Welcome to Peterborough Regional College. The College prides itself on providing superb practical facilities to all our students and a strong emphasis is placed upon preparing our students for the world of work. All of our courses include practical and technical skills development as well as the underpinning knowledge to support progression into further education, higher education, apprenticeships and employment.

We offer a diverse and broad range of courses ranging from Entry Level to Level 6 programmes. These include BTEC and skill based courses, Access to Higher Education courses, HNCs, HNDs and Degrees through our University Centre Peterborough. We work with hundreds of employers across the region, delivering apprenticeships and bespoke tailored provision to suit their needs.

Our aim is to deliver high quality education and training that responds to the needs of employers and individuals. We have a strong commitment to our students, their families, our community, our employers and our regional partners. Collaboration, teamwork and excellence are at the heart of all that we do. We work hard to develop a respectful and open culture that celebrates the diversity of our city which in turn creates a caring, friendly and supportive place to learn and work.

Rachel Nicholls
Acting Principal
OUR MISSION:
Raise aspiration, realise potential and inspire success in a diverse community through high quality education and training.

OUR VALUES:

1. **Student & Employer Centred**
The College aims to achieve a high quality learning and training experience for every customer

2. **Excellence**
The College strives for excellence in everything it does

3. **Integrity**
The College will demonstrate integrity in everything it does, working with respect, openness and trust and celebrating diversity

4. **Collaboration**
The College will collaborate with partners to deliver its mission wherever this benefits learners and employers
LEARNER STUDY AGREEMENT AND CHARTER

College is a place of learning where you can achieve your aspirations, gain self-respect, make friends and develop to your full potential as an individual.

We are a socially responsible community that values, supports and respects each other regardless of race, gender, age, sexuality, disability, beliefs or religion. We promote equality of opportunity in all our activities.

We are committed to promoting your welfare at all times, keeping you safe and secure, free from harm and influences that do not uphold British and College values. All staff and volunteers share this commitment.

We aim to create a partnership between you and the College by explaining what you can expect from the College and what we expect from you.

We will actively seek your views throughout your time at College through surveys, learner forums and through your class representative. Your comments are welcomed since this will enable us to work with you to improve the quality of our service and your enjoyment of College life and your studies.

You will be provided with a range of activities and opportunities that will improve your skills and develop behaviours required for successful employment and progression to higher level learning. Many of these activities and opportunities will be in addition to your main qualification.

You will be required to complete a work placement and attend a variety of work experiences throughout your course. The aim is to improve your employability skills and expand your progression routes.
Before you start college we aim to:

• Provide you with clear information, advice and guidance about career, courses and programmes so that you can make a fully informed choice for your future

• Inform you about the college at a Welcome Event and offer you the opportunity to be shown around the college and learning facilities

• Supply details of support services available for all learners, particularly those who need additional help with the learning programmes

• Advise on course fees, payment options, financial help, bursaries and transport services

• Tell you how your chosen programme of study can lead to employment, progression onto other courses and higher education opportunities

Information is available through:

• Welcome Events and school visits
• Prospectuses
• Student Services
• College website
At enrolment you will:

• Present your qualifications for photocopying for our records including previous grades for maths and English

• Receive your college identification and lanyard. You must visibly wear your ID badge and lanyard at all times when you are on the College grounds. You must ask for permission to remove the lanyard where it would be a safety hazard (e.g. practical workshop or lab) and put it back on before leaving the workshop/lab. Failure to wear your lanyard/ID card could result in disciplinary action being taken. You are entitled to 3 temporary passes per term if you forget your ID card. If you receive more than 3 temporary cards in a term it could result in you being refused entry into PRC or UCP and your parents will be contacted. If you lose your ID card you will be charged £1 for the first new card then £5 thereafter.

• Have the opportunity to clarify any issues with finance or pastoral specialists in the college

• Identify any undisclosed learning support needs to us

At induction you will:

• Attend the Principal’s Welcome speech

• Meet the teaching team, discuss course expectations and receive a copy of your timetable

• Receive support in finding a work placement as part of your Study Programme

• Participate in induction events which are designed to help you understand your programme of study, opportunity to attend Freshers’ Fayre, set individualised learning goals and identify your starting points

• Review a copy of the Learner Charter and Study Agreement. You will receive a copy of the Learner Code of Practice and Expectations for you to sign

• Learn how to access our e learning platforms
As a learner you can expect the college to ensure you:

- Receive your timetable which is confirmed by your tutor and that you understand the need to attend all timetabled sessions inclusive of maths and English
- Have access to tutorial and Progress Reviews to explore themes to extend your skills and knowledge relating to careers, personal, social, employability and wider citizenship
- Receive impartial advice and guidance on opportunities for progression to employment and further study or higher education
- Receive additional Learning Support to remove barriers to learning
- Express your views through learner surveys
- Are provided with regular feedback on your progress and set individualised targets to achieve your goals
- Undertake qualifications in maths and English at the appropriate level
- Understand our expectations for you to behave in an appropriate manner, be punctual for sessions and attend all classes
- Experience high quality teaching, learning and assessment opportunities from well qualified staff
- Receive information, advice and guidance to support your wellbeing
- Receive support in gaining at least 30 hours work experience/ placement
- Receive advice on what to do if things go wrong. If you have a compliment, concern or complaint or are unhappy with any aspect of our services you have the right to make this known. First talk to your tutor who will try to resolve the complaint. If you are still unsatisfied, make a formal complaint in writing to the Principal; leaflets are available from Reception

Data Protection
The College takes its responsibilities regarding the protection of personal privacy seriously. The information we collect and hold as a result of your application, enrolment and progress through the course will be processed and used in accordance with Data Protection Legislation.

A copy of our Data Protection policy is available from reception.
As a learner we would expect you to be:

Respectful
Ready
Safe

Please observe all College rules and requirements as set out in the Learner Code of Practice and Expectations document.