

North Kent College Campus Contract

Congratulations on becoming a member of North Kent College

While you are here you will have the opportunity to experience learning which is as close to a professional working environment as we can possibly make it. We are here to support you in becoming a well-trained, career-ready professional. You expect a lot from us, and we expect great things from you. We wish you much success!

It's important that you understand this contract, which is designed to ensure our Campus is a safe and happy place to learn your trade, develop as a person and one where you are able to enjoy, thrive and succeed and where we expect high standards of behaviour, attendance and application.

Professional Working Practice - what we expect from you:

Be on Time!

There are no excuses for lateness. It's your job to get yourself in and ready by the time your lesson/workshop starts. Plan your journey ahead and allow yourself extra time to travel. If you are late, you must call the relevant member of staff to inform them. You may not be permitted to enter a lesson after 15 minutes from the start.

Sick or Absent or Appointments

You need to call the College before 9:30am to speak to the relevant person. Telling a friend to tell a lecturer is not acceptable. Good employability skills include taking responsibility for notification of absence. If there are appointments or regular meetings you need to attend, please talk to your Personal Tutor and share evidence of appointments (i.e. letters)

Holidays

Holidays CANNOT be taken in term time. This can have a serious impact on your training and assessments. Please see our website for the term dates. Missing exams and poor attendance may jeopardise your progression place the following year.

Professional Conduct

Looking after yourself and your workshops

- Phones are not permitted out in lessons (unless directed by your lecturer for the purposes of learning). These need to be away in your bags. If your phone is seen, you will be asked to leave the lesson.
- Earpods, headphones and hats are not to be worn inside lessons.

Campus Behaviour

- Language in lessons/workshops and around the main college needs to be professional. There are guests, lecturers and employers who visit, and we want their first impression to be a positive one. Our reputation is important in the community.
- Speak in a respectful, courteous way always; this means we do not expect to hear swearing. Thank you for not chewing gum, smoking only within the designated area and eating only in the food dining areas or outside on a picnic bench/grass. We all appreciate a clear and tidy campus so thank you for using the bins for all your rubbish and we are keen for you to help us to recycle.
- Drinking water is allowed in learning spaces.
- Remember to wear your appropriate uniform or PPE for whatever activity you are doing.

Respect

For each other - You have a responsibility to everyone on your Campus. This is a safe environment, where people from all backgrounds, cultures, religions, gender and sexual orientation should feel respected and supported.

For yourself - That means by taking care of yourself when practicing your developing skills within a workshop and using industry related equipment. Keep healthy and clean; if you look the part, you will act the part.

What we expect from you

Reputation is important. A good reputation makes for good references and progression on to higher level courses. Lecturers talk to each other and will make important decisions based on what they know and hear about you. Maintaining your place at College is crucial, so the following are some of the reasons why some learners each year are withdrawn early from their course. Please don't be one of them:

- Persistent absence – it is up to you to be here.
- Repeated lateness - you may not be allowed to enter sessions over 15 minutes late. If you care, be there.
- Lack of work – failure to submit work and assessments on time and of a suitable standard.
- Disruption to the work of others – this is not a school. We expect you to take greater responsibility for your actions and application in our college environment.
- Failure to attend English & Maths lessons weekly – these lessons are as vital as your vocational ones.
- Rudeness or poor behaviour to any member of the College community. This includes swearing, fighting, bullying or inappropriate online actions through social media or messaging.

The College Name & Outside Projects

College Name - Our name is important to us and it will become very important to you. You need to be aware that use of your college name on the Net or on social media is seen by everyone and we expect it to be used with care and respect. Anything you upload publicly must have the express permission of all parties. Outside Projects - there may be opportunities to attend workshops, conferences, other colleges and other activities which take place off-site; get there on time and behave professionally when there.

Coursework & Assessment

Plagiarism - Your work will require independent research. Copying from the internet violates copyright laws and will be classed as plagiarism unless fully annotated and credited through referencing. You must make your work your own, as copying is cheating.

Maths & English - as part of your development

Government legislation states that anyone aged 16, 17 and 18 (or over 18 with an EHCP) attending a course in any subject at school or college must achieve GCSE English and maths at Grade 4 or above. If you have not achieved GCSE English or maths or both at a Grade 4, you will have these lessons timetabled (each for 2 hours) as part of your course. This will either be GCSE or Functional Skills lessons. These lessons are compulsory and failure to attend these classes will result in disciplinary action and possible withdrawal from college. Having an English and maths qualification will support your success and employability in the future, no matter what career path you take.

Equality & Diversity

We believe that all individuals training with us should have the opportunity to maximise their full potential. We must all be committed to protecting everyone's human rights, their dignity, equality, diversity, social inclusion and social justice. We oppose discrimination in any form, including inappropriate conduct, bullying, cyber-bullying, harassment and discrimination.

Miscellaneous

Consent - By signing the declaration, you are consenting to your image being used in our media or promotional materials. Should you wish to opt out of this, please email your Curriculum Administrator (see number below)

Keeping your belongings safe – Label your equipment clearly so that if you leave it somewhere, it can be returned to you. We cannot accept responsibility for equipment lost or stolen.

Lockers – There are a limited number of lockers on site that you may be available for the year.

Useful Numbers

Main College Switchboard: (Dartford, Gravesend & Tonbridge) T: 01322 629400

Student Finance: (Dartford & Gravesend & Tonbridge) T: 01322 629428

Jenny Greener: Gravesend Campus
T: 01322 629721 E: jennygreener@northkent.ac.uk

(Sport, Care, Health, Public Services, Travel & Tourism and Computing Dartford, Gravesend & Tonbridge Campus)
T: 01322 629409

Teresa Rees-Boughton: Dartford Campus
T: 01322 629472 E: teresareesboughton@northkent.ac.uk



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