



COLEG Sir Benfro  
Pembroke COLLEGE

# Guide for Parents, Carers and Guardians

2022/23



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# 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

## 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 and above.**

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.

**Independent Living Skills** - These programmes are designed for students who may have followed a School Action Plus programme or an Alternative Curriculum, or perhaps attended some additional support sessions, had LSA support in classes, or attended a SEN 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 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.

# The Application Process

**The application process is now 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](http://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's 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: 1-1 guidance, College tours and tasters. Applicants with Additional Learning Needs will be invited to link days and we will attend school annual reviews where appropriate. We have a dedicated Transition Team to support all our learners with ALN.

# Academic Support

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

## 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.

## 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.

## 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.

## Skills Support Advisors

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

## Special Transport

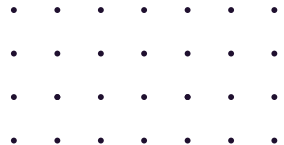
Special transport arrangements are available, please contact the Learning Support Manager: 01437 753 304.

## 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.

## The Pastoral Coach Team

All the College Faculties have a pastoral coach who is there to provide well-being support for learners in addition to their personal tutors.





# Pastoral Support

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

## Careers

Our Guidance team provide impartial careers advice to all learners.

## Counsellor

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

## Cynnydd Team

The Cynnydd team provide 1-1 support, pastoral care and advice to learners aged 16-24, who are experiencing difficulties or barriers which are preventing them from achieving their potential.

## Finance Advisor

We 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 Co-ordinator 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 Health Care Plans.

## Safeguarding, Well-being & Discipline

We are an Encompass College and take the safeguarding of all our learners seriously. We expect 100% attendance and have a Disciplinary Officer who 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 by emailing: [absence@pembrokeshire.ac.uk](mailto:absence@pembrokeshire.ac.uk)

## UCAS

All students have access to expert UCAS guidance and support.

## Work Placement Officer

All learners have the opportunity to attend work experience placements organised by the College.

## 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.

# 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 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 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 Learner Disciplinary Policy is in place to ensure that learners keep to the terms of the Learner Agreement.

## **Equality & Diversity**

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

## **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 Profile**

The progress of learners is monitored through an online system called the Learner Profile 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 Learner Profile 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 also encouraged to take an interest and request the learner shows them the Learner Profile, and review and discuss it together on a regular basis.

# 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.

## 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 a 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

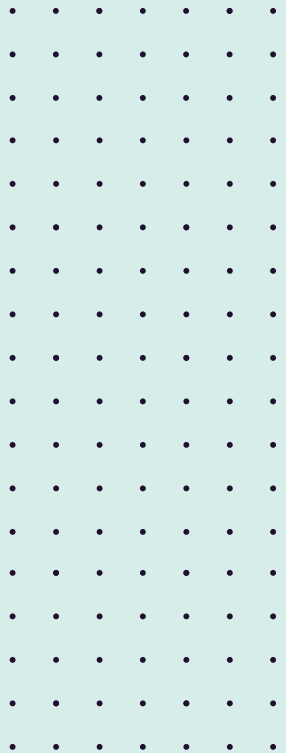
We encourage learners across all subject areas to take part in skills competitions to build their confidence, showcase their skills and enhance their future CVs and university applications. Each year more than 50 learners pick up medals in local, regional and national skills competitions.

# Stretch & Challenge

**We offer scholarships worth £500 to learners who have achieved excellent GCSE grades and are looking to pursue A-level subjects at College.**

Our Learning and Teaching teams 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 stretch, challenge, encourage and inspire them.

Our More Able and Talented programme supports 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.



**To find out more about A-level scholarships or SEREN activities, email: [ma.thomas@pembrokeshire.ac.uk](mailto:ma.thomas@pembrokeshire.ac.uk)**

# 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 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 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
- » 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.

To find out more about A-level scholarships or SEREN activities, email: [ma.thomas@pembrokeshire.ac.uk](mailto:ma.thomas@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 the parent/carer.

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

A Transition Hub on the College website includes key information relating to College transition activities, Wellbeing Support, Learning Support, Exam Access Arrangements, Learner Finance and transport arrangements.

We work closely with the school and parents/ carers 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. This includes sharing key information through a Transition to College reference which has been designed in conjunction with Pembrokeshire Secondary Schools. This reference will provide your child, the school and the College with information relating to current performance, attendance and any other key details of which the school wishes to make the College aware.

### **Keeping you Informed**

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.

### **Support Arrangements**

Our learner 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 son or daughter 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 son or daughter 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 son/daughter having a bus pass to access the extensive network of buses traveling 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 or email:  
[safe@pembrokeshire.ac.uk](mailto:safe@pembrokeshire.ac.uk)  
Learner Finance: 01437 753 134  
Learner Support: 01437 753 304



COLEG Sir Benfro  
Pembroke College



## Get in touch...



@PembsCollege



pembscollege



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