

2023



ESSENTIAL GUIDE TO COLLEGE

IT
STARTS
WITH
YOU



WELCOME TO KIRKLEES COLLEGE



Welcome to Kirklees College from Palvinder Singh, Principal and CEO of Kirklees College.

Hello and a warm welcome to Kirklees College. Across Kirklees College, our teams work hard to ensure you have the best experience possible. Our values of kindness, unity and excellence are at the heart of everything we do and we hope your time with us inspires you to do great things.

We encourage you to take opportunities to learn skills, meet lots of new people and immerse yourself in your studies which will help you to reach your career goals, whether that is higher education, an apprenticeship or getting a job. I wish you every success with your studies!





WELCOME FROM THE STUDENTS

Starting a new college can be a daunting experience, but there are lots of ways you can get involved in the student community. Get involved in student life to make new friends, try new things, and expand your knowledge, confidence and skills. Here are some of the ways you can have your say during your time at college:

- Join clubs and societies or set up your own
- Work to change things for the better for the whole college community
- Help raise money for charity
- Attend events and trips run by the Enrichment team
- Give your views and opinions on the things that affect you and your peers
- Become a Students' Union Officer – receive training and represent members of your college centre
- Become a Course Rep

STUDENT TESTIMONIALS

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“Kirklees College is an amazingly inclusive place. To my surprise, as a minority, South Asian, Muslim girl, I was treated not according to my looks or culture but rather my abilities and performance. I love how helpful and responsive our tutors are. No matter your ability level, you will be provided with however much support you need, our tutors never leave us feeling unsupported or alone. Personally, this is what I think sets not only our course but our college apart from others.”

Anum, studying Foundation Diploma in Uniformed Protective Services

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"My favourite part of the course is being able to work on cars. The facilities at college are excellent and my tutors are happy to help with anything. The college is very safe and I'm always learning something new."

Mohammed, studying Light Vehicle Maintenance and Repair Principles Level 2 Diploma

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"I have really enjoyed the Animal Management course at Kirklees College. All staff and students are so welcoming of different backgrounds at our eco-friendly Taylor Hill Animal Centre. The courses at college are set apart by the range of animals."

Jessica, Animal Care

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"I'm enjoying my course and I find it fun as I get to learn about a subject that I have a strong interest in. I get a lot of support with my learning. I didn't think I'd get so much help in a college environment, compared to high school, which I'm really thankful for."

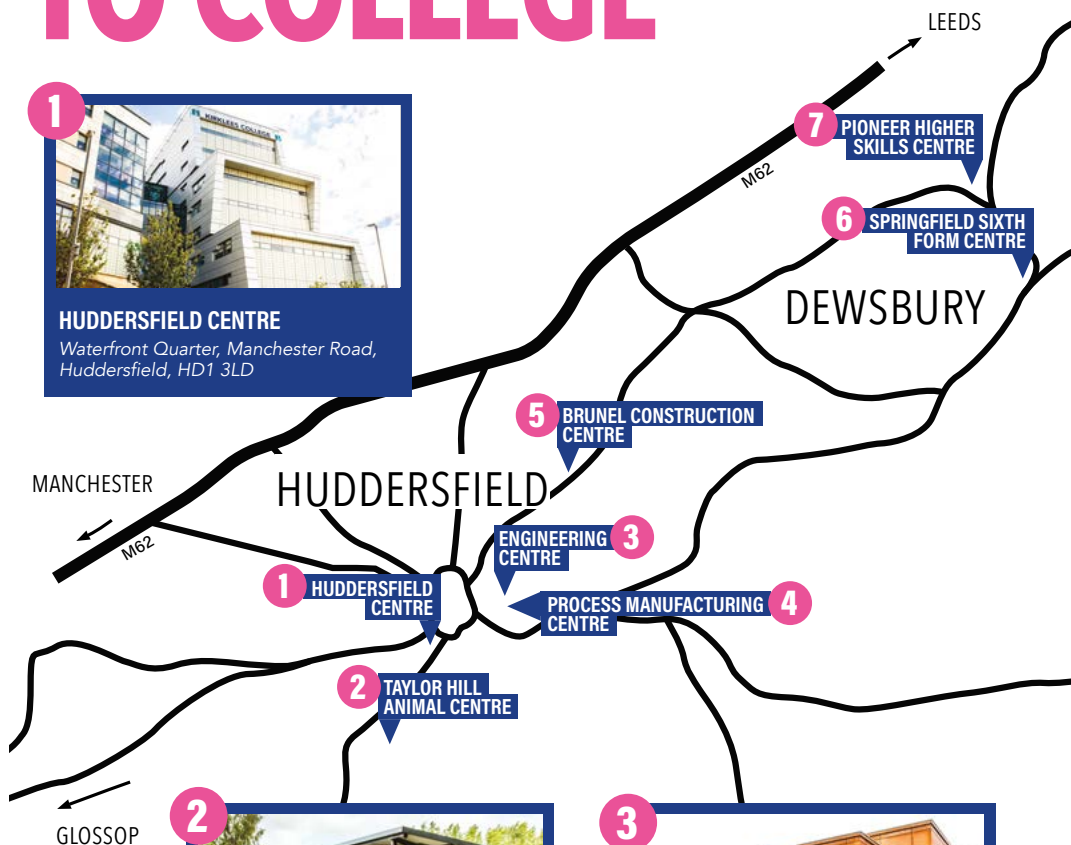
Hisham, studying Level 3 Health and Social Care

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TRAVELLING TO COLLEGE




1



HUDDERSFIELD CENTRE
Waterfront Quarter, Manchester Road,
Huddersfield, HD1 3LD

2



TAYLOR HILL ANIMAL CENTRE
Close Hill Lane, Taylor Hill,
Huddersfield, HD4 6LE

3



ENGINEERING CENTRE
Turnbridge Road, Off St Andrew's Road,
Huddersfield, HD1 6AG

7



PIONEER HIGHER SKILLS CENTRE

Halifax Rd, Dewsbury, WF13 1BD

6



SPRINGFIELD SIXTH FORM CENTRE

Bradford Road, Dewsbury, WF13 2NP

5



BRUNEL CONSTRUCTION CENTRE

Old Fieldhouse Lane, Off Leeds Road, Huddersfield, HD2 1AG

4



PROCESS MANUFACTURING CENTRE

Turnbridge Road, Off St Andrew's Road, Huddersfield, HD1 6AG

There are plenty of easy ways to travel to your centre of study.

BUS

Our Huddersfield Centre is less than a five-minute walk away from Huddersfield Bus Station, where you can catch buses to Halifax, Leeds, Wakefield and other surrounding areas. Dewsbury Bus Station is also just a short walk from Springfield Sixth Form Centre and Pioneer Higher Skills Centre.

If you live over two miles away from your centre of study, you may be issued with a West Yorkshire Metro Monthly bus pass. You can apply for a travel pass before you start college, or you can collect a form from college.

TRAIN

Huddersfield Train Station is a 15-minute walk from our Huddersfield Centre and Dewsbury Train Station is midway between our two Dewsbury centres. There are regular trains to surrounding areas from both train stations. You can view the latest train timetables and plan your journey using the National Rail website.

BIKE

There are bike shelters at all of our centres for you to safely store your bicycle.

CAR

You are welcome to drive to college if you have a car but please be aware that there is no free parking available at any of our centres. Therefore, if you do choose to drive, you may have to pay for parking nearby.

FACILITIES

Across our seven specialist centres, we have some of the best interactive educational facilities for you to use.

HOSPITAL WARD

Huddersfield Centre



ELECTRIC HYBRID VEHICLE CENTRE

Engineering Centre



AIR CABIN

Huddersfield Centre



MOTOR VEHICLE WORKSHOP

Springfield Sixth Form Centre



PLUMBING, PLASTERING, BRICKLAYING, ELECTRICAL AND JOINERY WORKSHOPS

Brunel Construction Centre



MOCK NURSERY

Huddersfield Centre and Pioneer Higher Skills Centre



HAIR AND BEAUTY SALONS

Huddersfield Centre and Pioneer Higher Skills Centre



LANDINGS 72 RESTAURANT AND PROFESSIONAL KITCHENS

Huddersfield Centre



GYM

Huddersfield Centre



COMING SOON...

New Reptile House at
Taylor Hill Animal Centre



OUR EMPLOYABILITY PLEDGE

As part of our Employability Pledge at college, all our 16-18 study programme students will have the opportunity to complete work experience and undertake a work placement during their time at college.

You will work with a dedicated Work Experience Coach, who will help you find a placement suited to your course or chosen career, or complete work experience to achieve a Careers and Personal Development Passport Award.

As part of our Work Experience Programme, you will also have the opportunity to attend talks by industry professionals and complete live briefs from national and local companies. Previous speakers include TV chef Marcus Wareing, Jet2, West Yorkshire Police, Lloyds Bank and many more.

There are also many events throughout the year, including employer and careers fairs, mock interviews and volunteering trips to local companies, universities and abroad for you to get involved with and gain valuable work experience.

WORK EXPERIENCE, PLACEMENT AND EMPLOYABILITY AT KIRKLEES COLLEGE



FILM BUDDY

We have a great partnership with Film Buddy, a Film and TV work experience company that aims to develop better access points for young people to get into the industry.

WEST YORKSHIRE POLICE

Our Uniformed Protective Services students benefit from a range of employer visits and experiences with West Yorkshire Police.



ANIMAL MANAGEMENT TRIPS ABROAD

Over the past couple of years, our students have enjoyed trips to Malta, Aruba and South Africa to work with a range of animal sanctuaries and conservation projects.

DAISY CORPORATE SERVICES GROUP

This year, our Computing students have benefitted from working on various projects with IT Services company, Daisy.



LLOYDS BANK

We work closely with Lloyds Bank to offer students who want to pursue a career in the financial industries.

UNIVERSITY OF HUDDERSFIELD

Our students from a range of courses regularly visit our closest university, the University of Huddersfield and we partner with them on a range of courses and employability opportunities.



NHS

Our Health and Social Care students have access to great placement and experience opportunities with the NHS.

SPORTS TRIPS TO VALENCIA AND ARUBA

The KC Sport department regularly takes students abroad to participate in competitions, undertake work experience with sports clubs and charities and most importantly have fun!

KEY COLLEGE EVENTS 2023/24

FRESHERS FAIR - SEPTEMBER

Find out what you can expect from life at Kirklees College, chat to staff and classmates and take part in a range of activities.

NATIONAL APPRENTICESHIP WEEK - FEBRUARY

This is a national week to celebrate apprenticeships. There will be a range of events where you can hear apprenticeship success stories, chat to employers and find out if the apprenticeship route is right for you.

EMPLOYABILITY WEEK - MARCH

Attend employer fairs, presentations, mock interviews and CV writing workshops to make valuable connections and gain fantastic employability skills.

STUDENT PARLIAMENT - APRIL

Student Parliament is an annual event to raise and discuss the views of all students at the college and plays a key role in making positive change for students.

HE WEEK - MAY

Learn more about the fantastic progression opportunities available to you through Higher Education provision at Kirklees College and other local universities and employers.

COLS - JUNE

College Outstanding Learner Success Awards (our annual student awards to celebrate our students' achievements).



FINANCIAL SUPPORT

We recognise that times are hard at the moment with the cost of living crisis, but we don't want financial worries to stop you from coming to college. We offer a range of financial support including:

- Applying for bursaries if you're eligible
- Buying uniform and kits
- Free college meals
- Support with travel costs – you can apply for a travel pass before you start or collect a form from college

You can apply for financial support on our website. For more information email finsupp@kirkleescollege.ac.uk.

TOTUM STUDENT DISCOUNT

TOTUM is the #1 student discount card and app giving you access to huge offers on food and essentials, tech, travel, fashion, beauty and more in-store and online.

TOTUM puts over 350 UK student discounts and offers from big name brands right where you want them – in your pocket. There are stack loads of discounts available from ASOS, NOW TV, Dominos, Boohoo, Amazon Prime, Apple and more.

You will also be able to keep up-to-date with the latest college opportunities, such as enrichment opportunities, competitions, events, groups and extra-curricular activities.

To sign up, visit www.totum.com





SUPPORTING YOUR WELLBEING AND MENTAL HEALTH

Your mental health and wellbeing are vital to your success at college, which is why we actively support and promote our services to all our students.

Our Student Experience team will work with you to make sure you feel safe, supported and are successful in your studies. Here's some of the services we provide in college to help support you during your time with us.

COLLEGE COUNSELLING SERVICE

The confidential counselling service at college is available to all students and all counsellors are BACP accredited. You can access the service face-to-face, over the phone and online.

MY HEALTHY ADVANTAGE APP/STUDENT ASSISTANCE PROGRAMME

A confidential programme designed to help you deal with personal or student-related problems affecting home life, education, health, and general wellbeing. The service includes a 24/7 confidential helpline offering support from trained counsellors and wellbeing practitioners.

- Personal Development Coaches
- Mentors specialising in Student Engagement, Pastoral Support and support specifically for apprentices
- Care co-ordinators for care experienced young people
- Support for young parents, young carers and those without the support of a family (estranged)

- Careers advice
- Financial support
- Safeguarding
- Counselling
- Mental Health and Wellbeing support
- Additional Learning Support/Oasis Rooms

NHS TALKING THERAPIES FOR ANXIETY AND DEPRESSION

If you live in Kirklees and are over the age of 17, you can access our IAPT service for help with problems such as mild depression, anxiety, stress, panicking, nervousness, isolation and loss of sleep. The service offers guided self-help, which is based on Cognitive Behavioural Therapy (CBT) principles. These sessions can help you understand your symptoms, identify what is keeping your problems going and learn how to break the cycle using self-help techniques.

ENRICHMENT PROGRAMME

Your college experience is about more than just your grades.

When you join the KC Community, you will be able to access our exciting Enrichment Programme. This programme includes a range of opportunities designed to enrich your studies, suited to your interests and career goals. As well as the college and student-led activities, we work with a range of external organisations to connect students with local and national initiatives.

We also have a number of student-led clubs where you can meet like-minded students and share your passion. Some examples of clubs at college include:

- Dungeons and Dragons
- KC Anime Association (KCAAC)
- KC Comic and Computer Games
- KC Cooking on a Budget
- KC Film Club
- KC Computer Gaming
- KC Craft Club
- KC LGBTQ+ Group
- KC STEM Support
- KC Board Games
- KC Pixel and Mindful Art Club
- Mehndi Skills Club
- KC Corner Club
- KC Creative Writing Club

Don't see a club that sparks your interest? We can help you set up your own college club, it's simpler than you think.

To find out more about our college clubs, visit
www.kirkleescollege.ac.uk/college-clubs/



WHAT DO I NEED TO DO BEFORE I START COLLEGE?

CHECK YOUR CONTACT DETAILS

Please make sure that the email address you have given to the Applications team is correct so you receive your enrolment information.

GOT YOUR RESULTS?

GCSE Results Day is Thursday 24 August. Enrolment links will be sent out to you from this date. The Applications team will send the information you will need to complete your enrolment and tell you when to expect your enrolment link. Remember to check your junk/spam folder for this email.

ENROLMENT

Enrolment takes place online and you will be sent information from the Applications team about how to complete this. If you would like a face-to-face enrolment appointment, let the Applications team know and they can arrange this.

DIDN'T GET THE RESULTS YOU HOPED FOR?

When you get your results, if you have not met the entry requirements for your offer then don't panic. Call our Enrolment Call Centre and we will arrange for you to talk to a tutor to discuss an alternative course. This also applies if your results are better than expected or if you want to change course.

HAVE A DIGITAL PASSPORT STYLE PHOTO READY TO COMPLETE YOUR ENROLMENT

If you are enrolling online then we will need a clear headshot photo uploaded for your college ID card. This can be taken on your phone but must be a clear headshot. Your ID card issued in your first class. If you are enrolling in person, you will have your photo taken at enrolment.

LOOK INTO STUDENT FINANCE

You may be eligible for help from our Student Finance team. If you had free school meals then it could be that you are eligible for free college meals. You can find out more on our website.

CHECK YOUR TIMETABLE

When you complete your enrolment, you will be sent information on how to log on our student area and check your timetable. Timetables will be available from 1 September. Induction will commence from 6 September but you will receive your specific induction timetable after enrolment.

**ENROLMENT
HOTLINE NUMBER
01484 437000**

Opens 14 August

Monday - Thursday,
9am - 4.30pm

Friday 9am - 4pm

STUDENT CHARTER

All Kirklees College, all our students sign up to the Student Charter and Code of Conduct. This includes your entitlements as a student and sets the standards for behaviour and conduct.

Creating Opportunities, Changing Lives is Kirklees College's mission. The college has a common set of key values for both students and staff that are at the heart of everything we do: **Kindness, Unity, Excellence**. The values define who we are and how we behave and interact with each other, making Kirklees College a vibrant, inclusive, educational experience.



KINDNESS: An honest and compassionate approach to ourselves, our people and our environment

- Embrace a spirit of appreciation and helpfulness
- Be respectful and considerate to our Kirklees College Community
- Speak the truth with courage and professionalism
- Actively look for ways to champion others

UNITY: A shared purpose across our Kirklees College Community

- Collaborate for the common good and celebrate success
- Work as one team – KC Community
- Establish positive trusting relationships
- Build connections to share our ideas, information and knowledge

EXCELLENCE: A culture of high aspiration, expectation and success

- Be inspired to do great things
- Encourage determination and innovation in others
- Always seek to develop and improve performance
- Take ownership and be ambitious

OUR RESPONSIBILITIES:

As a member of the Kirklees College community, you can expect:

- High quality teaching and enjoyable learning
- Support tailored to your needs
- Staff who have high expectations of you
- To have your views and opinions listened to
- A wide range of enrichment activities
- Staff who consistently uphold our values: Kindness, Unity, Excellence

CODE OF CONDUCT:

The Code of Student Conduct applies to all students at Kirklees College.

It applies to:

- Activities you engage in as a student at college
- Kirklees College services and facilities you enjoy as a student
- Your presence in any building owned or leased by Kirklees College
- Any activity which is considered to adversely affect the safety, interests or reputation of Kirklees College, its students, employees or authorised representatives

As a member of the Kirklees College community, you agree to:

- Show commitment to your learning
- Attend all timetabled sessions
- Come to college prepared, with all necessary learning materials
- Consistently uphold our values:

Kindness, Unity, Excellence

POSITIVE BEHAVIOUR:

Behaviours we will always promote:

- Good attendance and punctuality
- Respect for yourself and others
- Respect for the college environment
- High expectations of yourself

BEHAVIOURS WE WILL ALWAYS CHALLENGE:

- Not wearing college ID
- Disrespect for college property
- Disrespect for others
- Poor attendance and punctuality
- Swearing and use of abusive and derogatory language
- Bullying and discrimination - in college, out of college and online
- Lack of commitment to your studies

Our approach to positive behaviour recognises that positive working relationships are key. Where members of our college community get things wrong, we will always aim to support them to get it right. One of the ways we do this is through restorative practice. This way of working together focuses on repairing the harm that behaviour may have caused and aims to resolve conflict so that students can continue to learn and teachers can continue to teach.



Scan this QR code to find out more about restorative practice.



USEFUL CONTACTS

COURSE INFORMATION 01484 437070

APPLICATIONS TEAM applications@kirkleescollege.ac.uk

STUDENT SUPPORT studentsupport@kirkleescollege.ac.uk

FINANCIAL SUPPORT 0800 804 6134, finsupp@kirkleescollege.ac.uk

REPORTING ABSENCE

Email: studentabsence@kirkleescollege.ac.uk

Text: **07860 097 457** using one of the text buzzwords in this format:

REASON (space) Enrolment number e.g. SICK 1102758

- SICK – When you're not feeling 100%
- STUCK – Transport issues
- MEDICAL – Doctors / dentist / hospital appointments
- FORMAL – Business / job interview / court / probation
- RESPECT – Bereavement / Funeral
- LATE – If you are going to be late
- ISOLATE – If you have a virus or infection

SOCIAL MEDIA

Follow us on social media for the latest news and updates.

 **Facebook** – @KirkleesCollege

 **Instagram** – @KirkleesCollege

 **Twitter** – @KirkleesCollege

 **YouTube** – @KirkleesCollege

 **Snapchat** – @KirkleesCollege

 **TikTok** – @KirkleesColl



TERM DATES

2023-24

6 September: Induction Week

11 September: Term Starts

27 September – 6 October: Half Term

22 December – 8 January: Christmas Break

9 – 19 February: Half Term

22 March – 8 April: Easter Break

6 May: Bank Holiday

24 May – 3 June: May Half Term

28 June: Term Ends





www.kirkleescollege.ac.uk