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# ADDYSG UWCH

Grŵp o  
Golegau

**NPTC**

Group of  
Colleges

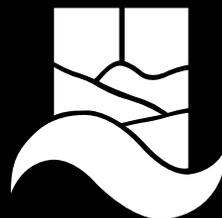
# HIGHER EDUCATION

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Information Pack  
for Applicants

**2017/18**



GRŴP COLEGAU

**NPTC**

GROUP OF COLLEGES



# WELCOME

I am delighted that you have chosen to apply for a Higher Education programme at NPTC Group of Colleges.

The College has around 700 students following Higher Education programmes. Through our partnerships with Swansea University (SU), the University of South Wales (USW), University of Wales Trinity St David (UWTSD), and Wrexham Glyndŵr University (WGU) we have over 30 university level programmes across a broad range of subjects including health, business and engineering to name a few.

All of our Higher Education programmes have been designed with your employment and future careers in mind and we strive to give our graduates the best experience and knowledge to equip them for the working world.

We are very proud of the quality of our courses and the staff who teach them. We are confident that the College can offer you a high quality, local and affordable higher education experience.

## Why Study for a Degree at NPTC Group of Colleges?

- **Local**  
You won't need to move away from home to study making it easier to fit in with your work and family life.
- **Affordable**  
Less travel costs and no need to move away from home. This can keep your living costs down to a manageable level.
- **Flexible**  
Our Higher Education programmes often have full-time and part-time routes. We try to organise the timetable so you can still work or carry out family commitments whilst you are studying.
- **Accelerate**  
Accelerate your earning potential. Gaining a higher level qualification can give you the edge when looking for career and promotional opportunities. You gain higher level employability and industry specific skills.
- **Supportive**  
Class sizes are smaller than at university, enabling you to receive more individual attention and guidance from your tutor.



**Mark Dacey**

Chief Executive Officer, NPTC Group of Colleges



# CONTENT

This pack is provided to give Higher Education applicants some information about NPTC Group of Colleges and it will cover:

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## WHERE ARE WE?

### Neath Campus

Dŵr-y-Felin Road, Neath,  
SA10 7RF

**Tel:** 01639 648000

**Fax:** 01639 648009

### Queen Street Campus

Queen Street, Neath,  
SA11 1DL

**Tel:** 01639 648110

**Fax:** 01639 648119

### Llandarcy Academy of Sport

Llandarcy Park, Skewen,  
Neath, SA10 6JD

**Tel:** 01792 815545

### Swansea Campus

St David's Close  
Swansea Enterprise Zone  
Llansamlet, Swansea, SA6 8QL

**Tel:** 01639 648120

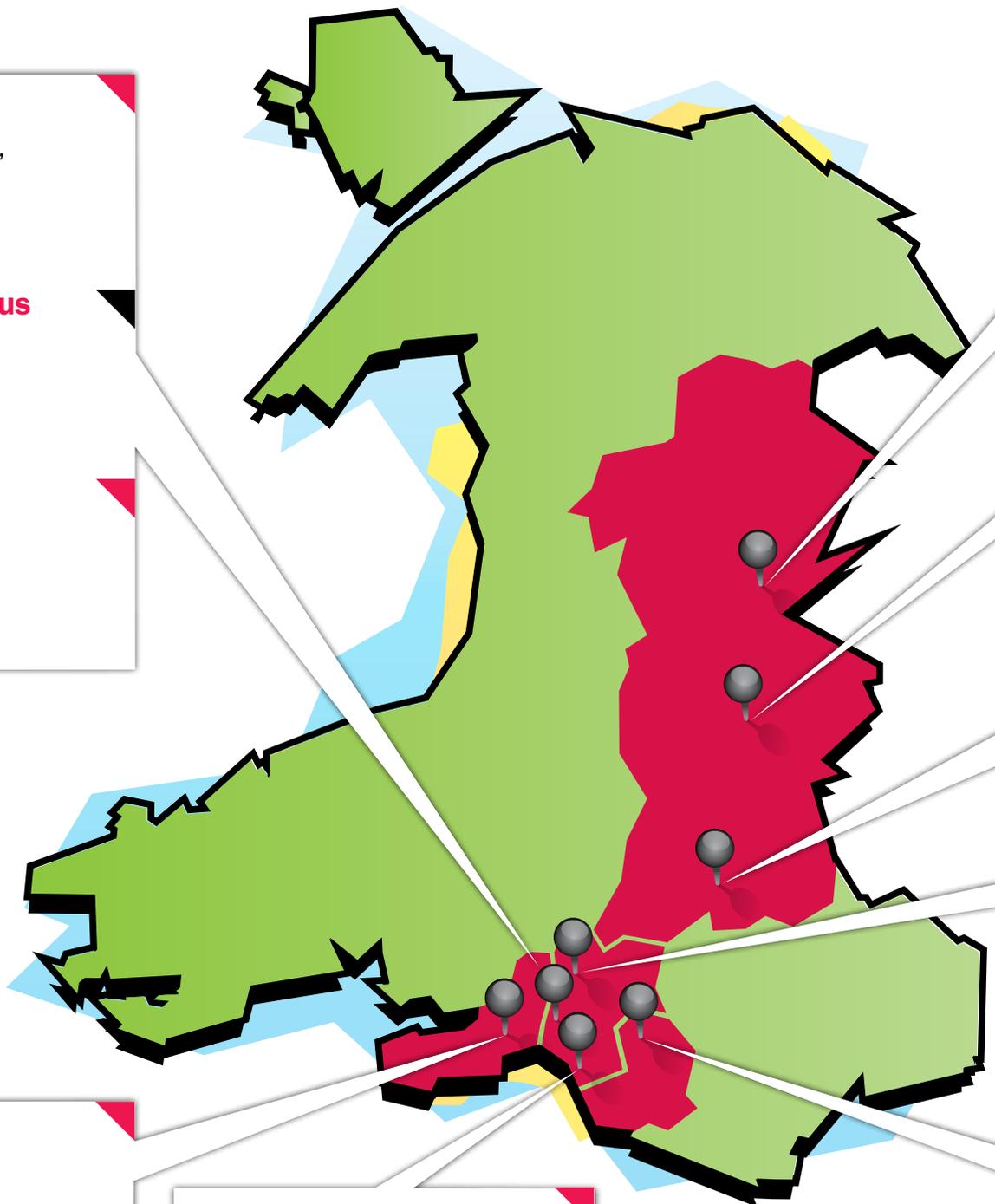
**Fax:** 01639 648129

### Afan Campus

Margam, Port Talbot, SA13 2AL

**Tel:** 01639 648200

**Fax:** 01639 648209





Neath Port Talbot College and Coleg Powys, two of Wales' largest colleges, merged on 1 August 2013 to form NPTC Group.

The new College boasts ten campuses covering 30 per cent of the country's land mass and reaching 270,000 residents from south to north Wales. We now provide one of the widest ranges of subject choices for learners in Wales with courses that appeal to all ages and interests.

Each of the ten campuses has been named to reflect the area and community in which they serve and provides training to students, adult learners and employers alike.

NPTC Group has campuses across Wales; it is the ideal environment in which to combine studies with a superb quality of life. On the doorstep of some of the most beautiful parts of Wales, the College is easily reached by rail or road. Our location is perfect for those who like a mix of city life with the tranquillity of the countryside and seaside.

Our Neath and Afan Campuses are ten minutes by road from Swansea with its stunning coastal scenery, lively nightlife and fantastic shopping; 30 minutes by road from Wales' capital city, Cardiff; and two and a half hours by train from London.

Our Brecon Beacons Campus is located in the midst of the Brecon Beacons National Park. It is set in the shadow of a beautiful, rough and dramatic landscape that is draped in legend, stories and Welsh tradition. You can explore this beautiful scenery or travel to nearby historical Hereford and Gloucester.

Newtown Campus is based in the heart of mid Wales and is only one hour by road to Birmingham; 1 hour forty-five minutes from Liverpool; and just two hours from Manchester. Nestling on the banks of the River Severn, Newtown is a pretty market town with a rich industrial heritage, surrounded by beautiful countryside.

Wales has a lively and welcoming atmosphere which makes this part of the world the ideal place for learning!

There is something for everyone: history, culture, beaches and nightlife.

 Higher Education Campus

 Non-HE Campus

### Newtown Campus

Llanidloes Road, Newtown, SY16 4HU

**Tel:** 01686 614200 **Fax:** 01686 622246

### Llandrindod Wells Campus

Spa Road, Llandrindod Wells, LD1 5ES

**Tel:** 01686 614300 **Fax:** 01597 825122

### Brecon Beacons Campus

Penlan, Brecon, LD3 9SR

**Tel:** 01686 614400 **Fax:** 01874 622165

### Pontardawe Campus

Tawe House, Alloy Industrial Estate,  
Pontardawe, SA8 4EZ

**Tel:** 01639 648100/6

**Fax:** 01639 648152

### Maesteg Campus

Unit 7, Spelter Industrial Estate,  
Maesteg, CF34 0TY

**Tel:** 01639 648180 **Fax:** 01639 849234



## WHAT HAPPENS NEXT?

You need to decide whether you are going to accept or decline your offer of a place. There are a lot of factors to consider. The course profiles, this booklet, the College website and the Unistats site may help you reach a decision. If you have applied for a full-time course, you will need to accept or decline the offer of a place through UCAS Track. If you have applied for a part-time course, you will need to e-mail: [admissions@nptcgroup.ac.uk](mailto:admissions@nptcgroup.ac.uk) to accept or decline your offer.

The course profile will detail the entry requirements for the programme you have applied for. Your programme may be franchised to the College by a University. If this is the case, it will be detailed under the partnership heading. Details of modules, assessment methods, duration and tuition fees are also provided in addition to career prospects. Please read this information carefully.

Each year, the final year students undertake the National Students Survey. Their levels of satisfaction are measured and this information is displayed on the Unistats website: <https://unistats.direct.gov.uk/>. NPTC Group programmes can be found by clicking G under the heading Universities and Colleges,

and Grwp NPTC Group. You can then click on the programme you have applied for to access the Key Information Set (KIS). The KIS is an official overview of comparable information on Higher Education courses for prospective students. It will allow you to compare the programme at NPTC Group with other institutions/programmes you are considering.

If you accept the offer of a place, the next step is enrolment. This takes place at the end of August/start of September. When invited to enrol you will need to provide evidence that you have met the conditions of your offer (if appropriate). Recognition of Prior Learning (RPL) is 'a method of assessment that considers whether an individual can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning'.

If you can produce relevant evidence that fully meets learning outcomes then RPL may apply. For franchised Higher Education programmes, you will need to check the university RPL regulations. Your course tutor will be able to help you to do this.



For Pearson courses, the NPTC Group RPL Guidelines apply. Information about RPL is available on the Higher Education Moodle page, located under Student Information. In all cases, an RPL application will need to be submitted. For any RPL request, the assessor still needs to examine the candidate's evidence with the same rigour that would be applied to the work of any candidate taking the programme of study and judge whether they meet the assessment criteria and the standards established by the awarding body.

At enrolment, you will be told where to go on the first day of term depending on the programme you are following. You will start your programme with an induction. The induction programme will help you to settle in and understand the way the College operates and how you can make full use of the opportunities and facilities on offer.

### Higher Education Tuition Fees

You need to consider how you are going to pay the tuition fees of your programme. These are payable annually. You can either pay the tuition fee or you can apply to defer payment by taking out a Tuition Fee Loan.

If you have not already applied for a student loan, it is advisable to submit your application as soon as possible. You do this directly with Student Finance Wales at [www.studentfinancewales.co.uk/new-students.aspx](http://www.studentfinancewales.co.uk/new-students.aspx).

To complete your student loan application, you will need your UK Passport number (or birth certificate if you do not have a valid passport), National Insurance number and your bank details. The Tuition Fee Loan is paid directly by the Student Loans Company directly to the College. You will then begin to repay that loan when you have left the course and start earning over £21,000 per year.

Student Finance Wales also operates a Special Support Grant, Adult Dependent Grant, Childcare Grant and Parents' Learning Allowance. If you have any additional course related costs due to a disability, you might be entitled to additional help through the Disabled Students' Allowance.

### For details on tuition fees and the financial support available, please refer to the document titled NPTC Group Higher Education Fees and Financial Support.

If you withdraw from your programme before it is concluded, you may still be liable for some/all of the annual tuition fee. The table below details the percentage of tuition fee payable dependent on the date of withdrawal.

Students who withdraw or intermit before 6 October 2017	0% of annual tuition fees payable
Students who withdraw or intermit on or after 8 October 2017 and before 12 January 2018	25% of annual tuition fees payable
Students who withdraw or intermit on or after 12 January 2018 and before 13 April 2018	50% of tuition fees payable
Students who withdraw after 13 April 2018	100% of annual tuition fees payable

### Additional Costs

Some Higher Education programmes may have additional costs, e.g. international visits, specific equipment or kit etc. These costs will be outlined in the Higher Education Fees and Financial Support 2017/18 document on the College's website.

### Higher Education Bursaries

The purpose of the Higher Education Student Bursary scheme is to provide full-time Higher Education students with financial assistance towards the cost of studying their Higher Education qualification. Bursaries are awarded by the College on an annual basis. The Higher Education student bursary is not available for repeating students. Bursary categories are outlined on the College's virtual learning environment, Moodle, which students have access to on enrolment. This information can be found on the Higher Education Help Moodle page, located under Student Information.



Bursary applications for 2017/18 can be made from 1 September 2017. Eligible students can apply for more than one bursary and this requires separate applications. The closing date for bursary applications is 27 October 2017. Late bursary applications will not be considered.

### Higher Education Hardship Fund

The Higher Education Hardship Fund is a discretionary fund administered by Student Services to help Higher Education students who are experiencing genuine and unavoidable financial difficulties. The fund is available for those in receipt of the full student loan and maintenance grant only. Applications are means-tested and therefore some applications will be unsuccessful.

More information is available on the Higher Education Moodle page, located under Student Information.

### Higher Education Student Voice

Capturing the student voice is important to the College. There are many ways in which students can be heard. As you can see in the diagram below, there are a variety of mechanisms designed to capture student feedback, some formal and some informal. Student feedback is considered by the Higher Education Management Group, Vocal Eyes and the Student Strategy Group. These all feed up to top level committees and make change happen!



All College students automatically become members of the National Union of Students. The Union is a non-political body that aims to protect and improve your interests and general welfare. This means you can apply for the NUS discount card which enables you to get great discounts on food, clothes, music and more in participating stores!

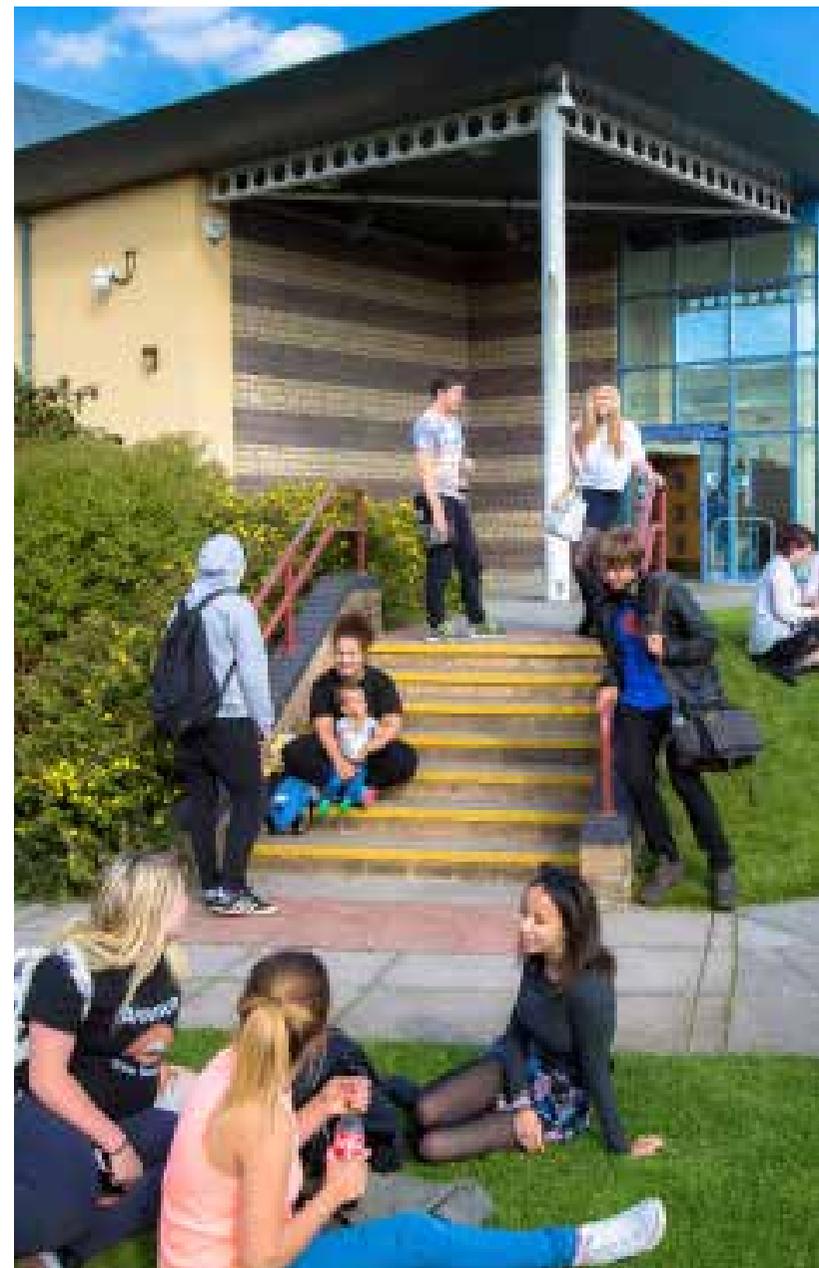
You may wish to become a student representative when you join the College or take an active role in the Students' Union. The HE student representative group meets monthly.

### Higher Education Student Charter

NPTC Group of Colleges is committed to providing high quality learning opportunities for individuals wishing to follow a programme of Higher Education. The College recognises that both staff and students have rights and responsibilities that help determine the ability of the College to maintain and enhance its fundamental role of teaching and learning across all further and Higher Education programmes.

The Student Charter has been implemented to ensure that all Higher Education students have access to fair and equitable treatment whilst studying at NPTC Group of Colleges. The Charter is available on the College website.

The College has a disciplinary policy in place to generate a positive approach to student conduct and to provide clear guidelines on the procedures to be adopted when the code of conduct is broken. The Student Disciplinary Policy is available on the College website.





## GENERAL INFORMATION

### Welcome from the Students' Union

Did you know that all College students automatically become members of the National Union of Students? This means you can apply for the NUS discount card which enables you to get great discounts on food, clothes, music and more in participating stores! If you choose to opt out of the Students' Union, just ask a member of Student Services.

The Students' Union encourages and supports students to develop their ideas and try new activities. NPTC Group of Colleges offers many interesting activities on Wednesday afternoons - including sports. This is a great way to meet people and learn new skills in a fun and friendly atmosphere.

Need somewhere to hang out? Head over to The Brook at the Neath Campus, the Student Lounge at Afan and the Sports Centre Café at Llandarcy Campus or refectories at the Brecon Beacons and Newtown Campuses. These are places where students can eat, meet up and relax.

We hope you make the most of all the opportunities available and have an enjoyable experience here at NPTC Group of Colleges.

### Library and Learning Resources Centres

At all campuses you will find well-equipped Libraries that provide access to the services and resources that you need for your studies. As well as extensive collections of books, newspapers, magazines and DVDs, our centres also offer access to online information sources via the Internet and the College's Virtual Learning Environment.

Each centre is equipped to help you to make the most of your time on campus; they provide multimedia PCs with the latest software, audio-visual equipment and a variety of spaces in which you can study: you can choose between the quiet study rooms or the busier group study areas, whichever suits your needs. Photocopiers, binding and laminating equipment are provided for you to prepare your assignments.

If you prefer to study at home, books and other resources may be borrowed for several weeks at a time. You can also access high quality online information and e-books 24/7 via the electronic library.

All centres are staffed by experienced advisers who can help you to find information and to make the most of the equipment and resources that are provided.

They can provide one-to-one advice and also deliver workshops to help you to improve your Internet searching and research skills. When you become a student at the College, you will be encouraged to drop-in to the centres during your own time and you may also visit with your lecturers for workshops and informal lessons.

### Student Entitlements

#### Our Commitment to You

'NPTC Group is more than just an education'  
Our mission is 'To be the best learning provider in Wales'.  
As a College, we aim to help everyone access the best possible education and training to help students realise their full potential. This means working together and recognising the value of a partnership between you and us.

NPTC Group actively promotes equal opportunities and welcomes diversity. The College is striving to promote equal opportunities for all students, staff, visitors, and members of the wider community. Discriminatory or offensive comments and behaviour on the grounds of religion and belief, gender re-assignment, age, marital and civil partnership status, disability, pregnancy and maternity, sex, race or sexual orientation WILL NOT be tolerated.



## Complaints and Concerns Procedure

### What to do if things go wrong?

There may be occasions when things go wrong; when this happens, we would like you to tell us about it straightaway so that we can try to put it right.

You should discuss your complaint with a subject lecturer, course coordinator, and tutor or a student adviser in the first instance. If you wish to make a formal complaint, you will need to give details in writing on the Customer Complaint Form. These are available at reception. An initial response will be given within three working days of receipt which will indicate who will be dealing with your complaint. If you would like help with completing the Complaint Form or if you would like the information in another format, then please contact Student Services.

Should you be dissatisfied with the outcome of the initial enquiry, the next stage is to appeal to the Principal and the Governing Body in writing.

In the final stages of the appeal, the appropriate body will indicate their response time upon receipt of the complaint.

## ID Cards

As a student at NPTC Group, you will be given a Photo Identity Card and you must carry this card at all times. Lost, damaged, or stolen ID cards cost £10 to replace. Higher Education students are issued a lanyard and ID card holder. NB: Lost and found property is dealt with at reception on all campuses.

## Student Services

Student Services staff can help you with:

- Changes to personal details, e.g. name/address/mobile numbers
- Providing letters for students when requested, e.g. to the Council/Benefits Agency/Job Centre Plus
- Passing on student absence information to tutors/coordinators and processing absence reporting forms
- Advice on Student Finance
- Other general queries.



## Telephone

- Please note: Mobile phones should be switched off when entering College buildings.
- The College office cannot accept private telephone calls for students except in an emergency
- A public telephone is located in the reception area at each campus.

## Places to Eat

### Neath Campus:

The Brook in G Block Neath Campus is open:  
Monday, Tuesday, Wednesday: 8.30am to 4pm  
Thursday and Friday: 8.30am - 3pm  
Neath Refectory is open daily: 8.30am - 1.30pm

### Afan Campus Refectory:

Monday, Tuesday, Thursday: 8.30am - 1.30pm  
Wednesday and Friday: 8.30am - 1.30pm  
Student Lounge: 10am - 2pm

### Brecon Beacons Refectory:

Monday to Friday: 8.30am - 1pm

### Newtown Refectory:

Monday to Friday: 8.30am - 2pm

## Useful Telephone Numbers

### NPTC Group Main Switchboards

01639 648000 (Neath)

01686 614200 (Powys)

### Admissions

01639 648033 (Neath) 01639 648246 (Afan)

01686 614205 (Brecon Beacons & Newtown)

### Reception

01639 648032 (Neath) 01639 648200 (Afan)

01686 614400 (Brecon Beacons)

01686 614200 (Newtown)

### Student Services

01639 648404 (Neath) 01639 648504 (Afan)

01686 614400 (Brecon Beacons)

01686 614200 (Newtown)

### Student Finance Wales

0300 200 4050 (Minicom 0300 100 1693)

Opening hours: Monday to Friday: 8am - 8pm, Saturday:  
9am - 1pm, Sunday closed.

## Term Dates

**AUTUMN TERM** 04/09/2017 - 20/12/2017

**HALF TERM** 30/10/2017 - 03/10/2017

### SPRING TERM

**Neath** 09/01/2018 - 29/03/2018

**Powys** 09/01/2018 - 23/03/2018

### HALF TERM

**Neath** 19/02/2018 - 23/02/2018

**Powys** 12/02/2018 - 16/02/2018

### SUMMER TERM

**Neath** 16/04/2018 - 06/07/2018

**Powys** 10/04/2018 - 06/07/2018

### HALF TERM

24/05/2018 - 01/06/2018





# SAFER LEARNING

## Induction

The Induction Programme will help you to settle in and understand the way the College operates and how you can make full use of the opportunities and facilities on offer.

**It may be useful to understand the titles and responsibilities of people you may come into contact with during your programme:**

### HE Coordinator

The HE Coordinator is responsible for maintaining an overview of the delivery and administration of your programme of study and is assisted by the other members of the Programme Team.

### Module Leaders

Module Leaders are responsible for the delivery and administration of individual modules. The Module Leader will lead the teaching on the module, and is primarily responsible for tracking student progress and providing academic support on the module.

### Personal Tutors

Students are allocated a personal tutor during induction, whose role is pastoral. It will normally be your personal tutor who will guide you through the tutorial process.

### Head of School

The College is divided into twelve Academic Schools, which are responsible for delivering a number of related programmes. The Head of School has responsibility for the effective management of the programmes in their School.

### External Examiner

External Examiners are appointed to assure the quality and standards of academic programmes. They are a subject assessment specialist appointed by Pearson to conduct an external examination. They verify that centre management of programmes and assessment decisions meet national standards. An external examination is conducted by an annual visit, usually in the summer term.

The tutor is the first port of call for students to discuss any issues or concerns. The friendly Student Services team, as well as your personal tutor and the HE Coordinator, are also available to support students with any concerns or worries that may arise. They will endeavour to ensure you enjoy a happy and successful time whilst you are studying.

## Safeguarding

You have the right to feel safe. Other people should not hurt or abuse you. The welfare of students is of paramount importance. If someone is hurting/abusing you, you shouldn't:

- feel embarrassed or alone
- feel that it is your fault or that you are to blame
- keep it a secret
- feel afraid, people are there to help you.

If you are worried or concerned about yourself or someone you know, please talk to your tutor, or go to Student Services 01639 648404 (Neath Port Talbot students) 01686 614202 (Powys students)

Information about who the Safeguarding team are is located on the Moodle Safeguarding page or contact:

### Designated person for safeguarding:

Sian Jones: 01639 648060 / 01686 614404

Powys Campuses: Rosemary Denham: 01686 614202.

## Bullying and Harassment

NPTC Group has a zero tolerance approach to harassment and bullying.

If at any time you are being bullied and/or harassed or you know of anyone being treated in this way by other students or members of staff, you **MUST** inform your course tutor/ Student Services immediately! Information on what to do if you are being bullied or harassed can be found in the 'Bullying and Harassment' policy on Moodle.

Please ensure that you act in a mature and responsible way and treat each other with respect and dignity!

If you need help and advice, you can also contact Student Services.



## Confidentiality Statement

Confidentiality in dealing with student issues is respected at NPTC Group. However, there are certain circumstances in which confidentiality cannot be guaranteed. These are:

- if you are under 18 or a 'vulnerable adult' and the issue discussed involves any form of abuse
- you are over 18 and the issue discussed involves abuse and there are younger siblings in contact with the abuser who may be at risk
- if you disclose an intent to harm others or yourself.

## Disability Statement

NPTC Group takes seriously the need to make the College accessible and welcoming to students with disabilities of all kinds. We will discuss the needs of every potential student and help if we can. If we cannot, we will say so and try to offer advice on alternative solutions. For further advice, guidance and support, contact: 01639 648075 (Neath) 01686 614295 (Powys).

## Study Support

Study Support is available for students with learning needs and/or disabilities following College courses. The College has workshops on all campuses. For further advice, guidance and support, contact: 01639 648075 (Neath) Tel: 01686 614320 (Powys).

All students can receive help from the Study Support Team. We offer a wide range of support that will help students to reach their full potential. The Study Support Team will also enable students to access and participate fully in their chosen learning programme.

- **SpLD Lecturer** – assesses students with Specific Learning Difficulties and other Additional Learning Needs, plans Individual Learning Programmes and provides support to learners and staff to facilitate success.
- **Essential Skills & SpLD Coordinator** – coordinates cross college SpLD and Essential Skills student support. Undertakes specialist responsibilities to implement the WEST screening tool. Coordinates and delivers Essential Skills provision and support for students to include literacy, numeracy and ICT.

- **Sensory & Assistive Technology Coordinator** – provides support and strategies for students with sensory needs. Identifies and provides any technical resources or assistive technology required for learning e.g. specialist software and laptops/iPads.
- **Study Skills Coaches** – will deliver workshops on all campuses to respond to students' learning needs – develop academic skills, learning strategies and personal skills to facilitate success.
- **Study Skills Assistants** – will provide general support to enable access to learning.
- **Format Adaptation** – of material/resources to support the learning needs.

Students with an additional learning need/disability can access additional support by contacting the Study Support Team: 01639 648075/648371 (Neath) 01686 614320 (Powys)

If you wish to contact the College via the Minicom System, the following number is available - Admissions: 01639 648465

## First Aid

This is available from trained First Aiders on all sites.

## Health and Safety

NPTC Group has a duty under Health and Safety law to ensure, as far as is reasonably practicable, the health, safety and welfare of students whilst at College. Health and safety is about ensuring that you do not get hurt or get ill whilst at College. You can find the Health and Safety Policy for the College on Moodle.

The College has guidelines and regulations about safety. Some areas of College house dangerous equipment and hazardous substances. **Please observe all notices and codes of practice. Smoking is not permitted anywhere on the College premises, other than in designated areas where these are provided.**



### Reporting Accidents

Please report ALL accidents and complete the student form with help from your tutor.

### Parking

- there is limited parking on campus
- park considerately in designated spaces
- do not block fire exits or access routes for emergency vehicles
- use main entrances only
- observe the 10mph speed limit
- be aware of other vehicles and people with disabilities.

### Environmental/Sustainability Issues

- the College is committed to saving energy and protecting the environment
- all staff and students should be **'Energy Aware'** and help the College to be environmentally friendly
- there are recycling bins on all campuses for staff and students to recycle paper, plastic, cans and cardboard.

### Personal Belongings/Valuables

Never leave valuables unattended

#### DISCLAIMER

**NPTC Group will not accept responsibility for any damage to or loss of student's personal belongings on any College premises. You can insure your personal belongings against loss/damage yourself if you wish to.**

Student ID spot checks are carried out regularly and students are reminded that they will need to produce their student ID on request by authorised staff. If you are suspicious of a person walking around the College or worried about your safety, contact a member of staff you can trust.

### Emergency Evacuation

- all areas of the College have emergency and fire evacuation procedures
- by law, fire drills are carried out on a regular basis
- Information on what to do in the event of a fire can be found in all classrooms.
- 

### Fire Evacuation Procedures for Students

If you **discover** a fire, break the glass of the nearest break glass call box

- alert a member of staff to dial 999 immediately.

#### **If You Hear the Fire Alarms or See the Flashing Beacons:**

- Leave the room immediately, do not collect belongings
- Do not attempt to use the lifts. Use the stairs
- Proceed to the nearest fire exit
- Wheelchair users – go to the REFUGE area by the stairs
- If necessary, trained staff will help you to leave the building
- **Go to your Assembly Point and Stay there**
- Lecturers will take a register/ check students
- Do not leave the Assembly Point
- Do not attempt to drive any vehicle from the car parks during fire alarms
- Do not re-enter the building until instructed by Fire Marshall
- **Wait for instructions from a Fire Marshall**

#### **PEEPS (Personal Emergency Evacuation Plan)**

If you are likely to have difficulty leaving the building in an emergency, please ensure your course tutor is informed, so that a personalised plan can be put in place.

### Personal Tutors and Course Coordinators

The tutor is the first port of call for students to discuss any issues or concerns. It is essential that you attend tutorial every week.

The friendly Student Services team, as well as your personal tutor/course coordinator, are also available to support students with any concerns or worries that may arise. They will endeavour to ensure you enjoy a happy and successful time whilst you are studying.

## Student Services

We all need a bit of extra help and guidance from time to time. We want your time at College to be as trouble free as possible. If you do have any concerns, come and talk to us in Student Services. We can assist you with a wide range of issues including general welfare, finance and personal issues. The team have strong links with external support agencies that can offer advice and guidance depending on individual needs.

### How can you access our services?

Student Services: 01639 648404 (Neath),  
01639 648504 (Afan)  
01686 614400 (Brecon Beacons),  
01686 614205 (Newtown)

You can drop-in and see us at the following times:  
Monday - Thursday 8.30am - 5pm/4.30pm (Powys)  
Friday 8.30am - 4pm (Powys)

If you would like to talk to an adviser or counsellor through the medium of Welsh - just ask.

## Welsh at NPTC Group of Colleges

At NPTC Group, we encourage our Welsh-speaking students and students who are learning Welsh to use the language wherever possible. The College holds many different bilingual clubs and activities throughout the year that are suitable for all Welsh language levels.

If you wish to take your course through the medium of Welsh or complete your assignments in Welsh, and we have Welsh speaking staff available in those subject areas, every effort will be made to help you study in the language of your choice. There are opportunities for Welsh-speakers and learners to continue to develop their language skills, by undertaking additional qualifications through the medium of Welsh.

## Careers Advice

We have a team of impartial Careers Wales Advisers based on the main campuses. Please call at Student Services to make an appointment if you wish to discuss any issues or concerns related to careers or your next move.

## College Counselling Service

The College counsellors are professionally qualified and have extensive experience in a wide variety of areas.

To make an appointment, you can pick up a referral form from Student Services, print one from Moodle or phone 01639 648404 (Neath) or 01639 648504 (Afan).

To access the counselling service at Powys or make an appointment, please contact Student Services on:

01686 614400 (Brecon Beacons)  
01686 614200 (Newtown)

## Have Your Say

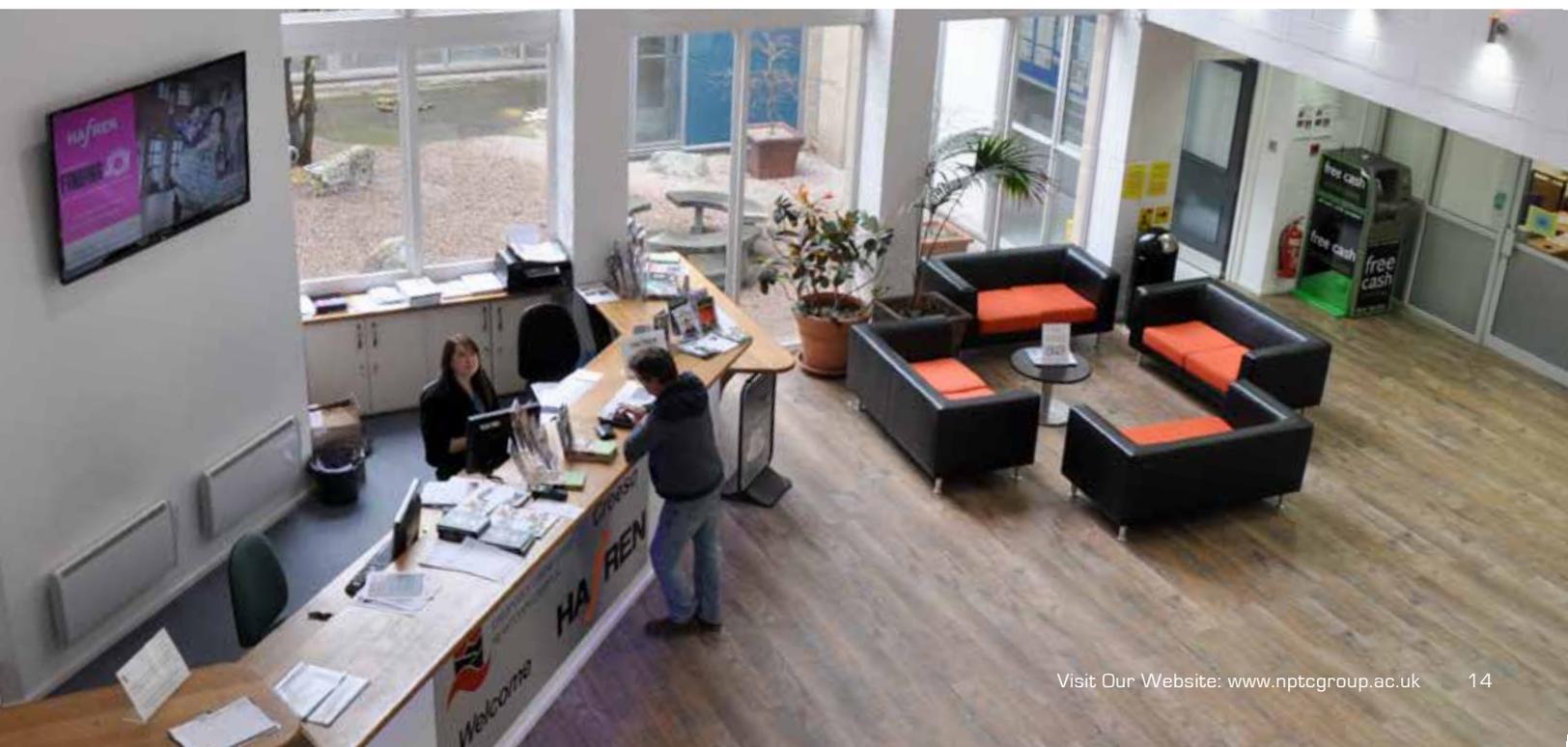
Each programme elects two Student Representatives. Higher Education Student Representative meetings take place on a monthly basis. They allow student views to be heard and for the College to consult and work with students to continually improve the student experience.

## Medical Facilities

The College has a team of qualified First-Aiders who are available should you need treatment for minor ailments and injuries. They can be contacted through your personal tutor/course coordinator, Student Services or Reception.

## Lost or Found Property

Any enquiries concerning lost or found property should be made at the College reception desks.



## Enterprise & Employability

### Centerprise

If you have an idea for a business or fancy the idea of working for yourself but are not quite sure where to go next – we can help!

Centerprise is a student enterprise and business incubation centre based at the Neath Campus and provides a professional environment for new office-based businesses as an exciting alternative to working from home or paying for a rented office space. Support is available to existing or former NPTC Group students regardless of where you are based or what you are studying so if you would like help to move your ideas forwards, please contact us at: **centerprise@nptcgroup.ac.uk** to find out more.



### NPTC Recruit

If you are looking for part-time work to help you through your studies at NPTC Group, we can support you by providing help with writing or updating your CV, preparing for interviews and by providing you with regular updates and information about job opportunities. To register or to find out more, please visit: **www.nptcrecruit.co.uk**



### Specialist College Services

In order to create realistic working environments for students, several vocational courses are provided with specialist units that all students can benefit from. These include:

#### **Reds (Afan)/Academi (Newtown)/Salon Bannau (Brecon Beacons)**

The College's hairdressing and beauty salons are open to College students and the public. They offer a wide range of hair and beauty treatments with free consultations. Students are offered reduced prices.

#### **The Bakery Shop/Restaurant**

Students following the bakery courses at the Neath Campus bake bread, cakes and pastries that are sold daily at the College's Bakery Shop. Many students take advantage of the high quality, reasonably priced produce on sale.

Themes Restaurant on the Newtown Campus is a working restaurant staffed solely by students who train in all aspects of the hospitality industry, from food preparation and professional cookery to hospitality and supervision.

The Blasus Restaurant on the Neath Campus has been training students and serving the community for more than 25 years. This award-winning restaurant provides our students and guests with high standards of professional hospitality.

### Sports Facilities

The College has extensive sports facilities at the Llandarcy Academy of Sport which offers an additional indoor sports hall with climbing wall, warm-up area and bounding track, multi-use games area (MUGA) and 3G pitch. These facilities will not only be used by students following Sports and Public Services programmes, but also by Sports Clubs and Academies within the College as part of the extension studies programme. Sports facilities and/or activities are also offered on the Brecon, Neath, Afan and Newtown Campuses.



### Lilliput Day Nursery

We provide Full Day Care at the Neath Campus. The Nursery is open Monday - Friday, from 7.30am - 6pm, available to students, staff and the wider community. At Lilliput, we provide a safe, stimulating and caring environment for children aged 12 weeks to 8 years old. We are registered and inspected by the CSSIW. All staff are fully qualified and experienced Nursery Nurses. Lilliput Day Nursery offers childcare places for students which is reliable, flexible and excellent quality. The student also has peace of mind that their child is well looked after and happy while the student is studying, going out on work placements or taking examinations. The Nursery Manager liaises closely with the Student Services Department to provide students with the best support possible. Student Support Funding is available to students, who meet the criteria.

Version Number	Revision Date	Previous Revision Date	Summary of Changes
1.0	17/03/17	N/A	Release Date