

WHAT WE CAN DO FOR YOU!



OCCUPATIONAL HEALTH

Kirklees College employees have access to an Occupational Health Service provided by Calderdale and Huddersfield NHS Trust. The service includes access to a nurse or doctor and a pro-active approach to health and well-being promotional events.

Should any member of staff feel that their physical or mental health is affecting their ability to carry out their job, they should speak to their line manager in the first instance or their HR link advisor so that an appropriate referral can be made.



WELLNESS CLINIC

Kirklees College run a psychological wellness clinic based on Cognitive Behaviour Therapy (CBT) principles. This service aims to support staff members to develop strategies for dealing with stress, negative emotions and physical health problems along with problem solving and change management strategies.

For further information regarding CBT, check out:

<http://www.nhs.uk/Conditions/Cognitive-behavioural-therapy/Pages/Introduction.aspx>

To find out more about Wellness Clinic, see the Health and Wellbeing page on KC Share.

Examples of how the wellness Centre can help you:

Self Esteem and Self Development

Body Image

Life/Work Personal Coaching

Stress/Anxiety

Phobias

Grief and Loss

Bullying

Perfectionism

Trauma

Obsessive Compulsive Disorder

Panic Disorders

Anxiety

Depression

CYCLE TO WORK SCHEME

Kirklees College has made the decision to bring joined forces with an external company to bring to you a cycle to work scheme.

The cycle to work scheme has been set up to contribute towards a healthier workforce, whilst also reducing CO2 emissions and reducing car parking costs.

There are some fantastic discounts available and you are able to spread the cost of your bike/ bike equipment over 12 months subject to the terms and conditions of the hire agreement.

The opportunity to partake in the scheme is at set times during the academic year, watch out for further information in communications e-mail.



KIRKLEES ACTIVE LEISURE – MORE CORPORATE MEMBERSHIP

Kirklees College is pleased to offer a Gold corporate membership rate to all employees.

This includes membership to 12 core facilities throughout North and South Kirklees, and involves use of the fitness suites including induction, personal programmes and reviews as well as all fitness classes. Use of the pool and spa areas (where available) is also included.

For further information call the membership team on 01484 414932, visit <http://kirkleesactive.co.uk/more> or drop into one of the centres.



REDUCED RATE EYE TESTS

Kirklees College has entered into an agreement with a local optician in Huddersfield Town Centre, D G Opticians where staff can receive a full eye test for £15 and discounted spectacles (25% off).

To take advantage of this great offer please phone 01484 425627 to make an appointment, **you will need to take along the discount leaflet from KC Share (Under HR> Shared Documents) and your Kirklees College staff identification badge.**



THE UNIVERSITIES AND COLLEGES PERSONAL HEALTHCARE SCHEME

Private medical insurance at an affordable price

Available only to university and college employees, this exclusive scheme, underwritten by AXA PPP Healthcare, offers healthcare cover with competitive premiums:

- * Open to all employees, their partners and dependants (up to 25 years old if in full-time education)
- * Automatic acceptance onto the scheme if you join within six weeks of joining the college
- * No medical examination required
- * Four different plans to choose from

Further information and details of how to join can be found at www.axapphealthcare.co.uk/jlt

There is the possibility to be covered for previous and existing medical conditions, provided no claims are ongoing and no treatment is planned as long as you join within the first 6 weeks of employment.

Please note – any employee who joins the scheme will need to make their own arrangements for payment of premiums. There is no facility for paying premiums directly through payroll.

NATIONAL DENTAL PLAN



You can join the National Dental Plan private dental insurance scheme and benefit from a choice of three plans- see the Health and Wellbeing pages on Select HR for further details and how to apply.

Irrespective of the level of cover you decide to apply for, the following benefits apply:

Key features of the dental plan				
You can visit any dentist	Cover for pre-existing conditions*	Immediate cover - from policy inception	100% NHS Reimbursement	Worldwide cover
What's new from NDP?				
Implant cover (Radiant 4 & 5 only)	Child orthodontic allowance	Extensive A&E cover	Excellent customer care	Cover for mouthguards including sportsguards

How much does the cover cost?			
	Clear 1	Clear 2	Clear 3
Employee only	£9.60	£13.40	£19.60
Employee and partner or children	£19.20	£26.60	£39.20
Employee and partner	£28.80	£40.20	£58.80

The 'Clear' options relate to various cover options, which can be found on KC Share.

Existing employees will have the opportunity to join the scheme at the point of renewal. New members of staff joining the College will be eligible to join at the start of their employment, provided they do so within 6 weeks of their commencement.

For this scheme monthly subscriptions will be made through payroll and will be deducted from salary on a monthly basis.

CHILDCARE VOUCHERS

If your child(ren) are aged between 0-16 years and you are paying for the following types of childcare:

- Day Nurseries
- Childminders
- Holiday Schemes
- Nannies
- Before and After school clubs

You could save up to £933 per annum per parent by using COMPUTERSHARE CHILDCARE VOUCHERS.

For further information call 0845002 1111 or visit www.computersharevoucherservices.com



Further information leaflets are available from Human Resources

STAFF ENRICHMENT – YOUR IDEAS?

We want to be able to offer staff enrichment opportunities for those who want them, mainly based around health and exercise, and focussed on promoting a healthy College for staff and learners. We have ideas already around organising some yoga, dancing, organised walks, healthy eating demos etc. but would appreciate the views of College staff as to what they would really like to see made available. In addition, we would be interested in hearing from employees who are able to offer such services to college employees.

Please get in touch with the Health & Well-being contact in the HR department.



REDUCED PUBLIC TRANSPORT COSTS

Facilities have an arrangement with travel provider, Metro for a 15% discount on annual bus and rail tickets. The college gives you a loan up front to purchase the card and deductions are taken from your salary every month to repay the loan. This is normally available in May each year, however if you are joining the scheme part way through the year the deductions can be divided by the number of remaining months. If you are interested in applying for this scheme, **please contact Facilities on 01484 437670.**

The prices for 2016 -2017 are listed to the right:

Ticket Type	Full Price	15% Discount Price
Bus Only	£875	£743.75
Bus plus rail zones 1-3	£1117	£949.49
Bus plus rail zones 1-4	£1312	£1115.20
Bus plus rail zones 1-5	£1575	£1338.75
Bus plus rail zones 2-5	£1100	£935.00

NUS CARD

As an employee of Kirklees College, you are eligible to purchase an NUS Extra card.

This discount card costs only £12 for 12 months and you can save on travel, food, clothing and lots more.

Choose from a 1 year card for just £12, a 2 year card for £22 or a 3 year card for only £32. Many discounts are online as well as in-store.

Go to www.nus.org.uk to purchase your card today.

LEARNING & DEVELOPMENT AT KIRKLEES COLLEGE

As a learning organisation the College recognises that continual learning and the development of individual potential should be an integral part of our culture. The college encourages its entire staff to be proactive in their own Continuous Professional Development (CPD) and on-going career aspirations.

There are plenty of ways to learn and develop at the College, with opportunities to undertake college courses, some job-relevant, some recreational; gain qualifications; attend external events; get involved with internal workshops planned through the year or do self-study with a number of e-learning courses available through our Virtual Learning Environment (VLE).

We have a small but dedicated staff development unit that plans and promotes these opportunities. Staff in the team are approachable and friendly with plenty of knowledge and expertise to advise and support staff.

An individual Performance Development Review (PDR) provides the forum to discuss your training and development needs that are then fed through to the staff development team.

EMPLOYEE ENGAGEMENT / REWARD & RECOGNITION

The College has a clear vision to embed employee engagement activities into college life, which establishes and maintains a customer centred culture and provides a high quality experience for all staff, with a number of reward and recognition initiatives. Some examples include:

- Award winning Aspiring Managers Programme
- KC Stars - Celebration event to recognise outstanding staff
- Coffee & conversation events – to meet senior staff
- Long Service Awards
- Positive comments message board
- Staff achievement “well done” cards and Employee of the Term awards
- Staff satisfaction survey

LANDINGS 72 RESTAURANT

THE BEST KEPT SECRET IN HUDDERSFIELD.

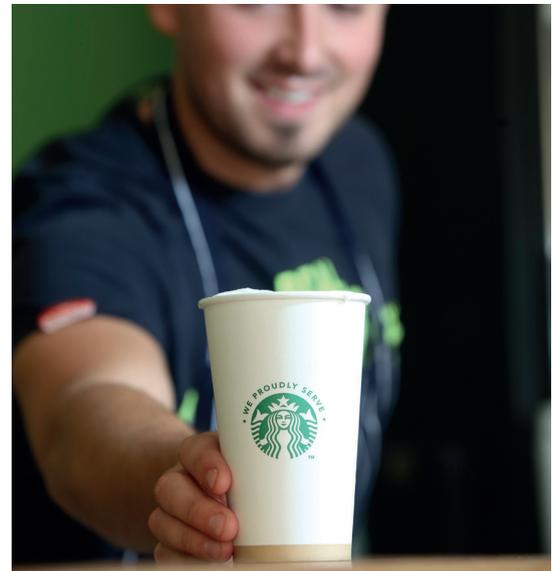
The restaurant is open to students, staff as well as the general public. Our students provide excellent and freshly prepared food.

Whatever the occasion, whether it's a quiet dinner or a celebration, our students are committed to give you the best restaurant experience possible.

The restaurant delivers a professional, friendly environment with a fully licensed bar offering an extensive wine list at competitive prices.

There is a range of exciting and modern menus with a British and European style, including vegetarian choices and daily Chef's Specials, awarding guests an outstanding meal experience.

Special events are planned throughout the year; including BBQ Fridays and Afternoon tea.



HAIR AND BEAUTY SALONS

Whether you want to look your best for a special occasion or if you are looking to treat yourself to a relaxing massage, our affordable and extensive treatments are for you!

We offer hair, beauty and holistic treatments through our three impressive facilities:

- Hair Academy, Huddersfield
- Sanctuary Salon, Huddersfield
- Serenity Salon, Dewsbury

To find out more about the treatments or book yourself in, you can visit the salons or contact them by phone. Contact details can be found on the college website under Services to the Public.



THE PRINT ROOM

The college's print service operates from the Huddersfield Centre at the Waterfront Quarter, Manchester Road. The service is available for students, staff and external clients for low cost, great quality printing requirements. The Print Room is located on the ground floor of B block (Room B00.023)

Please call, email or drop in for a competitive quote.

Tel: 01484 437138

Email: printroom@kirkleescollege.ac.uk



REPROGRAPHICS

Conveniently located at the heart of Kirklees College's Dewsbury Centre, Reprographics is perfectly placed to offer the best choice for your general printing requirements, whether for staff, student or external client.

You can also be assured of high standards of service, a complete range of superb facilities at turnaround times to suit you and all at high competitive rates.

In addition to our modern comprehensive facilities our service is backed up by highly skilled staff in a friendly and informal atmosphere.

Tel: 01924 465916

Email: navsarka@kirkleescollege.ac.uk

COURSES

There are a number of courses that staff can undertake at college, please contact the information team:

Tel: 01484 437070

Email: info@kirkleescollege.ac.uk