



COLEG Sir Benfro
Pembrokeshire COLLEGE

Guide for Parents and Carers

2024/25

Non-discrimination Statement

Pembrokeshire College is committed to creating and sustaining an inclusive environment for all members of the College Community.

The College has a zero-tolerance approach to anyone who has committed, authorised, or condoned (i.e. witnessed but not challenged) any act of discrimination, harassment or victimisation on the grounds of age, disability, race, religion or belief, sex, gender reassignment, marriage, civil partnership, pregnancy, adoption, paternity or maternity.

This brochure is available in Welsh - Mae'r llyfryn hwn ar gael yn Gymraeg

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Welcome

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

We feel privileged that your child 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 child 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, or pastoral coach, 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 child settles into College life. If you have any queries or concerns, please do not hesitate to contact us.

Dr Barry Walters,
Principal

Our Mission

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

Our Learning Programmes

We are pleased to be able to offer over 100 full-time courses to school leavers ranging from entry level through to level 3.

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, the Advanced Skills Baccalaureate Wales (ASBW), the Extended Project Qualification (EPQ) or a Destination programme.

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

Entry Level: Engagement & Traineeships (JGW+) - These programmes are designed for young people with few, or no, GCSEs, who are unsure of their next step after leaving school.

Life Skills Academy - These pre-entry and entry level programmes are for learners with a broad range of needs and ability. Some learners will have moderate to severe learning difficulties,

some may not have learning difficulties but do not have the skills levels required for entry on to a mainstream programme and some may have experienced challenges during their time in school for a variety of social, health or personal reasons.

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 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.

The Application Process

The application process is online but our Admissions Team are always on-hand to provide support if needed.

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

Attend an Information Event: Before we can offer a place on a course, all learners will be invited to attend an information event - this could be either face-to-face or online. This session is aimed at making sure we place learners on the right course for their ability and future ambitions.

Upload Results: Where a learner's place is dependent upon their GCSE grades, they must upload their results to their OnTrack account. Learners will be sent details of how to do this.

Attend on Induction Day: It is important that learners attend their Induction Day to meet other learners, find out their timetable and prepare for starting College.

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.

Transition Support

During Year 11, learners will have access to a wide range of transition support to prepare them for the move to College. Transition activities could include: one-to-one guidance, College tours and tasters. Applicants with Additional Learning Needs (ALN) who apply to the Life Skills Academy will be invited to link days. We will attend school annual IDP reviews where appropriate and we have a dedicated Transition Team to support all our learners with ALN, learning difficulties or disabilities, with individual visits and taster events.

Academic Support

Learners have access to an extensive team of professional, experienced and committed support staff.

Retention Officers

Each faculty has a Retention Officer who will support learners following an absence. They will signpost learners to wider services to help them catch up with work and to get further support.

Pastoral Coaches

Each of the College faculties has a pastoral coach who provides well-being support for learners in addition to their personal tutors.

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.

Communication Support Workers (CSWs)

CSWs provide classroom and workshop support on a one-to-one basis for learners who are hearing impaired. They provide signing and adapted materials and resources.

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)

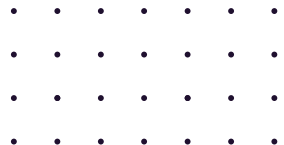
LSAs provide classroom, workshop and drop-in support on a one-to-one and shared basis. They support individual learners' needs, including literacy and numeracy. The LSAs also provide personal care support to assist in day-to-day activities such as mobility, medical needs, feeding and personal care.

Special Transport

Special transport arrangements are available subject to meeting the criteria. Please contact the Inclusion Services Manager: 01437 753 304 or email: learningsupport@pembrokeshire.ac.uk.

Specialist Examination Assessor

A Specialist Examination Assessor provides a diagnostic assessment for exam arrangements, for example, use of a laptop, scribe or reader, extra time or access to a smaller room to sit exams.



Pastoral Support

The well-being of our learners is just as important as their academic success.

We aim to provide the 'Right Help' at the 'Right Time' from universal support through to safeguarding.

Counsellor

College counsellors provide one-to-one, group and online counselling. The College counsellors are ASIST (applied suicide intervention skills) trained.

Finance Advisor

We can assist learners in applying for an **Educational Maintenance Allowance (EMA)**, to help with the costs of studying, or accessing the **Financial Contingency Fund (FCF)** which can help with a contribution towards essential course costs such as books, equipment or uniform. Both awards are means-tested.

Health and Well-being Officer for Learners

To support learners on a one-to-one and group basis with any well-being matters/activities.

Health Care Assistant

There is a College Health Care Assistant to support learners with any health related issues which may impact on their studies and to support parents and learners to complete individual Health Care Plans.

Safeguarding, Well-being & Disciplinary Officers

We are an Encompass Endeavour College and take the safeguarding of all our learners very seriously. We expect 100% attendance and have Behaviour/Retention Officers who work with learners to improve their attendance and progression on their programme. Any absenteeism should be reported by 9:30am on: 01437 753 199 or by emailing: absence@pembrokeshire.ac.uk

UCAS

All students have access to expert UCAS guidance and support.

Employment and Enterprise Bureau

All learners have access to the Employment and Enterprise Bureau for support with work placements, applying for jobs and starting their own business.

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. Learners can also be supported by the outreach youth service.

Additional Learning Provision (ALP)

The College provides a range of ALP for learners who have Additional Learning Needs (ALN), learning difficulties and disabilities.

What we Offer

Support can include: one-to-one LSA support, personal care, shared LSA support, or reading intervention. For further information, please contact: learningsupport@pembrokeshire.ac.uk

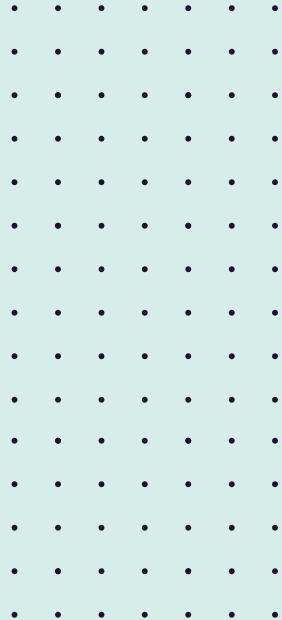
Inclusion Services Manager

Our Inclusion Services Manager will provide one-to-one advice and support for learners who need reasonable adjustments or access arrangements.

They also support all aspects of Equality, Diversity and Inclusion and can provide advice for learners who have one or more protected characteristics for example, transgender, race, gender, age or religion, etc.

Emotional Literacy Support Assistants (ELSAs)

Our ELSAs provide learners with ALN, learning difficulties, or disabilities, one-to-one support to help them develop their emotional resilience.



Innovative Teaching

At 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 or employment.

Digital Learning

Learners are encouraged to bring their own device to fully engage with their learning. Our virtual learning environment, 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.

Digital Resources

The use of digital resources 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. Digital resources could include activities within a teaching session, an independent online session or homework, all of which are planned by teaching teams and are therefore a vital part of learning programmes.

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.

Assistive Technology

The College provides a wide range of devices and software to improve the learning experience of learners for example, speech to text software, reader pens, laptops with word 365, magnifiers, etc. For further information, please email: learningsupport@pembrokeshire.ac.uk

Keeping Learners on Track

In addition to our extensive pastoral support services, learners also benefit from help to keep them on track and ensure that they reach their full potential.

Tutorials

Personal Tutors or Pastoral Coaches 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 as set out in our code of conduct.

Topics covered in the tutorial programme include: safeguarding, health and well-being, 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 Positive Behaviour Policy is in place to ensure that learners keep to the terms of the Learner Agreement.

Equality, Diversity and Inclusion

We embrace all aspects of equality and diversity in all of our services and provision.

Independent Learning

Learners have online access to a virtual learning environment along with course materials and assignments through the Student Portal. Learners are able to log in at home to access their work.

Markbook and Individual Learning Plans (ILPs)

The progress of learners is monitored through an online system called Markbook and ILP which allows a learner's progress, attendance, positive behaviour and areas of concern etc. to be monitored and followed-up in 'real time'. Learners are set learning targets through individual tutorials which are recorded on the ILP and are monitored through the tutorial process.

Learner Progress

Parents/Carers Evenings are held during the academic year where the progress of learners can be discussed. Parents/Carers are encouraged to take an interest in the learner's progress on their course and review and discuss it together on a regular basis.

SEREN

Supporting Wales' brightest students.

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, Carmarthenshire, and Ceredigion SEREN Hub. Maxine Thomas, is the SEREN and Sutton Trust College Executive Lead.

Learners can benefit from:

- » mentoring by internal/external specialists for Oxbridge and Medical school programmes as well as for Russell Group/Sutton Trust 13/30 Universities
- » mock interviews with internal specialists and external consultants
- » support to attend Vet Med & Medlink conferences
- » aspirational target setting to enable development and progression
- » expert UCAS advice
- » attendance at summer schools
- » SEREN programme activities
- » personal development activities
- » an opportunity to follow SEREN Academy courses.

To find out more about SEREN activities, email:
ma.thomas@pembrokeshire.ac.uk or
alevels@pembrokeshire.ac.uk

Our Partnership with You

We achieve the best results when we work together.

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

We are committed to ensuring a smooth transition of all learners into the College's learning environment and their educational programme.

The College website includes key information relating to College transition activities, well-being support, learning support, exam access arrangements, safeguarding, learner finance and transport arrangements.

We work closely with the school, parents/carers and support agencies, to ensure that we have the correct information about how best to support learners during their transition to College and to ensure that they are on the right programme.

Keeping you Informed

Through parents/carers evenings, alongside regular use of the Individual Learning Plans (ILPs), we aim to keep you informed of your or child's progress whilst at College.

Support Arrangements

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

Learner Agreement

To cement our partnership we ask that, once your child enrolls at the College, you make yourself aware of the Learner Agreement on the website, prior to the start of term.

Help us to Improve

As you can see from the information here, there are clear transition processes in place. However, as a College, we are always open to suggestions for improvements to improve our communication and will always welcome feedback from you and your child on how we have managed their transition to us.

Some Useful Information

Getting to College: On the first day of term you don't need to worry about your child 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 assistive transport should contact Learning Support on: **01437 753 304**.

Welsh Language: 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.

Useful Numbers:

Main Reception: 01437 753 000
Absence Line: 01437 753 199
Admissions: 0800 9 776 788
Safeguarding: 01437 753 186 / 07813 546 695 / 07989 430 703
or email: safe@pembrokeshire.ac.uk
Learner Finance: 01437 753 134
Learner Support: 01437 753 304



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Get in touch...



@PembsCollege



pembscollege



@pembscollege



info@pembrokeshire.ac.uk



01437 753 000



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