Guide for Parents and Carers 2020/2021
Helping our learners to achieve more.

Think MORE. Learn MORE. Be MORE.
Welcome

Welcome to Pembrokeshire College. As the county’s largest provider of post-16 education we pride ourselves on providing a unique set of facilities aimed at equipping our learners with the skills they will need either for further study or future employment.

We feel privileged that your son or daughter has chosen to continue their education with us. Whilst the transition to a new environment can be daunting, please be reassured that we have an excellent support system in place to help ensure that your son or daughter is able to achieve their full potential whilst studying with us.

Learners will study in our state of the art facilities, taught by an expert team of qualified teaching staff many of whom also have years of industry experience. A personal tutor will ensure that they stay on track and regular updates ensure that you are kept in the loop.

In this guide is information that we hope you will find useful as your son or daughter settles into College life. If you have any queries or concerns, please do not hesitate to contact us.

Dr Barry Walters, Principal
We’re in a different class...

Each year over 13,000 learners study on more than 500 courses. Our qualified, industry experienced, lecturers teach in state-of-the-art facilities with award-winning learner support available to all our learners.

OUR MISSION:

To inspire excellence, empower individuals and develop the future workforce.

To achieve this we:
- give our best to all learners who have chosen to work with us in pursuit of their chosen career;
- provide an environment where safeguarding and learner wellbeing are at the heart of the learning experience;
- work with parents/carers to make a positive contribution to the learning and lives of our learners;
- engage positively with our learners to make progress and help them achieve individual goals; and
- use a range of innovative teaching strategies to give learners the best possible opportunities to learn.

In 2018/19

200+ learners secured a place at university
50+ learners picked up awards in local, regional and national competitions
15 learners represented Wales/Welsh Colleges in sport
Our learning programmes

Our learning programmes are made up of a main qualification, such as health or motor vehicle, plus smaller qualifications which need to be studied alongside the main qualification and may include literacy and numeracy or the Welsh Baccalaureate.

Below are some of the main types of qualifications that we offer.

Entry Level: Engagement & Traineeships - These pre-entry and entry level programmes are designed for young people with few, or no, GCSEs, who are unsure of their next step after leaving school.

Levels 1-3: Further Education (FE) - FE programmes range from Entry Level 1 through to Level 3 and include A-levels and Extended Diplomas. Many programmes include Directed Study sessions and a work experience element.

Level 2-3: Apprenticeships - These programmes require the learner to be employed. The learner will typically spend one or two days per week in College with the remainder being spent with the employer.

Levels 4-7: Higher Education (HE) - Delivered in association with the local universities, these programmes allow learners to progress to study for a degree level qualification without needing to move away to university.

Right learner | Right course | Right result

Apply to College
All learners need to complete an application form online via the College website: pembrokeshire.ac.uk

Attend an Interview
Before we can offer a place on a course all learners will be invited to an interview. This is aimed at making sure we place learners on the right course for their ability and future ambitions.

Attend on Enrolment Day
To secure their place learners must attend an enrolment day in late August. Here they will meet other learners and prepare for starting College in September.

Induction Period
During the first six weeks of term all learners are monitored closely to make sure that they are on the right programme at the right level.
Our learning and teaching staff

We pride ourselves on offering learners the very best learning, teaching and guidance. All our lecturers are qualified with many years of experience in teaching at post-16 level.

» UK ‘Lecturer of the Year’ Gold Plato Winner
» Five Welsh ‘Teacher of the Year’ Finalists*
» Two UK ‘Teacher of the Year’ Silver Award Winners**
» TES Award for ‘Innovation in Teaching & Learning’
» Six lecturers with PhDs (Doctorates)
» Published authors
» Practising actors, designers, engineers, artists and chefs
» Medal winning athletes
» Recognised industry professionals

*ColegauCymru Awards 2010-2015  **Pearson Awards 2015 & 2016

Useful Numbers

Main Reception: 01437 753 000
Absence Line: 01437 753 199
Admissions: 0800 9 776 788
Safeguarding: 01437 753 186
Learner Finance: 01437 753 134
Learner Support: 01437 753 304

"The many and very well integrated facets of support offered to learners are outstanding, with the result that most learners who receive support go on to gain their main qualification.”

Estyn, 2017
Access to specialist support

As part of our commitment to ensuring that all our learners are able to get the most out of their time studying at the College, they have access to an extensive team of professional, experienced and committed learning support and wellbeing staff as well as a Learning Support Manager who ensures effective transition for our learners with additional learning needs.

Academic support:

**Specialist Examination Assessor**
A Specialist Examination Assessor provides a diagnostic assessment for exam arrangements, and assessing reasonable adjustments in accordance with the Equality Act 2010 e.g. use of a laptop, scribe or reader, extra time or access to a separate room to sit exams.

**Skills Support Advisors**
The Skills Support Advisors provide support for learners undertaking GCSEs and Essential Skills. They can provide assignment support, proof reading etc.

**Learning Support Assistants (LSAs)**
LSAs provide classroom, workshop and drop-in support on a one-to-one and group basis. The support varies from assisting teaching staff with classroom management to supporting individual learners needs, including literacy and numeracy. The LSAs also provide personal support to assist in day-to-day activities such as mobility, medical needs, feeding and personal care.

**Communication Support Workers (CSWs)**
CSWs provide classroom and workshop support on a one-to-one basis for learners who are deaf or hearing impaired. They provide signing and adapted materials and resources.

**The Directed Study Team**
Directed Study sessions are supported by a team of e-Learning Designers who create exciting online resources and a team of Educational Support Workers who provide a safe learning and development environment. Both teams recognise young people as partners in the learning process and are passionate about the value of gaining independent study skills and personal development.

**Learning Coaches**
Learners have access to a Learning Coach who can aid their academic transition from school to College and provide academic support for assignments, exam preparation, organisation, etc.

**Special Transport**
Special transport arrangements are available, please contact the Learning Support Manager: 01437 753 304.
Pastoral support:

**Careers**
Our friendly and supportive Guidance team provide impartial careers advice to all learners. This service is available for up to three years after the learner has left College.

**Safeguarding, Wellbeing & Disciplinary Officer**
The College takes the safeguarding of all its learners seriously and has a Designated Senior Lead for Safeguarding and Wellbeing. We expect 100% attendance from our learners. The Disciplinary Officer works with learners to improve their attendance and progression on their programme. Any absenteeism should be reported by 9:30am on **01437 753 199** or emailing: absence@pembrokeshire.ac.uk

**Work Placement Officer**
All learners have the opportunity to attend work experience placements organised by the College.

**College Nurse**
The College Nurse is trained in all aspects of school and paediatric nursing.

**Youth Worker**
Our Youth Worker is on hand to help signpost learners who are having difficulties with any aspect of their studies or life in general.

**UCAS**
The College is a part of the Pembrokeshire and Carmarthenshire SEREN Hub. All students have access to expert UCAS guidance and support.

**Counsellor**
College Counsellors provide one-to-one, group and online counselling. The College Counsellors are Assist trained.

**Cynnydd Team**
The Cynnydd team of mentors provide one-to-one support, pastoral care and advice to learners aged 16-24, who are experiencing difficulties or barriers which are preventing them from achieving their full potential.

**Finance Advisor**
Our Finance Advisor provides learners with guidance on applying for an Educational Maintenance Allowance (EMA) which helps learners with the costs of studying in College or accessing the Financial Contingency Fund (FCF) which can help learners with a contribution towards essential course costs such as books, equipment or uniform. Both awards are means-tested.
Keeping learners on track

In addition to our extensive support services, learners also benefit from the following to help keep them on track and ensure that they reach their full potential and are able to progress along their chosen path.

Tutorials
Personal tutors are assigned to each learner and they ensure that all learners receive a consistent and appropriate level of support, advice and guidance. This can be in group sessions or on an individual basis. All learners agree to 100% attendance and sign a Learner Agreement at the outset of their course which includes expectations on learner behaviour.

Topics covered in the tutorial programme include: safeguarding, health and wellbeing, equality and diversity, money skills and study skills. Topics are delivered online or by specialist staff and guest lecturers as part of the tutorial programme.

Attendance is monitored electronically at every lesson and any unauthorised absences are followed up immediately. A strong but supportive Learner Disciplinary Policy is in place to ensure that learners keep to the terms of the Learner Agreement.

Learner Profile
The progress of learners is monitored through an online system called the Learner Profile which allows a learner’s progress, attendance, behaviour etc. to be monitored and followed-up in ‘real time’.

Learners are set learning targets through individual tutorials which are recorded on the Learner Profile and are monitored through the tutorial process.

Independent Learning
Learners have online access to their Learner Profile along with course materials and assignments through Moodle. Learners are able to log in at home to access their work.

Learner Progress
Parents/Carers Evenings are held during the academic year where the progress of learners can be discussed. Parents/Carers are also able to access the Learner Profile through the Parent Portal.

Equality & Diversity
We embrace all aspects of equality and diversity in all of our services and provision.
Learners are encouraged to have an appreciation of Welsh language and culture. Learners who have previously completed any learning through the medium of Welsh will be encouraged and supported to maintain and develop those skills. All learners can access tutorials, essential skills and aspects of their course through the medium of Welsh if they wish to do so.

**Welsh Language**

**Monitoring Progress**

Each learner has an online Learner Profile. This live data stream from personal and subject tutors provides information on learner progress. Both the learner and parent/carer have access to the Learner Profile giving you access to monitor your son/daughter’s progress at any time. You can access this record using the Parent Portal. To find out more contact the Quality, Learning and Teaching Manager on 01437 753 220.
Innovative Teaching

At Pembrokeshire College we engage our learners using a range of different methods, all aimed at getting the best from them whilst equipping them for further study at university or employment.

**Digital Learning**
Learners are encouraged to bring their own device to fully engage with their learning. Our virtual learning environment, Moodle, enables learners to access learning resources from anywhere with WiFi access.

Wherever possible, learners are encouraged to work electronically, to achieve high levels of digital literacy and become independent thinkers able to cope with the rapidly changing world of work.

**Directed Study**
Directed Study is one of our key strategies for encouraging learners to take charge and personal responsibility of their own learning; an essential skill for further study and employment.

Directed Study sessions are planned by teaching teams and are therefore a vital part of learning programmes. The Directed Study Team supervise the sessions and support and encourage learners to explore their capacity for growth and development.

**Skills Development**
We prioritise the development of core literacy and numeracy skills assisted by access to the Wales Essential Skills Toolkit (WEST). We encourage an empathy with the issues that will enable young people to become ethical citizens. Skills based qualifications are hosted in first class workshops and studio facilities.

**Skills Competitions**
We encourage learners across all subject areas to take part in skills competitions to build their confidence, showcase their skills and enhance their future CVs and university applications. Each year more than 50 learners pick up medals in local, regional and national skills competitions.
Destination Programmes

At Pembrokeshire College our Destination Programmes have been established to give learners access to guest speakers, specialist resources and a whole host of extra-curricula activities to prepare them for employment in their chosen field.

Destinations
Our two-year “Destination” programmes have been introduced to inspire, excite and challenge our learners to explore and experience employment and university opportunities related to their main course of study. The programmes have been designed in collaboration with local employers, the learners themselves and also universities to offer masterclasses, visits and exciting work placements in year one that our young people may not normally consider.

Year 2 focuses on the Extended Project, which is a qualification aimed at enabling learners to develop independence in a range of skills and depth of knowledge that will be of great benefit to them in higher education or employment.

Current Destination Programmes:
Destination: NHS
Destination: Marine Engineering
Destination: Tourism
Destination: Animal Care
Destination: Construction

Coming Soon...
Destination: Blue Planet
Destination: Hospitality
Destination: Food

“I am really enjoying the Destination: Tourism course and all that it has to offer, especially when we have local Welsh entrepreneurs come in to speak to us. Their stories of how they came into business and the progress they have made is really interesting and it also offers a perfect opportunity for networking with local businesses. I intend on using resources and information gathered on this course to one day start up multiple businesses of my own.”
Tai Jackson, current student
We offer five scholarships worth £500 to learners who have achieved excellent GCSE grades and are looking to pursue A-level subjects at College. To find out more about A-level scholarships or SEREN activities, contact Maxine Thomas on 01437 753 245 or email: ma.thomas@pembrokeshire.ac.uk

Disglair & Disglair+

Disglair is our scheme to ensure that every learner gets a chance to develop their skills to their highest potential. Learners will benefit from a combination of tasks in the classroom, competitions and extra-curricular activities to encourage and inspire them.

Disglair+ works with learners who show a particular talent or aptitude be it musical, performance, enterprise or work-related, to support and nurture their aspirations and give them an opportunity to develop these skills.

“College bridges the gap between school and going to university. It feels like we are on an equal level with the lecturers at College as we are on first name terms.
Abigail Buxton, former A-level student.

A-level Scholarships

We offer five scholarships worth £500 to learners who have achieved excellent GCSE grades and are looking to pursue A-level subjects at College. To find out more about A-level scholarships or SEREN activities, contact Maxine Thomas on 01437 753 245 or email: ma.thomas@pembrokeshire.ac.uk
SEREN

SEREN is a network of regional hubs designed to support Wales’ brightest students to achieve their academic potential and gain access to leading universities. Pembrokeshire College SEREN learners are members of the Pembrokeshire and Carmarthenshire SEREN Hub. Maxine Thomas, Co-Chair of the UCAS Standing Group for Wales, is the College lead for SEREN activity and UCAS applications.

Learners can benefit from:
» mentoring by external specialists for Oxbridge and Medical school programmes
» mock interviews with internal specialists and external consultants
» support to attend Vet Med & Medlink conferences
» attendance at the Liberty Stadium events for all potential Russell Group applicants
» aspirational target setting to enable development and progression
» access to Villiers Park courses
» expert UCAS advice
» an opportunity to follow SEREN Open University courses.

“The College provides many opportunities for learners, including more able and talented learners, to obtain additional qualifications and skills relevant to their main qualifications.”

Estyn, 2017
Employment Bureau

Employers are looking for more than just qualifications. They want individuals who can work as part of a team, have great communication skills, are enthusiastic, have a positive attitude and are willing to learn new skills.

Work placements are built into many of our courses and are a great opportunity for learners to showcase their skills to local employers.

All learners are also able to access the Employment Bureau where the friendly staff will help them to create a CV and search for job vacancies as well as helping them to prepare for interviews.

120 LEARNERS GAINED EMPLOYMENT THROUGH THE EMPLOYMENT BUREAU DURING 2017/18

Learner Voice

96% of learners rated their overall experience as positive

96% of learners said that they were enjoying their course

94% of learners said they knew who to go to for help/guidance

The College uses learners’ views and feedback well to drive improvements in key areas such as teaching, learning and College facilities.

Estyn, 2017
Our Partnership with You

Through years of experience we know that learners achieve the best outcomes when there is a genuine partnership between the learner, the College and the parent/carer.

Through parents evenings, alongside regular use of the Learner Profile, we aim to keep you informed of your son or daughter’s progress whilst at College.

Our learner support arrangements are some of the best in the sector. We pride ourselves on being able to offer our learners the additional support they need to not only successfully complete their course but to also enjoy their time at the College.

To cement our partnership we ask that, once your son or daughter enrols at the College, you complete and return the learner/parent agreement prior to the start of the programme.

We look forward to working alongside you to help support our learners achieve their goals.

Getting to College

On the first day of term you don’t need to worry about your son/daughter having a bus pass to access the extensive network of buses travelling to the College. For the first few weeks of each new academic year learners will be able to get on College buses without a bus pass whilst they wait for their pass to be issued.

Learners requiring specialist transport should contact Learning Support on: 01437 753 304.