

South Staffordshire College



YOUR ADVENTURE STARTS HERE LEARNER HANDBOOK

Tamworth • Lichfield • Cannock • Torc • Rodbaston



0300 456 2424

www.southstaffs.ac.uk



SouthStaffordshireCollege



@southstaffs



South_Staffordshire_College

WELCOME!

FROM CHIEF EXECUTIVE PRINCIPAL CLAIRE BOLIVER



On behalf of all of the staff at South Staffordshire College, I'd like to wish you a very warm welcome. We're delighted that you have chosen to continue your education with us and very much look forward to supporting you as you work towards achieving your goals.

At South Staffordshire College, our learners are at the heart of all we do. We deliver a safe, supportive and inspiring learning environment and within this handbook, you'll find the details of our support services. From financial support and careers advice to learning support and mentoring, our expert staff are here to help you, every step of the way.

We're committed to providing you with an outstanding learning experience that equips you with the skills and qualifications for a fulfilling future, whatever your destination. In return, we ask that you support our values and principles, by respecting and caring for others, behaving responsibly and seizing the opportunities available to you. Most of all, we encourage you to make the most of your time with us by enjoying yourself, making new friends and working hard to reach your full potential.

We wish you every success with your studies and look forward to sharing in your achievements

Our Colleges:

Rodbaston College	Penkridge, Staffs, ST19 5PH Tel: 0300 456 2424
Lichfield College	The Friary, Lichfield, Staffs, WS13 6QG Tel: 0300 456 2424
Tamworth College	Croft Street, Tamworth, Staffs, B79 8AE Tel: 0300 456 2424
TORC College	Silver Link Road, Glascote Heath, Tamworth, Staffordshire B77 2HJ Tel: 0300 456 2424
Cannock College	The Green, Cannock WS11 1UE Tel: 0300 456 2424

WORK HARD

EXCEED YOUR EXPECTATIONS

POSITIVE ATTITUDE

THIS IS YOUR COLLEGE

LOOK AFTER YOUR COLLEGE

SURPRISE YOURSELF

TRY NEW OPPORTUNITIES

LEARN NEW SKILLS

POSITIVE PRESENCE

Don't ruin the opportunity to learn

ATTEND AND BE ON TIME.

READY TO LEARN

READY TO EARN

BE KIND TO OTHERS

EARN YOUR RESPECT

KEEP SAFE

I will work safely and display my learner ID at all times.

TIME MANAGEMENT

I will submit all of my work on time, ensuring that it is my own work.

BE ENGAGED

HYDRATE YOUR BRAIN

DRINK PLENTY OF WATER

BE PREPARED

I will be equipped and prepared to participate in all of my learning.

INDEPENDENT STUDY

I will make effective and productive use of my independent study time.

ATTENDANCE AND PUNCTUALITY

Full-time courses require you to attend college for at least 16 hours per week for 36 weeks. Full-time timetables are generally scheduled over three days; time when you are not required to be in college can be used for individual study time or for part-time work, which we know a number of our learners undertake to help to support themselves financially.

You are expected to attend all sessions for which you are timetabled. We know from experience that learners who have a good attendance succeed better than those who do not. Your course tutor will monitor your attendance at college. It is your responsibility to inform your tutor/college if you are going to be absent or delayed.

ATTENDANCE

You are expected to attend 100% of the time on all elements of your study programme unless prior agreement has been made with your course tutor. Attendance will be reviewed daily and if your attendance falls below 92%, you will be monitored through an action plan agreed with you and your course tutor. Also, you may be required to attend additional booster sessions.

PUNCTUALITY

You are required to arrive at your session at least 5 minutes prior to the start time. If you arrive after the start time of your session you will be marked as late. If you are persistently late, the Learner Conduct procedures will be instigated. Where the reason for your lateness is beyond your control, talk to your tutor to see if any adjustments can be made to your timetables or lesson plans.

When you are unable to attend sessions/college and your tutor has not been previously informed then you must email the absence inbox:

learner.absence@southstaffs.ac.uk

(e-mails must include your full name, ID number, area of study, personal tutor and reason for your absence). Contact should be made before the start time of the session. Additionally, evidence for authorised absences must be provided to course tutors.

Where you are delayed you must inform the college via the absence inbox above.

PLANNED LEARNING



Your learning sessions will be planned to ensure you get the correct knowledge and skills to succeed.

ENGAGEMENT



Staff will ensure you have the opportunity to become actively engaged in every session.

QUALITY FEEDBACK



We promise to offer feedback in a variety of forms, both written and verbally to ensure that you always understand how well you are doing and how you can improve. Marked work will be returned to you within 10 working days.

PERSONALISATION



We recognise our learners as individuals and will ensure that you are treated as such, with specific work prepared to meet your needs.

OUR PROMISES TO YOU

CHALLENGE



Through regular assessment, learning will be adapted to ensure that we are constantly stretching and developing you.

LEARNING SPACE



We will ensure that every area for learning is tidy, structured, informative and supports effective teaching, learning and assessment.

MATHS & ENGLISH



Maths and English plays an integral role in all that we do. We recognise the importance of these subjects in the modern world of work and promise to help you develop your skills in these subjects.

These “7 a day” represent our commitment to you in terms of our teaching, learning and assessment. There are a final 3 promises which we would like to offer to you:

READY

We promise to support you through your studies to help you achieve your full potential. We ask you to arrive at your lessons ready to learn and encourage you to strive for your best with a positive attitude. Believe in yourself and you'll be ready to succeed!

RESPECTFUL

We promise that you'll be treated with respect and expect our learners to behave in a way that shows you care for yourself, others and the environment. We encourage you to respect others by doing the right thing, being kind, caring, honest and trustworthy.

SAFE

We promise to offer you an environment that is safe and caring, with clear systems in place should you need to discuss or report anything that may be challenging your feeling of safety.



FINANCIAL HELP AND SUPPORT

We recognise money matters, and the good news is you may be eligible for financial support, eligibility will depend on household income. Our bursary application is no longer paper-based. Once the online enrolment form is completed all learners will receive a link via email to apply for financial support. If you have not received a financial support email, please contact our bursaries team on bursary.enquiries@southstaffs.ac.uk

Advanced Learning Loans help learners aged between 19-23 to pay tuition fees. Getting a loan doesn't depend on your household income and there's no credit check. You won't have to pay anything back until you're earning £26,575 a year, £2,214 a month or £511 a week. Once you earn over this amount you pay back 9% of the earnings you receive above this figure. Please pop into your Learner Services Hub, to discuss and confirm your eligibility. Please note course fees are charged as per funding rules at the time of enrolment. These funding rules are revised each academic year and are paid yearly on full time courses and per course on part time community courses.

To find out more call: 0300 456 2424 or visit: www.southstaffs.ac.uk/parents



ENRICHMENT

Life at South Staffordshire College does not begin and end in the classroom. We want our learners to get the best from college life and that is why we offer a broad range of enrichment activities. You will have the opportunity to attend enrichment activities as part of your course and cross college activities.



PREVENT

As a college, we have a legal duty to promote the Government's Prevent Agenda to prevent radicalisation, extremism and terrorism.

We wholeheartedly support this agenda and work closely with the West Midlands FE Prevent Co-ordinator to best equip the college to implement the Prevent Agenda. We positively promote British Values which include democracy, the rule of law, individual liberty and tolerance and respect for those of different beliefs or religions.

If you would like to learn more on the prevent duty please use the link below:
http://course.ncalt.com/Channel_General_Awareness



CAREERS ADVICE AND GUIDANCE

We have qualified and impartial Careers Guidance Advisors who offer career information, advice and guidance to current and prospective learners. Any potential learner who is unsure what course to apply for, or what career options are available within the subject area they are interested in, can book an appointment to discuss their ideas with the team.

Existing learners have access to advice and guidance on career routes, progression, applying to University, HE student finance and job search skills (writing a CV, interview techniques and help with completing application forms).

Events and trips are organised by the team, including a careers and employability week on each college site, career related talks and trips to local universities and Higher Education conventions. Career related resources are available to help learners with their career decisions.

To find out more or to book an appointment, please call: 0300 456 2424 or email enquiries@southstaffs.ac.uk

LEARNER VOICE

A good way to get involved in decisions about your course and the college is by becoming a course rep or a digital champion. Course rep's and digital champions are democratically elected by their peers and we also have 2 learner governors who are members of the College Board of Governors.

Getting involved in these will give you the opportunity to talk to us about your experience of college life which will help us to improve our services.

Throughout the year the college runs learner surveys and focus groups which help us to find out your views on many different aspects, from your course to the food in the canteen. Your feedback allows us to focus on what matters to you, so to be part of the change, we strongly encourage learners to complete all surveys.

We want you to have the best possible learning experience. We want you to love college as much as we do and for it to help to set you up for the rest of your life. So we need to know how you are finding things with us – your course, your tutor, your workload, the learning resources, the support we offer, the college environment and activities. We want to know about it all. Do let us have your views.

You can feedback to our team any time via email at learner.feedback@southstaffs.ac.uk

LEARNING HELP AND SUPPORT

We recognise that many of our learners require some additional help and support to enable them to succeed, so at each college we have a Learning Support Zone and a Learning Resource Centre (LRC).

Staff in the Learning Support Zones are on hand to help you with your learning and are located in or next to the Learning Resource Centres (LRCs) at each college. You may use the LRC to undertake independent study or use reference study books. Staff will be happy to guide and support you to make the most of the resources available there. Please just ask.



EXAM SUPPORT

A number of our learners who join us at college have previously had support for exams at school. If you had exam support at school - e.g. you were eligible for extra time, had a scribe or reader, or think that you may benefit from exam support, then please contact the Learning Support team at your college as soon as possible:

Lichfield College - lichfieldlearningsupport@southstaffs.ac.uk

Rodbaston College - rodbastonlearningsupport@southstaffs.ac.uk

Tamworth College and Torc - tamworthlearningsupport@southstaffs.ac.uk

Cannock College - cannocklearningsupport@southstaffs.ac.uk

The Learning Support Team will arrange for you to be assessed for eligibility for support, including exam support. Your tutor can also help to refer you to the Learning Support Team. For Summer exams, exam assessments ideally need to take place by the end of January 2021, so it is important to contact the team as soon as possible after term starts so that your support needs can be assessed and activated at the earliest opportunity.

MONITORING YOUR PROGRESS

The college uses the proportal system to help us develop an effective plan for your learning as it is really important that you make progress throughout your study programme.

On the system you will be able to see the college notice board, your attendance and punctuality levels, progress towards your qualifications, your projected grade, upcoming assignment deadlines, meetings with tutors and your individual targets. Your course tutor will show you how to access the proportal system and during your induction you will be asked to complete your Career Learning Plan (CLP) on the system.

Proportal is available at:

<http://protools.southstaffs.ac.uk/Proportal/>

To log in you need to input in the following:

Username:

First initial of your surname followed by your learner ID
e.g. Jo Smith 123456 = S123456.

Password:

Your date of birth in DDMMYY

You should save the link to proportal on your smartphone or tablet using the free wifi at the College.

PROPORTAL FOR PARENTS

Your Parent/Carer(s) will also be able to request access to view key information on proportal about how you are progressing; including your attendance, punctuality, progress and grades you have achieved. If they would like to have access to this system, they need to register via the following link:

parentaccess.southstaffs.ac.uk:4567

by selecting 'submit an account request' which will then be verified by the college. Proportal for parents/carers will be available from the 11th October 2021.

PERSONAL HELP AND SUPPORT

We want all of our learners to pass their course and be happy at college but we recognise that life doesn't always go to plan.

Mentoring is a one-to-one service that offers support and advice to help you overcome any problems or concerns. Should you need further support, we also work closely with other professional agencies, such as 'Relate', who offer supportive services to help with any difficulties you may be going through.

The counsellors will come to your college to meet you for regular counselling sessions, for an agreed period of time. All counselling sessions are completely private and confidential.

EQUIPMENT FOR LEARNING

Preparation is the key to achieving so much within our college and you will have been spoken to at induction if there is any equipment that is specifically required for your course. We can of course support you here in terms of where to purchase it from and any financial support where applicable. For the written aspects of your course, we would expect you to arrive with basic stationery such as a pen, pencil and ruler so that you are fully equipped for all aspects of your learning. A prepared learner will be a successful one!



PARENTS/CARERS EVENINGS

The College will be holding parents/carers evenings in the weeks commencing 6th December 2021 and 21st March 2022.



THE MENTORS AT EACH COLLEGE INCLUDE:

Campuses	
Rodbaston College:	Jo Simms - 07972 311 348 (Wed, Thurs, Fri) Caroline Starkey - 07972 311 348 (Mon & Tues) mentoring.rodbaston@southstaffs.ac.uk
Lichfield College:	Annette Round - 07792 308 814 mentoring.lichfield@southstaffs.ac.uk
Tamworth College:	Nicola Wileman, (Tamworth & Torc) - 07969 279 318 Jason Oliver (Tamworth) - 07592 229 877 mentoring.tamworth@southstaffs.ac.uk mentoring.torc@southstaffs.ac.uk
Cannock College	Jo Simms - 07972 311 348 (Wed, Thurs, Fri) Caroline Starkey - 07972 311 348 (Mon & Tues) mentoring.cannock@southstaffs.ac.uk

SAFEGUARDING

South Staffordshire College has a duty to help protect children under 18 and vulnerable adults up to 25 from abuse. This includes apprentices in the workplace.

There are four main types of abuse: physical, emotional, sexual and neglect. If we suspect or have had disclosed to us that a child may be subjected to abuse, or has been subject to abuse, then we have a duty to report it to the Local Authority's child protection team, which in Staffordshire is called First Response.

DEFINITIONS OF ABUSE

There is no legal definition of abuse, but significant harm can occur to a child under 18, or serious harm to a vulnerable adult under 25 when they experience extreme, persistent, harmful behaviour of a physical, emotional or sexual kind, or are neglected. Abuse could potentially occur anywhere – in the home, in the street, at work etc. Abuse is wrong both morally and legally. Examples of abuse include:

Physical Abuse

Being hit, kicked, scolded, burned, punched or left in a physically dangerous situation. Physical abuse also includes Female Genital Mutilation (FGM), which is illegal in the UK, and Fabricated or Induced Illness (FII). Physical abuse may occur in domestic violence situations.

Emotional Abuse

Being constantly shouted at or undermined, being ridiculed or not shown love and affection, being treated notably less favourably than others, having one's self-esteem and confidence attacked. Please note that to witness domestic violence always constitutes emotional abuse.

Sexual Abuse

Being touched inappropriately in any way, either over the clothes or under, or being exposed to sexually inappropriate imagery via media including the internet, DVDs, photos, magazines and newspapers. Grooming a child under the age of sixteen to have sex is an offence. If the intention of buying gifts or offering favours to a child is to have a sexually inappropriate interaction with them, this is grooming and it is illegal.

Neglect

Not having one's basic needs met for housing, food, water, warmth, appropriate clothing for the weather, plus love, care and affection.

WHAT TO DO IF YOU HAVE A CONCERN...

If you have a concern for yourself or are concerned for anyone else that they have experienced or may experience abuse, then please do contact one of the college's safeguarding team members. No matter how small or trivial it may seem, we want to hear from you. You can contact any of the team, or you may prefer to contact someone who is based at a college closer to you; whichever you prefer. We are here to help.

Our safeguarding support team can be reached via email at:

safeguarding@southstaffs.ac.uk

or you can contact the team using the details overleaf:-

ALLEGATIONS AGAINST A STAFF MEMBER

If you suspect that a staff member either at the college or in the workplace has abused or may abuse a child under 18 or a vulnerable adult under 25, then you must immediately contact the college's Designated Safeguarding Lead, Kim Vaughan on 07741 165 217 or via email. Kim.Vaughan@southstaffs.ac.uk

Designated Safeguarding Lead

Kim Vaughan - Interim Assistant Principal - Learner Services - 07741 165 217
Kim.Vaughan@southstaffs.ac.uk

Deputy Safeguarding/Child Protection Officers

Rodbaston College:

Ali Hanson, Learner Services Manager - **07966 063 149**
Jo Simms, Mentor (Wed, Thurs, Fri) - **07972 311 348**
Caroline Starkey (Mon, Tues) - **07972 311 348**

Lichfield College:

Annette Round - **07792 308 814**

Tamworth College:

Nicola Wileman, Mentor (Tamworth and Torc) - **07969 279 318**
Jason Oliver, Mentor (Tamworth) - **07592 229 877**

Cannock College

Jo Simms, Mentor (Wed, Thurs, Fri) - **07972 311 348**
Caroline Starkey (Mon & Tues) - **07972 311 348**

SLDD Learners only:

Kim Stoddard, Special School Transition Officer - **01785 710505**

14-16 School Link only:

Karen Burley - Karen.burley@southstaffs.ac.uk

YOUR STUDY PROGRAMME

Each Study Programme will be made up of:



Your subject qualification



Industry Placement /
Work Experience

Your programme will also include work experience. Our dedicated team of work experience officers will oversee any work experience that you undertake as part of your programme.



Independent Learning



English/maths



Enrichment
(which develop skills,
attitude and confidence)

Employers and Universities take English and Maths very seriously and it is a mandatory part of your Study Programme. The table below outlines what level will be studied.

If you have GCSEs in English and maths at Grades...

A*-C/4-9

You will continue to study and work to improve your English and maths but do not have to take another exam.

D or /3
L1 Functional Skills Maths
L2 Functional Skills English

You will study GCSE English and maths at college and will need to re-sit your exam.

E, F or G/1-2

You will study Functional Skills with a view to progressing to GCSE English and maths in the future.

COURSE TUTOR

You will be assigned a course tutor right from the very start of your study programme. Your course tutor will help you to settle into college and will support you throughout your time here with us.

During your induction to college your course tutor will work with you to agree your performance targets with you. The targets will be based on what you hope to achieve personally, both at college and in your career. You and your course tutor will work together to monitor your performance throughout the year and you will have a minimum of one tutorial per half-term with your course tutor.

We use a system called proportal to help you and your tutors to keep track of your progress. You will be introduced to proportal during Induction and we trust that you will find it to be a really useful tool in helping you to focus on your goals and achievements.

INDUSTRY PLACEMENT/ WORK EXPERIENCE

Your course tutor will complete your work experience induction during your first few weeks at college.

This will include; Preparation for work experience, work experience expectations, Health and Safety/Safeguarding. Your course tutor and the work experience team will be on hand throughout the year to support you through your industry placement.

Whilst on placement you will be expected to complete a record of your work placement hours, complete a diary of your duties at placement and complete work placement objectives that have been set by your tutor.

If you are attending a placement as part of our new industry placement project you can expect to be visited in the work place every 4 weeks by a member of the work placement team.

Work Experience Officers

All course areas • Claire Pinder-Smith • 07407 319 261 • Claire.pinder-smith@southstaffs.ac.uk
 Landbased/Animal • Megan Richardson • 07780 003 720 • megan.richardson@southstaffs.ac.uk
 Creative/Digital • Natalie Kendall • natalie.kendall@southstaffs.ac.uk
 Business/Care/Services • Lisa Shepherd • lisa.shepherd@southstaffs.ac.uk
 Construction/Motor Vehicle/Engineering • Anna Arcidiacono • anna.arcidiacono@southstaffs.ac.uk

To discuss the work experience opportunities available to you, email: work.experience@southstaffs.ac.uk or contact Claire Pinder-Smith, Work Experience Manager (All campuses), on 07407 319 261

TERM DATES

College term dates are listed below and available on proportal. Holidays must not be booked during term-time or during examination periods. We know from experience that good attendance is a strong predictor of overall achievement. The more you attend and learn, the better you will do on your course.

Half Term - 25th October 2021 - 29th October 2021. Return to College - 1st November 2021.

Christmas Holiday - 20th December 2021 - 3rd January 2022. Return to College - 4th January 2022.

Half Term - 21st February 2022 - 25th February 2022. Return to College - 28th February 2022.

Easter Holiday - 11th April 2022 - 22nd April 2022. Return to College - 25th April 2022.

Half Term - 30th May 2022 - 3rd June 2022. Return to College - 6th June 2022.

Any extraordinary requests for leave during term-time must be made to your course tutor. Any absence not approved will be marked as unauthorised.

Staff Training Days

College Closed
 12th October 2021,
 12th January 2022 &
 3rd May 2022.



EXAM DATES

Your course tutor will be able to provide details of exam dates that relate to your vocational programme and any deadlines for submission of work.

GCSE English & maths exams

Due to COVID-19 exam dates for 2022 have not yet been agreed. Our exams department will email all learners once the dates have been released.

Functional skills exam dates

Functional Skills exam dates are tailored to each individual learner. We want to prepare you for success and so you will be entered for your exams when you are ready.

We have exams officers available at every college who are responsible for entering you for examinations, managing internal and external exams and issuing certificates.

TRAVEL

As a college we are committed to promoting environmental sustainability so we encourage you to walk or bike to college if you can, or else travel by public or college transport services. We have bike sheds available at each college for you to store your bikes.

If you intend to travel to college by car, please note that our student car parking spaces are limited at most of our colleges. A "Pay & Display" car park operates at the Lichfield College. If you need help with meeting the costs of travelling to college, then pop into the Learner Services Hub or read the financial support information on our website.



REFLECTION ROOMS

Each college has a place where you can escape the hustle and bustle to reflect, pray or meditate. The Learner Services Hub will be happy to point you in the right direction for the Reflection Room. Hub staff will also give you a copy of our appropriate usage guidelines for the space.



SMOKING

The smoking of cigarettes, cigars, pipes or electronic vapour devices, is not allowed in any college building, vehicle or contracted transport services. Smoking is only permitted in designated external areas. Failure to comply with this may result in disciplinary action.



FOOD ON CAMPUS

Eating good healthy meals will help you with your studies, so do make use of the facilities. Each of our colleges has a café which serves breakfast and lunch, as well as refreshments throughout the day. Free college meals for 16-18 learners may be available for you if you received a free school meal and your household income is below £20,000 for 100% allocation and below £28,000 for 75% allocation. Please note you are not eligible if you are receiving working families tax credit or receive a working salary. We warmly encourage you to take up the offer of a free college meal. Once the online enrolment form is completed all learners will receive a link via email to apply for financial support, which includes free college meals. If you have not received a financial support email, please contact our bursaries team on bursary.enquiries@southstaffs.ac.uk

LEARNER CONDUCT

We believe that all students, staff and visitors to the college should be treated with respect at all times. We value everyone as an individual and believe that this is best demonstrated by providing a calm, courteous, supportive learning and working environment. We seek to positively promote tolerance of others, equality or opportunity and diversity within our settings.

Bullying or harassment will not be tolerated and will result in disciplinary proceedings which may result in exclusion from college.



FINANCIAL SUPPORT INFORMATION

Our financial support information can be found at www.southstaffs.ac.uk/parents/ as well as on proportal.

MOBILE PHONES

For the benefit of everyone's concentration, mobile phones should be turned to silent in classrooms and LRCs - unless otherwise instructed. Please respect other people by refraining from using your phone to photograph or video them unless you have their express permission to do so.

YOUR CONTACT DETAILS

If your name, address or telephone numbers change, please let us know as soon as you can so that we have the most up-to-date contact details for you.

For young people under 18, we also need to know who has parental responsibility for you and the contact name of that person or persons, and if you are 18 or over we need to know how to contact your next of kin in the event of an emergency.

Please call into Learner Services Hub to update us of any changes or call us on:

Lichfield College - 0300 456 2424
Rodbaston College - 0300 456 2424
Torc College - 0300 456 2424

Tamworth College - 0300 456 2424
Cannock College - 0300 456 2424

HEALTH AND SAFETY

Health and safety is everyone's responsibility. We work hard to maintain a safe and secure learning environment. All students should follow the college Health and Safety policies and procedures.

All staff, students and visitors to the college are required to wear their ID, either on a lanyard or as a clip-on ID. This helps to see quickly if there is anyone here who does not have authority to be on site. Please help us to keep a safe environment by always wearing your ID and reporting anyone not displaying ID to the Learner Services Hubs or a member of college staff.

If you arrive at college without your ID for any reason, you will need to get a temporary pass from the Learner Services Hub. If you forget on two or more occasions, you will need to buy a new ID badge costing £2. New lanyards cost £3 each.

Please...

- Report any hazards, accidents, incidents, or anything suspicious anywhere on or off site as a part of a college activity please let a member of staff know immediately. We appreciate your support in keeping everyone safe.
- Make sure that you are aware of the actions to take if you spot a fire.
- Be aware of emergency evacuations procedures and assembly points and requirement if evacuated, to only return to the building when instructed to do so.
- Keep escape routes clear from obstruction, do not sit on the floor in corridors or in stairwells and store bags and coats carefully when they are not being carried.
- Follow all Health and Safety instructions and procedures. During practical activities, use all tools and any personal protective equipment correctly as instructed.
- Observe speed limits and drive with care on college premises.

If you have any health and safety concerns, please contact:

Tamworth and Lichfield College :

Rob Collard • 07879 522 471 • rob.collard@southstaffs.ac.uk

Rodbaston and Cannock College:

Rob Collard • 07879 522 471 • rob.collard@southstaffs.ac.uk

Apprentices:

Rob Collard • 07879 522 471 • rob.collard@southstaffs.ac.uk



A-Z OF USEFUL CONTACTS

Absence Reporting

learner.absence@southstaffs.ac.uk

Colleges

Lichfield College - 0300 456 2424
 Rodbaston College - 0300 456 2424
 Tamworth College - 0300 456 2424
 TORC - 0300 456 2424
 Cannock College - 0300 456 2424

Careers Guidance

0300 456 2424
 enquiries@southstaffs.ac.uk

Conduct

Ali Hanson, Learner Services Manager - 07966 063 149

English and Maths Support

Lichfield: rachel.munroe@southstaffs.ac.uk
 Tamworth/Torc: shirley.mcintyre@southstaffs.ac.uk
 Rodbaston/Cannock: nicholas.flanagan@southstaffs.ac.uk

Exam Support

Lichfield College - lichfieldlearningsupport@southstaffs.ac.uk
 Rodbaston College - rodbastonlearningsupport@southstaffs.ac.uk
 Tamworth College - tamworthlearningsupport@southstaffs.ac.uk
 Cannock College - tamworthlearningsupport@southstaffs.ac.uk

Financial Help and Support

0300 456 2424

Health and Safety

Apprentices - Rob Collard - 07879 522 471 - rob.collard@southstaffs.ac.uk
 All Colleges - Rob Collard - 07879 522 471 - rob.collard@southstaffs.ac.uk

Work Placement

All course areas - Claire Pinder-Smith - 07407 319 261 - claire.pinder-smith@southstaffs.ac.uk
 Landbased/Animal - Megan Richardson - 07780 003 720 - megan.richardson@southstaffs.ac.uk
 Creative/Digital - Natalie Kendall - natalie.kendall@southstaffs.ac.uk
 Business/Care/Services - Lisa Shepherd - lisa.shepherd@southstaffs.ac.uk
 Construction/Motor Vehicle/Engineering - Anna Arcidiacono - anna.arcidiacono@southstaffs.ac.uk

Mentors

Lichfield College

Annette Round - 07792 308 814
 mentoring.lichfield@southstaffs.ac.uk

Tamworth/Torc College

Nicola Wileman (Tamworth & Torc) - 07969 279 318
 Jason Oliver (Tamworth) - 07592 229 877
 mentoring.tamworth@southstaffs.ac.uk
 mentoring.torc@southstaffs.ac.uk

Rodbaston Campus

Jo Simms (Wed, Thurs, Fri) - 07972 311 348
 Caroline Starkey (Mon & Tues) - 07972 311 348
 mentoring.rodbaston@southstaffs.ac.uk

Cannock College

Jo Simms (Wed, Thurs, Fri) - 07972 311 348
 Caroline Starkey (Mon & Tues) - 07972 311 348
 mentoring.cannock@southstaffs.ac.uk

Safeguarding

Designated Safeguarding Lead

Kim Vaughan - Tel: 07741 165 217 - Kim.Vaughan@southstaffs.ac.uk

Deputy Safeguarding/Child Protection Officers

Lichfield College
 Annette Round - 07792 308 814

Rodbaston College

Ali Hanson, Learner Services Manager - 07966 063 149
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