LEARN NEW SKILLS

# POSITIVE PRESENCE



Don't ruin the  
opportunity to learn

**ATTEND AND BE  
ON TIME**



# BE KIND TO OTHERS



**EARN YOUR  
RESPECT**

# KEEP SAFE



I will work safely and  
display my learner ID  
at all times.

# TIME MANAGEMENT



I will submit all of my  
work on time, ensuring  
that it is my own work.

# BE ENGAGED

**HYDRATE  
YOUR BRAIN**

**DRINK PLENTY  
OF WATER**



# BE PREPARED



I will be equipped and  
prepared to participate in all  
of my learning.

# INDEPENDENT STUDY



I will make effective  
and productive use  
of my independent  
study time.



# Attendance and punctuality

**Full-time courses require you to attend college for at least 16 hours per week for 36 weeks. Full-time timetables are generally scheduled over three days; time when you are not required to be in college can be used for individual study time or for part-time work, which we know a number of our learners undertake to help to support themselves financially.**

You are expected to attend all sessions for which you are timetabled. We know from experience that learners who have a good attendance succeed better than those who do not. Your course tutor will monitor your attendance at college. It is your responsibility to inform your tutor/college if you are going to be absent or delayed.

## Attendance

You are expected to attend 100% of the time on all elements of your study programme unless prior agreement has been made with your course tutor. Attendance will be reviewed daily and if your attendance falls below 92%, you will be monitored through an action plan agreed with you and your course tutor. Also, you may be required to attend additional booster sessions.

## Punctuality

You are required to arrive at your session at least 5 minutes prior to the start time. If you arrive after the start time of your session you will be marked as late. If you are persistently late, the Learner Conduct procedures will be instigated. Where the reason for your lateness is beyond your control, talk to your tutor to see if any adjustments can be made to your timetables or lesson plans.

**When you are unable to attend sessions/college and your tutor has not been previously informed then you must email the absence inbox:**

**[learner.absence@southstaffs.ac.uk](mailto:learner.absence@southstaffs.ac.uk)**

**(e-mails must include your full name, ID number, area of study, personal tutor and reason for your absence). Contact should be made before the start time of the session. Additionally, evidence for authorised absences must be provided to course tutors.**

**Where you are delayed you must inform the college via the absence inbox above.**



## PLANNED LEARNING



Your learning sessions will be planned to ensure you get the correct knowledge and skills to succeed.

## ENGAGEMENT



Staff will ensure you have the opportunity to become actively engaged in every session.

## QUALITY FEEDBACK



We promise to offer feedback in a variety of forms, both written and verbally to ensure that you always understand how well you are doing and how you can improve. Marked work will be returned to you within 10 working days.

## PERSONALISATION



We recognise our learners as individuals and will ensure that you are treated as such, with specific work prepared to meet your needs.

# OUR PROMISES TO YOU

## CHALLENGE



Through regular assessment, learning will be adapted to ensure that we are constantly stretching and developing you.



## LEARNING SPACE

We will ensure that every area for learning is tidy, structured, informative and supports effective teaching, learning and assessment.



## MATHS & ENGLISH

Maths and English plays an integral role in all that we do. We recognise the importance of these subjects in the modern world of work and promise to help you develop your skills in these subjects.

## READY

We promise to support you through your studies to help you achieve your full potential. We ask you to arrive at your lessons ready to learn and encourage you to strive for your best with a positive attitude. Believe in yourself and you'll be ready to succeed!

## RESPECTFUL

We promise that you'll be treated with respect and expect our learners to behave in a way that shows you care for yourself, others and the environment. We encourage you to respect others by doing the right thing, being kind, caring, honest and trustworthy.

## SAFE

We promise to offer you an environment that is safe and caring, with clear systems in place should you need to discuss or report anything that may be challenging your feeling of safety.



# Financial help and support

We recognise money matters, and the good news is you may be eligible for an Advanced Learning Loan if you are aged between 19-23 to pay your tuition fees. Getting a loan doesn't depend on your household income and there's no credit check.

You'll only start making repayments when your income is over £480 a week, £2,083 a month or £25,000 a year. If your income falls below these thresholds, repayments will stop and only restart when your income is over these thresholds.

Once you earn over this amount you pay back 9% of the earnings you receive above this figure. Please pop into your Learner Services Hub, to discuss and confirm your eligibility or alternatively email **[advancedlearnerloans@southstaffs.ac.uk](mailto:advancedlearnerloans@southstaffs.ac.uk)**

Please note course fees are charged as per funding rules at the time of enrolment. These funding rules are revised each academic year and are paid yearly on full time courses and per course on part time community courses.

**To find out more call: 0300 456 2424 or visit: [www.southstaffs.ac.uk/student-finance](http://www.southstaffs.ac.uk/student-finance)**







# Prevent

As a college, we have a legal duty to promote the Government's Prevent Agenda to prevent radicalisation, extremism and terrorism.

We wholeheartedly support this agenda and work closely with the West Midlands FE Prevent Co-ordinator to best equip the college to implement the Prevent Agenda. We positively promote British Values which include democracy, the rule of law, individual liberty and tolerance as well as respect for those of different beliefs or religions.



# Enrichment

We want our learners to get the best from college life so during your time with us you will have the opportunity to attend enrichment activities as part of your course and outside of the classroom.



# Careers advice and guidance

**We have qualified and impartial Careers Guidance Advisors who offer career information, advice and guidance to current and prospective learners.**

If you'd like to explore what career options are available within the course you've picked to study, talk about progression routes or about applying to University or job search skills and CV writing you can meet with our careers team who will be able to support you with this. If at any point during your course you're not sure it's for you, please don't drop out, please come and speak to the careers team about your aspirations and we could help you to switch course, rather than dropping out of college completely.

Events and trips are organised by the team, including a careers and employability week on each college site, career related talks and trips to local universities and Higher Education conventions. Career related resources are available to help learners with their career decisions.

**To find out more or to book an appointment, please call: 0300 456 2424 or email [careerguidance@southstaffs.ac.uk](mailto:careerguidance@southstaffs.ac.uk)**

## Learner voice

**A good way to get involved in decisions about your course and the college is by becoming a course rep or a digital champion.**

Course reps and digital champions are democratically elected by their peers and we also have 2 learner governors who are members of the College Board of Governors.

**To find out more or to book an appointment, please call: 0300 456 2424 or email [melanie.cooper@southstaffs.ac.uk](mailto:melanie.cooper@southstaffs.ac.uk)**





# Learning help and support



**We recognise that many of our learners require some additional help and support to enable them to succeed, so at each college we have a Learning Support Zone and a Learning Resource Centre (LRC).**

Staff in the Learning Support Zones are on hand to help you with your learning and are located in or next to the Learning Resource Centres (LRCs) at each college. You may use the LRC to undertake independent study or use reference study books. Staff will be happy to guide and support you to make the most of the resources available there. Please just ask.

## Additional learning and exam support

**A number of our learners who join us at college have previously had support for exams at school. If you had exam support at school - e.g. you were eligible for extra time, had a scribe or reader, or think that you may benefit from exam support, then please contact the Learning Support team at your college as soon as possible:**

Rodbaston College	Angela Pick - <b>07584 237764</b> rodbastonlearningsupport@southstaffs.ac.uk
Lichfield College	Wendy Swindell - <b>07584 237768</b> lichfieldlearningsupport@southstaffs.ac.uk
Tamworth & Torc College	Tina Oliver - <b>07791 116903</b> tamworthlearningsupport@southstaffs.ac.uk
Cannock College	Wendy Swindell - <b>07584 237768</b> cannocklearningsupport@southstaffs.ac.uk

The Learning Support Team will arrange for you to be assessed for eligibility for support, including exam support. Your tutor can also help to refer you to the Learning Support Team. For Summer exams, exam assessments ideally need to take place by the end of January 2025, so it is important to contact the team as soon as possible after term starts so that your support needs can be assessed and activated at the earliest opportunity.

# Monitoring your progress

**The college uses the ProPortal system to help us develop an effective plan for your learning as it is really important that you make progress throughout your study programme.**

On the system you will be able to see the college notice board, your attendance and punctuality levels, progress towards your qualifications, your projected grade, upcoming assignment deadlines, meetings with tutors and your individual targets. Your course tutor will show you how to access the ProPortal system and during your induction you will be asked to complete your Career Learning Plan (CLP) on the system.

**ProPortal is available at:**

**<https://proportal.southstaffs.ac.uk/proportal/>**

**To log in you need to input in the following:**

**Username:**

First initial of your surname followed by your learner ID  
e.g. Jo Smith 123456 = S123456.

**Password:**

Your date of birth in DDMMYY

You should save the link to ProPortal on your smartphone or tablet using the free wifi at the College.

## ProPortal for parents

Your Parent/Carer(s) will also be able to request access to view key information on ProPortal about how you are progressing; including your attendance, punctuality, progress and grades you have achieved. If they would like to have access to this system, they need to register via the following link:

**[parentaccess.southstaffs.ac.uk:4567](https://parentaccess.southstaffs.ac.uk:4567)**

by selecting 'submit an account request' which will then be verified by the college. ProPortal for parents/carers will be available from the 7th October 2024.



# Equipment for learning

Preparation is the key to achieving so much within our college and you will have been spoken to at induction if there is any equipment that is specifically required for your course. We can of course support you here in terms of where to purchase it from and any financial support where applicable. For the written aspects of your course, we would expect you to arrive with basic stationery such as a pen, pencil and ruler so that you are fully equipped for all aspects of your learning. A prepared learner will be a successful one!

## Parents/ carers evenings

The College will be holding parents/carers evenings in the weeks beginning  
2nd December 2024 and 10th March 2025.





# Personal help & support

**We want all of our learners to pass their course and be happy at college but we recognise that life doesn't always go to plan.**

Mentoring is a one-to-one service offering support and advice to help you overcome problems or concerns.

## The mentors at each college are:

Rodbaston College	Dan Smith - <b>07972 311 348</b> mentoring.rodbaston@southstaffs.ac.uk
Lichfield College	Annette Round - <b>07792 308 814</b> mentoring.lichfield@southstaffs.ac.uk
Tamworth College	Nicola Wileman, (Tamworth & Torc) - <b>07969 279 318</b> Jason Oliver (Tamworth) - <b>07592 229 877</b> mentoring.tamworth@southstaffs.ac.uk mentoring.torc@southstaffs.ac.uk
Cannock College	mentoring.cannock@southstaffs.ac.uk

## Skills & Development Coach: Your guide to success!

A Skills & Development Coach works closely with your tutors and support teams to ensure you stay on track, attend classes, and achieve your goals. Whether you need one-on-one support, help with setting and reviewing targets, or just someone to motivate you, your coach is there every step of the way.

They're not just about academics; they also focus on your personal development and well-being. From promoting important themes to organising events and enrichment programs, they make sure your time at college is both productive and enjoyable. With their excellent communication skills and passion for helping young people, your coach is committed to making a real difference in your educational journey.

## The skills and development coaches at each college are:

Rodbaston College	Natalie Loverock - natalie.loverock@southstaffs.ac.uk Lucy Rainsbury - lucy.rainsbury@southstaffs.ac.uk
Lichfield College	Lisa Smith - lisa.smith2@southstaffs.ac.uk
Tamworth College	Felicity Jobe - felicity.jobe@southstaffs.ac.uk Amanda Ladkin - amanda.ladkin@southstaffs.ac.uk Alex O'Neill - alexandra.o'neill@southstaffs.ac.uk Niki McGrath - niki.mcgrath@southstaffs.ac.uk
Cannock College	Alison Malcolm - alison.malcolm@southstaffs.ac.uk Jess Wilkins - jess.wilkins@southstaffs.ac.uk

# Safeguarding

**South Staffordshire College has a duty to help protect children under 18 and vulnerable adults up to 25 from abuse. This includes apprentices in the workplace.**

There are four main types of abuse: physical, emotional, sexual and neglect. If we suspect or have had disclosed to us that a child may be subjected to abuse, or has been subject to abuse, then we have a duty to report it to the Local Authority's child protection team, which in Staffordshire is called First Response.

## DEFINITIONS OF ABUSE

There is no legal definition of abuse, but significant harm can occur to a child under 18, or serious harm to a vulnerable adult under 25 when they experience extreme, persistent, harmful behaviour of a physical, emotional or sexual kind, or are neglected. Abuse could potentially occur anywhere – in the home, in the street, at work etc. Abuse is wrong both morally and legally. Examples of abuse include:

### Physical Abuse

Being hit, kicked, scolded, burned, punched or left in a physically dangerous situation. Physical abuse also includes Female Genital Mutilation (FGM), which is illegal in the UK, and Fabricated or Induced Illness (FII). Physical abuse may occur in domestic violence situations.

### Emotional Abuse

Being constantly shouted at or undermined, being ridiculed or not shown love and affection, being treated notably less favourably than others, having one's self-esteem and confidence attacked. Please note that to witness domestic violence always constitutes emotional abuse.

### Sexual Abuse

Being touched inappropriately in any way, either over the clothes or under, or being exposed to sexually inappropriate imagery via media including the internet, DVDs, photos, magazines and newspapers. Grooming a child under the age of sixteen to have sex is an offence. If the intention of buying gifts or offering favours to a child is to have a sexually inappropriate interaction with them, this is grooming and it is illegal.

### Neglect

Not having one's basic needs met for housing, food, water, warmth, appropriate clothing for the weather, plus love, care and affection.

## What to do if you have a concern...

If you have a concern for yourself or are concerned for anyone else that they have experienced or may experience abuse, then please do contact one of the college's safeguarding team members. No matter how small or trivial it may seem, we want to hear from you. You can contact any of the team, or you may prefer to contact someone who is based at a college closer to you; whichever you prefer. We are here to help.

Our safeguarding support team can be reached via email at:

**[safeguarding@southstaffs.ac.uk](mailto:safeguarding@southstaffs.ac.uk)**

or you can contact the team using the details overleaf.

## Allegations against a staff member

If you suspect that a staff member either at the college or in the workplace has abused or may abuse a child under 18 or a vulnerable adult under 25, then you must immediately contact the college's Designated Safeguarding Lead, Kim Vaughan on **07741 165 217** or via email. [kim.vaughan@southstaffs.ac.uk](mailto:kim.vaughan@southstaffs.ac.uk)

## Designated Safeguarding Lead

Kim Vaughan - Assistant Principal - Learner Services - **07741 165 217**

[kim.vaughan@southstaffs.ac.uk](mailto:kim.vaughan@southstaffs.ac.uk)

## Deputy Safeguarding/Child Protection Officers

<b>Rodbaston College</b>	Nicki Truman, Safeguarding Officer - <b>07545 208 084</b> Dan Smith, Mentor - <b>07972 311 348</b>
<b>Lichfield College</b>	Annette Round, Mentor - <b>07792 308 814</b> Ali Hanson, Learner Services Manager - <b>07966 063 149</b>
<b>Tamworth College</b>	Nicola Wileman, Mentor (Tamworth and Torc) - <b>07969 279 318</b> Jason Oliver, Mentor (Tamworth) - <b>07592 229 877</b>
<b>Cannock College</b>	<a href="mailto:mentoring.cannock@southstaffs.ac.uk">mentoring.cannock@southstaffs.ac.uk</a>
<b>Futures Learners only:</b>	Carmen Davies, Torc Futures <a href="mailto:carmen.davis@southstaffs.ac.uk">carmen.davis@southstaffs.ac.uk</a> <b>01827 304320</b> Georgena D'Onofrio Rodbaston Futures <a href="mailto:georgena.donofrio@southstaffs.ac.uk">georgena.donofrio@southstaffs.ac.uk</a> <b>01785 710575</b>
<b>14-16 School Link only:</b>	Karen Burley - <a href="mailto:karen.burley@southstaffs.ac.uk">karen.burley@southstaffs.ac.uk</a>



# Your study programme

**Each Study Programme will be made up of:**



**Your subject qualification**



**Industry Placement / Work Experience**

Your programme will also include work experience. Our dedicated team of work experience officers will oversee any work experience that you undertake as part of your programme.



**Independent learning**



**English/maths**



**Enrichment**

(which develop skills, attitude and confidence)

Employers and Universities take English and Maths very seriously and it is a mandatory part of your Study Programme. The table below outlines what level will be studied.

## If you have GCSEs in English and maths at Grades...

<b>A*-C/4-9</b>	You will continue to study and work to improve your English and maths but do not have to take another exam.
<b>D or /3</b> <b>L1 Functional Skills Maths</b> <b>L2 Functional Skills English</b>	You will study GCSE English and maths at college and will need to re-sit your exam.
<b>E, F or G/1-2</b>	You will study Functional Skills with a view to progressing to GCSE English and maths in the future.

# Course tutor

**You will be assigned a course tutor right from the very start of your study programme. Your course tutor will help you to settle into college and will support you throughout your time here with us.**

During your induction to college your course tutor will work with you to agree your performance targets with you. The targets will be based on what you hope to achieve personally, both at college and in your career. You and your course tutor will work together to monitor your performance throughout the year and you will have a minimum of one tutorial per half-term with your course tutor.

We use a system called ProPortal to help you and your tutors to keep track of your progress. You will be introduced to ProPortal during Induction and we trust that you will find it to be a really useful tool in helping you to focus on your goals and achievements.

# Work experience

**Your course tutor will complete your work experience induction during your first few weeks at college.**

This will include; Preparation for work experience, work experience expectations, Health and Safety/Safeguarding. Your course tutor and the work experience team will be on hand throughout the year to support you through your industry placement. Whilst on placement you will be expected to complete a record of your work placement hours, complete a diary of your duties at placement and complete work placement objectives that have been set by your tutor. If you are attending a placement as part of our new industry placement project you can expect to be visited in the work place every 4 weeks by a member of the work placement team.

## Work Experience Officers

**Hair/Beauty/Catering/Sport/Public Services/Travel & Tourism/Health & Social Care** - Lisa Shepherd  
*[lisa.shepherd@southstaffs.ac.uk](mailto:lisa.shepherd@southstaffs.ac.uk)*

**Engineering/Construction/Motor Vehicle** - Anna Arcidiacono *[anna.arcidiacono@southstaffs.ac.uk](mailto:anna.arcidiacono@southstaffs.ac.uk)*

**Creative & Digital** - Sam Morris *[sam.morris@southstaffs.ac.uk](mailto:sam.morris@southstaffs.ac.uk)*

**Animal Management/Vet Care** - Lucy Watkins *[lucy.watkins@southstaffs.ac.uk](mailto:lucy.watkins@southstaffs.ac.uk)*

**Landbased - Agriculture/Countryside/Equine/Horticulture** - Tim Daly *[tim.daly@southstaffs.ac.uk](mailto:tim.daly@southstaffs.ac.uk)*

**To discuss the work experience opportunities available to you, email: [work.experience@southstaffs.ac.uk](mailto:work.experience@southstaffs.ac.uk) or contact Lauren Smith, Work Experience Manager (All campuses), on 07966 969787**

# Term dates

College term dates are listed below and available on ProPortal. Holidays must not be booked during term-time or during examination periods. We know from experience that good attendance is a strong predictor of overall achievement. The more you attend and learn, the better you will do on your course.

## Half Term

28th October 2024 - 1st November 2024

Return to College - 4th November 2024

## Christmas Holiday

20th December 2024 - 4th January 2025

Return to College - 6th January 2025

## Half Term

17th February 2025 - 21st February 2025

Return to College - 24th February 2025

## Easter Holiday

14th April 2025 - 25th April 2025

Return to College - 28th April 2025

## Half Term

27th May 2025 - 30th May 2025

Return to College - 2nd June 2025

Any extraordinary requests for leave during term-time must be made to your course tutor. Any absence not approved will be marked as unauthorised.

## Staff training days

### College closed:

22nd September 2024

17th October 2024

29th January 2025

6th May 2025



# Exam dates

Your course tutor will be able to provide details of exam dates that relate to your vocational programme and any deadlines for submission of work.

## GCSE English & maths exams

Exam dates for 2025 have not yet been agreed. Our exams department will email all learners once the dates have been released.

## Functional skills exam dates

Functional Skills exam dates are tailored to each individual learner. We want to prepare you for success and so you will be entered for your exams when you are ready

We have exams officers available at every college who are responsible for entering you for examinations, managing internal and external exams and issuing certificates.



# Travel

**As a college we are committed to promoting environmental sustainability so we encourage you to walk or bike to college if you can, or else travel by public or college transport services. We have bike sheds available at each college for you to store your bikes.**

If you intend to travel to college by car, please note that our student car parking spaces are limited at most of our colleges. A "Pay & Display" car park operates at the Lichfield College. If you need help with meeting the costs of travelling to college, then pop into the Learner Services Hub or read the financial support information on our website.



## Food on campus

**Eating good healthy meals will help you with your studies, so do make use of the facilities. Each of our colleges has a café which serves breakfast and lunch, as well as refreshments throughout the day.**

Free college meals for 16-18 learners may be available for you if you received a free meal at school, there are strict guidelines relating to the award of Free College Meals:

- If your household is in receipt of Working Tax Credits you will not be eligible.
- There are circumstances where you could be eligible to receive Free College Meals even if you receive a salary, these will be assessed on a case-by-case basis so please get in touch with our Bursary team on [bursary.enquiries@southstaffs.ac.uk](mailto:bursary.enquiries@southstaffs.ac.uk)

You can also apply for one of our bursaries if your household income is below £20,000 for 100% allocation and below £28,000 for 75% allocation. Once you've received and accepted your course offer you will receive a link via email to apply for financial support, which also includes Free College Meals.

- If you do not receive a financial support email, please contact our bursaries team on [bursary.enquiries@southstaffs.ac.uk](mailto:bursary.enquiries@southstaffs.ac.uk)

Please note: if you're approved for financial support or Free College Meals payment will be made two weeks after starting your course.



# Reflection rooms

Each college has a place where you can escape the hustle and bustle to reflect, pray or meditate. The Learner Services Hub will be happy to point you in the right direction for the Reflection Room. Hub staff will also give you a copy of our appropriate usage guidelines for the space.



# Smoking

The smoking of cigarettes, cigars, pipes or electronic vapour devices, is not allowed in any college building, vehicle or contracted transport services. Smoking is only permitted in designated external areas. Failure to comply with this may result in disciplinary action.

# Learner conduct

**We believe that all students, staff and visitors to the college should be treated with respect at all times.**

We value everyone as an individual and believe that this is best demonstrated by providing a calm, courteous, supportive learning and working environment. We seek to positively promote tolerance of others, equality of opportunity and diversity within our settings.

Bullying or harassment will not be tolerated and will result in disciplinary proceedings which may result in exclusion from college.



# Mobile phones

For the benefit of everyone's concentration, mobile phones should be turned to silent in classrooms and LRCs - unless otherwise instructed. Please respect other people by refraining from using your phone to photograph or video them unless you have their express permission to do so.





# Your contact details

**If your name, address or telephone numbers change, please let us know as soon as you can so that we have the most up-to-date contact details for you.**

For young people under 18, we also need to know who has parental responsibility for you and the contact name of that person or persons, and if you are 18 or over we need to know how to contact your next of kin in the event of an emergency.

**Please call into Learner Services Hub to update us of any changes or call us on **0300 456 2424****





# Health and safety

**Health and safety is everyone's responsibility. We work hard to maintain a safe and secure learning environment. All students should follow the college Health and Safety policies and procedures.**

All staff, students and visitors to the college are required to wear their ID, either on a lanyard or as a clip-on ID. This helps to see quickly if there is anyone here who does not have authority to be on site. Please help us to keep a safe environment by always wearing your ID and reporting anyone not displaying ID to the Learner Services Hubs or a member of college staff.

If you arrive at college without your ID for any reason, you will need to get a temporary pass from the Learner Services Hub. If you forget on two or more occasions, you will need to buy a new ID badge costing £2. New lanyards cost £3 each.



## Please:

- Report any hazards, accidents, incidents, or anything suspicious anywhere on or off site as a part of a college activity please let a member of staff know immediately. We appreciate your support in keeping everyone safe.
- Make sure that you are aware of the actions to take if you spot a fire.
- Be aware of emergency evacuations procedures and assembly points and requirement if evacuated, to only return to the building when instructed to do so.
- Keep escape routes clear from obstruction, do not sit on the floor in corridors or in stairwells and store bags and coats carefully when they are not being carried.
- Follow all Health and Safety instructions and procedures. During practical activities, use all tools and any personal protective equipment correctly as instructed.
- Observe speed limits and drive with care on college premises.

**If you have any health and safety concerns, please contact:**

**Rob Collard • 07879 522 471 • [rob.collard@southstaffs.ac.uk](mailto:rob.collard@southstaffs.ac.uk)**



# A-Z of useful contacts

## Absence Reporting

*learner.absence@southstaffs.ac.uk*

---

## Colleges

Lichfield College - 0300 456 2424

Rodbaston College - 0300 456 2424

Tamworth College - 0300 456 2424

TORC - 0300 456 2424

Cannock College - 0300 456 2424

---

## Careers Guidance

0300 456 2424 *enquiries@southstaffs.ac.uk*

---

## Conduct

Ali Hanson, Learner Services Manager - 07966 063 149

---

## English and Maths Support

Lichfield - *rachel.munroe@southstaffs.ac.uk*

Tamworth/Torc - *shirley.mcintyre@southstaffs.ac.uk*

Rodbaston/Cannock - *jen.maceachan@southstaffs.ac.uk*

---

## Additional Learning & Exam Support

Lichfield College - *lichfieldlearningsupport@southstaffs.ac.uk*

Rodbaston College - *rodbastonlearningsupport@southstaffs.ac.uk*

Tamworth College - *tamworthlearningsupport@southstaffs.ac.uk*

Cannock College - *tamworthlearningsupport@southstaffs.ac.uk*

---

## Financial Help and Support

0300 456 2424

---

## Health and Safety

Apprentices - Rob Collard - 07879 522 471 - *rob.collard@southstaffs.ac.uk*

All Colleges - Rob Collard - 07879 522 471 - *rob.collard@southstaffs.ac.uk*

---

## Work Placement

Hair/Beauty/Catering/Sport/Public Services/Travel & Tourism/Health & Social Care - Lisa Shepherd  
*lisa.shepherd@southstaffs.ac.uk*

Engineering/Construction/Motor Vehicle - Anna Arcidiacono *anna.arcidiacono@southstaffs.ac.uk*

Creative & Digital - Sam Morris *sam.morris@southstaffs.ac.uk*

Animal Management/Vet Care - Lucy Watkins *lucy.watkins@southstaffs.ac.uk*

Landbased - Agriculture/Countryside/Equine/Horticulture - Tim Daly *tim.daly@southstaffs.ac.uk*

## Mentors

### Lichfield College

Annette Round - 07792 308 814 [mentoring.lichfield@southstaffs.ac.uk](mailto:mentoring.lichfield@southstaffs.ac.uk)

---

### Tamworth/Torc College

Nicola Wileman (Tamworth & Torc) - 07969 279 318

Jason Oliver (Tamworth) - 07592 229 877

[mentoring.tamworth@southstaffs.ac.uk](mailto:mentoring.tamworth@southstaffs.ac.uk)

[mentoring.torc@southstaffs.ac.uk](mailto:mentoring.torc@southstaffs.ac.uk)

---

### Rodbaston Campus

Dan Smith - 07972 311 348 [mentoring.rodbaston@southstaffs.ac.uk](mailto:mentoring.rodbaston@southstaffs.ac.uk)

---

### Cannock College

[mentoring.cannock@southstaffs.ac.uk](mailto:mentoring.cannock@southstaffs.ac.uk)

---

## Skills and Development Coaches

### Lichfield College

Lisa Smith [lisa.smith2@southstaffs.ac.uk](mailto:lisa.smith2@southstaffs.ac.uk)

---

### Tamworth/Torc College

Felicity Jobe [felicity.jobe@southstaffs.ac.uk](mailto:felicity.jobe@southstaffs.ac.uk)

Amanda Ladkin [amanda.ladkin@southstaffs.ac.uk](mailto:amanda.ladkin@southstaffs.ac.uk)

Alex O'Neill [alexandra.o'neill@southstaffs.ac.uk](mailto:alexandra.o'neill@southstaffs.ac.uk)

Niki McGrath [niki.mcgrath@southstaffs.ac.uk](mailto:niki.mcgrath@southstaffs.ac.uk)

---

### Rodbaston Campus

Natalie Loverock [natalie.loverock@southstaffs.ac.uk](mailto:natalie.loverock@southstaffs.ac.uk)

Lucy Rainsbury [lucy.rainsbury@southstaffs.ac.uk](mailto:lucy.rainsbury@southstaffs.ac.uk)

---

### Cannock College

Alison Malcolm [alison.malcolm@southstaffs.ac.uk](mailto:alison.malcolm@southstaffs.ac.uk)

Jess Wilkins [jess.wilkins@southstaffs.ac.uk](mailto:jess.wilkins@southstaffs.ac.uk)

---

## Safeguarding

### Designated Safeguarding Lead

Kim Vaughan - Tel: 07741 165 217 [kim.vaughan@southstaffs.ac.uk](mailto:kim.vaughan@southstaffs.ac.uk)

### Deputy Safeguarding/Child Protection Officers

#### Lichfield College

Annette Round - 07792 308 814

Ali Hanson, Learner Services Manager - 07966 063 149

---

#### Rodbaston College

Dam Smith, Mentor - 07972 311 348

Nicki Truman, Safeguarding Officer - 07545 208 084

---

#### Tamworth College

Nicola Wileman, Mentor (Tamworth & Torc) - 07969 279 318

Jason Oliver, Mentor - 07592 229 877

---

#### Cannock College

[mentoring.cannock@southstaffs.ac.uk](mailto:mentoring.cannock@southstaffs.ac.uk)

---

### Futures Learners Only

Carmen Davies, Torc Futures - [carmen.davis@southstaffs.ac.uk](mailto:carmen.davis@southstaffs.ac.uk) 01827 304320

Georgena D'Onofrio Rodbaston Futures - [georgena.donofrio@southstaffs.ac.uk](mailto:georgena.donofrio@southstaffs.ac.uk) 01785 710575

---

### 14-16 School Link Only

Karen Burley - [karen.burley@southstaffs.ac.uk](mailto:karen.burley@southstaffs.ac.uk)





**0300 456 2424**

**[southstaffs.ac.uk](https://www.southstaffs.ac.uk)**

