



**MET** Greater Brighton  
Metropolitan  
College

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Dear Student

Welcome to Greater Brighton Metropolitan College and to the Programme Area Uniformed Services.

We congratulate you on your successful entry and hope the time spent with us will benefit your future career ambitions.

As Programme leader for the area I am pleased you have chosen to study with us and look forward to meeting you throughout your time in College.

I can be contacted by email at any time, [louie.welfare@gbmc.ac.uk](mailto:louie.welfare@gbmc.ac.uk) or you can call me on 01903273345.

All your subject teachers and tutors are well qualified and dedicated to helping you to succeed on your chosen course, so help us to help you by attending regularly and punctually, and talking with us if you need help or have a good idea that you feel could enhance your learning.

Whatever your course, or method of study I would like to wish you every success during your time with us.

Best wishes.

Slt Louie Welfare  
Programme leader  
Uniformed Services  
Room B118 Extension 3345  
Email: [louie.welfare@gbmc.ac.uk](mailto:louie.welfare@gbmc.ac.uk)

STUDENT NAME	
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## **NCFE Uniformed Services**

<b>COURSE CODE</b>	
<b>ENROLMENT NUMBER</b>	

### **INTRODUCTION AND WELCOME**

#### **Welcome to Greater Brighton Metropolitan College (Northbrook).**

We congratulate you on your successful entry and hope the time spent with us will benefit your future career ambitions.

We hope this booklet provides you with the majority of information required to guide you through the course. Please refer to this for future reference.

Welcome also to the Uniformed Services Curriculum area.

The courses you have enrolled onto are the NCFE Diplomas for Entry into the Uniformed Services.

You will study the above programmes for one academic year - September 2021 to June/July 2022.

We all hope you will enjoy your time at GBMC College and we wish you every success in your course - good luck!

## INDUCTION

This will consist of a tour of the College, introduction to course tutors, issue of uniform, meeting other students, formal enrolment paperwork and gym inductions.

## STAFF LIST

### Head of Department

Jane Grealish

### Curriculum Manager/Contingent Commander (RN)

LT Neil Cockcroft 01903273177 07595280080  
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### Course Instructor

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### COURSE INFORMATION

The aim of the course is to:

- Provide an opportunity for candidates that is work relevant within the Uniformed Services and to gain an insight into this area of employment.
- Provide informed and prepared potential recruits for a variety of Uniformed Services.
- Develop candidates' skills and personal qualities in preparation for all areas of employment.
- Provide a basis for further study and motivation towards career development
- Promote positive attitudes and responses to differences in gender, social and cultural backgrounds and abilities of individuals.

### TIMETABLE

Your study programme timetable includes the following elements:

- Course hours - these are the subject hours for the course you are enrolled on.
- English and/or maths. You will be required to attend English and/ or maths if you have not achieved a grade between 9-4.
- Tutorials
- Independent supervised study - time allocated for you on your timetable to undertake research/assignment writing as part of your course. This can be carried out in areas of study such as LRCs, FLAs. Members of staff will be on hand to support you if required.
- Planned work placements - work placements that take place outside of normal class time.

Combined Cadet Force (CCF) Royal Navy Contingent

## **NCFE Uniformed Services**

The CCF is an integral, compulsory and timetabled part of your vocational qualification. We parade every week. The CCF sessions are mapped to the vocational qualification and provide valuable evidence and experience for certain criteria. All enrolled learners are to attend and will have their attendance registered. Additional qualifications may be applied for via the SSI. All applications are subject to prior written parental consent and if successful must be attended.

### **Progression**

By the end of the academic year you will be ready to progress to the next level course, higher education or the Uniformed Services.

### **About the Awarding Body**

NCFE is an education institute that provides schemes of education and training through a variety of syllabuses and examinations.

### **NCFE Assessment**

Assessment will take place through continuous assessment of Course Work, Group Work and Practical assignments. Methods of Assessment will include:

- Observation of Practical Skills
- Peer assessment
- Written tasks
- Video and Audio Recordings
- Photographic Evidence
- Candidate Produced Reports

## **EXPECTATIONS**

### **Commitment to Excellence**

We expect our students to try their hardest in everything we do and therefore we aim to achieve the highest possible standards.

### **Students are expected to:**

- Attend all lectures

## **NCFE Uniformed Services**

- Give notice of unavoidable absence
- Complete activities and assignments in the time agreed
- Inform lecturers of any deadlines you cannot meet
- Inform lecturers of any difficulties you encounter
- Find out what you have missed if absent
- Discuss your progress with your tutor
- Ask for help, guidance and clarification
- Keep up to date and tidy course work
- While on work experience you must be a positive role model
- Use your time wisely and effectively
- Engage in the classroom
- Be enthusiastic about coming to college

### **What you can expect from us:**

- Assignments relevant to the Uniformed Services
- Assignments marked with feedback
- A range of learning experiences
- Varied and challenging work
- Support and guidance
- Professional commitment to your success
- Enrichment
- Fun

### **CODES OF CONDUCT**

A high standard of conduct is expected at all times. Students new to College must realise that self-discipline is a prerequisite for study on a College course. College functions as an adult study environment. All students must sign the relevant learner agreement if they wish to be accepted for the course.

### **STUDENT CONDITIONS**

These conditions are for all full time students on courses within the Programme Area, and are intended to give you an outline of



some of the expectations the staff have of the way we wish you to behave whilst attending College.

**Please read them carefully.**

### **1 Course Tutors**

All courses will have a Course Tutor who is responsible for all students allocated to them. You need to refer to them if you have any queries or problems with anything - they are there to manage your time at the College - helping you to gain the most out of College life, as well as to monitor your attendance and punctuality.

### **2 Attendance**

Students are expected to attend all sessions for which they are timetabled. If for any reason you are unable to attend e.g. in case of sickness, you must inform us by 10:00 either through the eNotify app (register with your college email) or the text line (07950081224).

Attendance is monitored and if you are not attending your parents will receive a phone call asking where you are. **Your attendance must be at least 90% to pass your course successfully.**

**Holidays are only permitted outside of term time. Any authorised absences must be applied for via the Principal.**

### **3 Punctuality**

Students are expected to be in the classroom on time. If for any reason you are late in arriving, then an apology and reason for lateness must be given. You will be marked absent if arriving more than 10 minutes late.

### **4 Coursework**

All courses will involve coursework, either to be completed in class time or as homework. You will be given an

assignment deadline by your subject tutor and the dates will also be available on the course google classroom. To successfully complete the qualification you need to hand your work in on time - talk to your subject tutor if you have any problems - you will be unsuccessful if you do not keep to the hand in dates.

### 5 Dress

Students will wear uniform daily as directed by the training staff in conjunction with The Royal Navy regulations for dress code.

However, the following rules need to be followed:

#### **Jewellery**

Females only, may wear one single stud earring in each ear.

#### **Make up**

Application of make-up whilst in uniform must be minimal.

#### **Hair**

Hair should be kept tidy and clean at all times. Hair longer than shoulder length must be tied back and where possible put up in a bun.

#### **Boots**

Boots must be kept in good order, cleaned and polished daily.

### 6 Classrooms

Most courses will have a Base Room, but all students will be moving to a variety of rooms whilst on their course. Students are expected to keep these rooms clean and tidy

and any materials or equipment used must be cleared up at the end of the session.

**NO FOOD OR DRINK (except water) IS TO BE CONSUMED IN THE CLASSROOMS!**

Except for medical reasons, when permission must be previously gained from the tutor.

Mobile phones are not used in class except when authorised by a staff member. A mobile deposit facility will be used for persistent offenders of unauthorised in class mobile phone use.

### **7 General**

At all times we expect our students to show courtesy and good manners to each other, other students and to staff and visitors at the College. If students do not meet these guidelines it will be reflected in the student's course report and will be reported to parents if the problem persists. The course tutor will be responsible for dealing with breaches of the guidelines, but they may refer the student to the Curriculum Manager and Head of Curriculum if necessary.

### **STUDENT REFERRAL PROCEDURE**

The Student Referral Procedure is an important element of student support. The principle behind these procedures is to support a student to take responsibility for their own learning and behaviour and to help a recovery process where an issue or difficulty has been identified. The student referral procedure should therefore be viewed as a positive process.

The purpose of these procedures is to facilitate the speedy resolution of a difficulty experienced by a student and so help prevent issues escalating into major problems where it may become too late for a recovery to be made. These procedures aid

effective communication between teaching staff, personal tutors, students and parents.

### STUDY SKILLS

How will you study?

You may find that the methods you use to study will be different from those you have used at school.

The most important skills you will require for your course are:

1. The ability to take notes
2. The ability to work independently and as part of a group
3. The ability to research and retrieve information and to present your work neatly and effectively

Another important aspect of your course - and one which you may find difficult to get to grips with is:

**MANAGING YOUR OWN TIME:** e.g. meeting deadlines, structuring your private study time.

**You need to accept responsibility for your own learning programme.**

While there is an element of formal teaching you will also be expected to take part in a wide range of activities such as:

- Independent research
- Surveys
- Simulation
- Role Play
- Projects

And using a wide variety of resources such as:

- Library and Learning Resource Centre
- Video and course books

### SOME NOTES TO HELP YOU WITH YOUR STUDY

In order to study effectively it is very important to:

**Plan your workload:** Find out what needs to be done and by when.

**Decide:** The best way of doing the work in the time and to the highest standard.

**A careful work plan should:**

- Establish your main aims
- Spread your study over the week so that you don't end up doing it all at once in a last minute panic
- Concentrate on one task at a time

**Plans can be:** A WEEKLY timetable which includes daily targets or a TERMLY timetable which should include dates when assignments and projects are due for completion

### PRIORITIES

You will need to prioritise your work.

Let us know your future plans when starting the course. If you want to go onto university then we need to know.

Decide what is important and needs doing straight away and what can be safely left until later.

### WHERE TO STUDY

This decision is important! If you find it difficult to concentrate:

- Could you be trying to work in an area that is too noisy or too quiet?
- Are you hungry?
- Are you too hot or too cold?
- Do you understand what you are studying?

All these factors affect your ability to concentrate. Always be ready to ask for help?

There are staff that are willing to help located in the LRC. I would recommend all students work from the LRC after class in order to achieve the highest possible grades.

### **ADDITIONAL SUPPORT**

If you feel you need extra support to help you achieve your learning goals, your tutor is available to help and may be able to apply for some additional learning support.

Additional support is available for:

- Literacy and Numeracy support
- Study Skills - help with portfolio building, essay writing, organising your workload
- Specialist Support for specific learning difficulties e.g. Dyslexia
- Support for physical disability or sensory impairment.

Should you require any further information or advice please speak to your tutor.

**The College will support and encourage you in every way - so good luck and work hard.**

