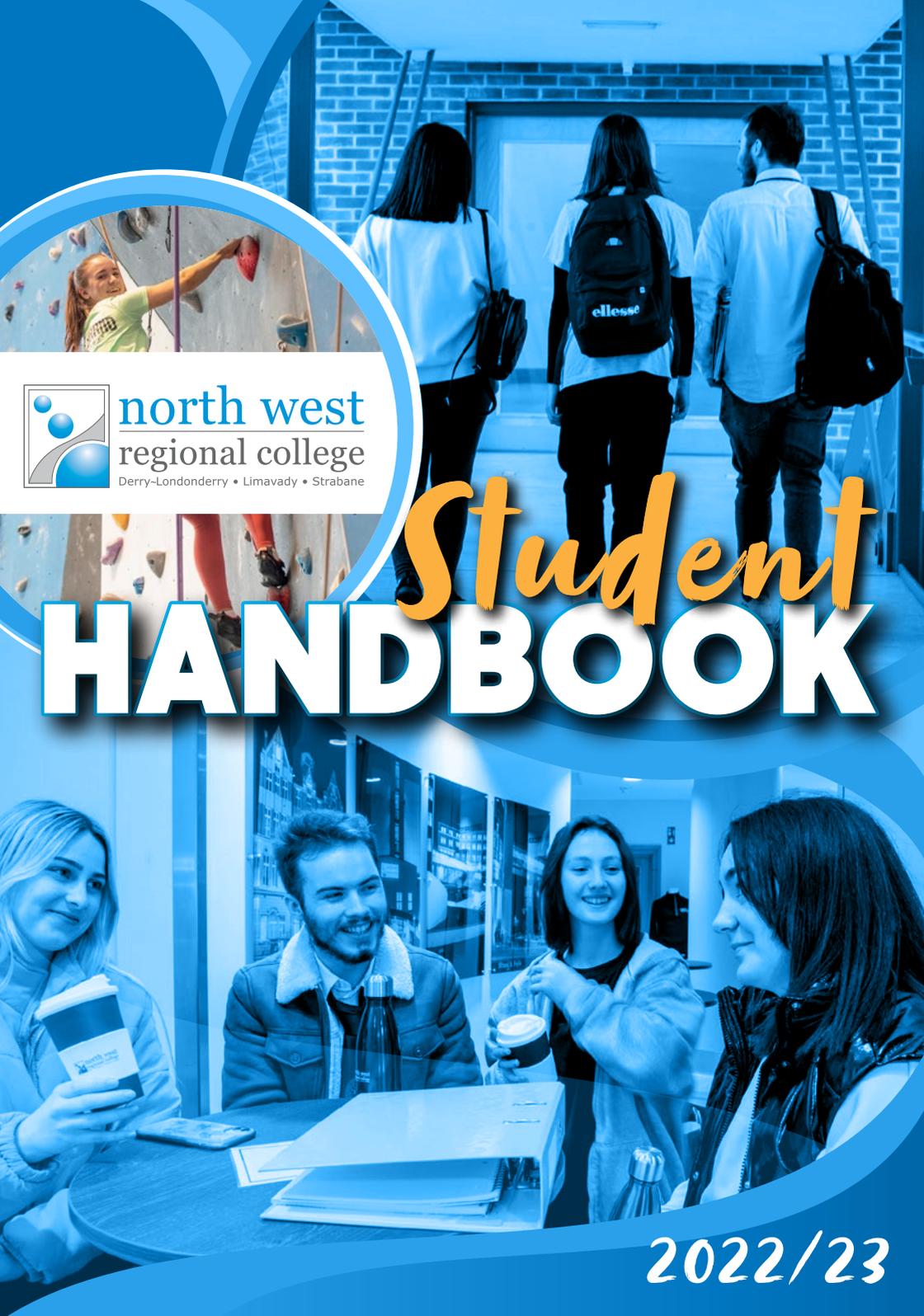




north west
regional college
Derry-Londonderry • Limavady • Strabane

A blue-tinted background image showing three students from behind, walking away in a hallway. They are wearing backpacks; one is a black 'ellesse' backpack. The hallway has brick walls and a doorway in the distance.

Student HANDBOOK



2022/23



Receive a College bursary of up to **£500***

*Full-Time Higher Education students only. Criteria applies. Contact Student Finance for details.

CONTENTS

WELCOME	02
Principal's pledge	02
Welcome messages	03
Student Engage App	03
Covid - Stay Safe	04
Our College	10
2021-2022: TERM DATES	12
STUDENT VOICE	14
Student Representatives	15
Student Surveys	16
Students' Union	18
Student Charter	24
STUDENT SUPPORT	26
Student Services	26
Safeguarding	28
Access NI Check	30
Student Finance	34
The Careers Academy	38
Learning Support	46
Young Carers	48
LIBRARY	50
EXAMINATIONS AND ASSESSMENTS	52
TECHNOLOGY SUPPORT FOR LEARNING	54
Student Portal	54
Free Microsoft Office	54
Canvas	54
E-Safety	55
HEALTH AND SAFETY	56
HEALTH & WELLBEING	58
Student Counselling	58
Elemental	59
Eating Well / Fitness	61
Contraception and Sexual Health	62
Promoting Equality and Diversity	66
CRIMINAL CONVICTIONS	67
POLICIES AND PROCEDURES	68
USEFUL NUMBERS	72
NWRC Contacts	72
Helplines and Charities	73

Principal's Welcome



“ At North West Regional College we are passionate about your success. ”

North West Regional College is a vibrant, multi award-winning College, where our students are at the heart of all that we do.

We aim to provide you with every opportunity to gain the skills, qualifications and experience you need to succeed on your study programme or apprenticeship to allow you to progress onto higher level study and to gain rewarding work in the career you choose.

We work hard to ensure you receive the highest standard of practical and learning support during your time at the College.

Our lecturers are experts in their field and courses are delivered in state-of-the-art, industry standard teaching and training facilities which are continually being reviewed and updated.

Our friendly and compassionate support staff are always on hand to provide you with advice and any

additional support you need, and also enable you to participate in an enriching and inclusive environment.

Join our Students' Union and get involved in a number of exciting activities organised by staff and students during the year, or take part in the wide range of social and sporting opportunities on offer.

This guide aims to provide you with the information you need to make the right choice about your future.

I look forward to meeting you in September.

Leo Murphy
Principal and Chief Executive



Gillian Moss
Head of Client Services

I would like to take this opportunity to welcome you to the college. Here at NWRC we provide a 'team around the student' support system. The support team are here for you, to help you achieve your goals and have the best experience whilst you study with us.

This Student Handbook will give you an overview of the top class support available here at NWRC. Student Services is located on the ground floor of the Tower Building and our friendly staff are happy to help you with any queries.



Finneen Bradley
Student services and Careers Academy Manager

I am delighted to welcome our new and returning students to the college. The student services operate an open-door policy and are here to support you at every stage of your journey from induction to graduation. We look forward to a great year ahead.



Student Services Team

This handbook is designed to help you make the most of your time at North West Regional College. It provides information that will help you access the many services and opportunities open to you. You can also refer to the college website and Student Portal for up-to-date information. Enjoy your time at the college!



STUDENT ENGAGE APP

Search for NWRC in the app store
We are excited to announce our new student app! This is a one stop shop for all things NWRC including;

- Direct access to tutors and class members
- Updates with timetables, classes or course
- News and events at the college
- Other important information

You will be able to access a wide range of content about NWRC and using the app means it keeps your work, discussions and class groups separate from your other social media apps.

The app is easy to navigate, has a good visual appearance and will give you access to amazing discounts, events and other opportunities at North West Regional College.

LOGIN INSTRUCTIONS

- Download the app on your phone
- Use your college Microsoft account and password
- Desktop login - <https://nwrc.wameducation.com/selectinstitution>



For more information and to meet the **Student Services Team**, see page 27

MAKING STUDENTS FEEL SAFE

Safety measures are well-embedded at NWRC to ensure that we are COVID-secure. NWRC continues to respond swiftly and decisively to each stage of the pandemic, putting safety measures and protocols in place to keep our staff and students safe whilst continuing to deliver education via every possible channel. Whilst we are delighted to be back in the classroom, certain safety measures remain. To reassure our students, we have listed some of these safety measures below. Students will also receive an induction and course-specific guidance for their vocational area.

Induction

Induction will take place in your curriculum areas and will include face-to-face communication with your curriculum team as well as videos and supporting online materials from the Student Services team.

Online or Remote Learning

Whilst face-to-face teaching can now resume, each course may still contain an element of remote or online learning. The number of hours will be dependent on which vocational area you are studying. You will receive more information from your curriculum area at induction.

Classrooms

Social distancing is no longer required within classrooms. This is to allow normal face-to-face teaching to resume. Risk assessments have been carried out for each vocational area and where existing safety measures can remain without impacting learning, these may remain in place during the transitional phase. For example, screens have been added where students face each other whilst working and undertaking practical sessions. Plexiglass protective

screening has been installed for high footfall areas including, Student Services, Careers Academy, Learning Link and receptions. Only rooms which can be well-ventilated are in use. Students are reminded to wear an extra layer in colder weather as doors and windows may be opened for additional ventilation.

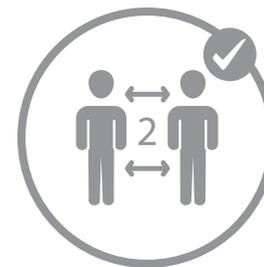


Hand Sanitising

Highly-visible hand sanitiser stations have been placed in key areas. All staff, students and visitors are reminded to clean your hands thoroughly - more often than usual. Also, ensure good respiratory hygiene by following the 'catch it, bin it, kill it' approach.

Cleaning Schedule

The College has an enhanced contract-cleaning schedule in place, to include increased cleaning of touch points such as doors, push plates and handrails. In addition, our staff will be using a range of other measures such as fogging machines, antibacterial wipes and other cleaning materials.



Social Distancing

Outside the classroom, social distancing is encouraged on campus, wherever possible, reducing face-to-face contact and lowering the risk of transmission. There is clear signage indicating entrance and exits to be used and one-way systems are in place in some buildings. Staff will maintain distance from their learners, stay at the front of the room, and away from their colleagues, where possible. Additional PPE including medical-grade face masks have been obtained specifically for first aiders and for staff who are involved with SEN learners. Students are reminded that social distancing should also be adhered to during break times. Note that car-sharing is a common source of transmission.

Face coverings

Face coverings are recommended and are a choice whilst on campus, unless medically exempt. Exemption cards can be obtained from Learning Link or Student Services. Face coverings should be worn appropriately; cleaned, stored and disposed of correctly.

Lateral Flow Tests

You may be required to complete a lateral flow test if symptomatic and you will be advised not to come to college.



Vaccination programme

The Public Health Agency and North West Regional College strongly encourage our students and staff to take up the opportunity to get vaccinated against COVID-19.

As restrictions ease, the more of us who are vaccinated, the more we can reduce transmission and the consequent requirements for self-isolation, as well as any personal health consequences if you do catch the virus.

Anyone over the age of 16 can get the COVID-19 vaccine. There are a number of mobile vaccination centres in community settings as well as a new Moderna vaccination programme being delivered through a community pharmacy COVID-19 vaccination service.

If you do not currently have an appointment for the first or second dose of the vaccine, you can find out details on how to arrange an appointment or walk-in at a community vaccination centres at:
<https://www.nidirect.gov.uk/articles/get-covid-19-vaccination-northern-ireland>

IMPORTANT - you must not attend College if you have any symptoms of Covid-19, no matter how mild, or if:

- You suspect that you may be contagious
- You have had recent contact with someone who has tested positive*
- Someone in your household is awaiting results from a PCR test
- You have been contacted by NHS Test and Trace to request that you self-isolate
- You have returned from a country that requires you to quarantine/self-isolate for 10 days.

**Note that self-isolation rules have changed for people who have had both vaccinations at least two weeks prior to close contact with a positive case. In this instance, PCR tests are recommended on Day 2 and Day 8 after contact. If test results are negative, there is no requirement to self-isolate. If either test is positive, you must self-isolate for 10 days. We will always recommend erring on the side of caution so if in doubt, stay home and make a call or send an e-mail to a member of staff who can get you help and advice.*

Symptoms of Covid-19

Symptoms have changed over recent months, as new variants of the virus develop. For some people, symptoms can be mild and present similarly to Hayfever or Sinusitis. Therefore, if you have any cold or flu-like symptoms, or any of these listed below, we would ask that you stay at home and get a PCR test at your local testing station.

- A headache
- A sore throat
- A new and persistent cough
- A temperature or fever
- Loss or change to your sense of smell or taste.

If you have symptoms, it is important that you go for a PCR test and do not use a Lateral Flow Test at home. Lateral Flow Tests are only for detecting asymptomatic cases and may give you a false result if you have symptoms.

For further information please go to www.gov.uk/coronavirus



Becoming unwell

If you are on campus and become unwell with any cold or flu-like symptoms, you must contact a member of staff. You will be asked to go home immediately. You are advised to self-isolate and book a PCR test. Your fellow household members should also self-isolate until your result is known. If positive, you will have to self-isolate for 10 days and your household and close contacts will have to follow the rules on testing and self-isolation. Follow the guidance: www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirussymptoms

If you are unable to leave the campus

immediately you will be directed to a specific room that has been identified on each site, where you will be asked to remain until you are able to leave and return home. If you are showing symptoms or have tested positive for Covid-19, please email Safeguarding@nwrc.ac.uk

Coronavirus Testing

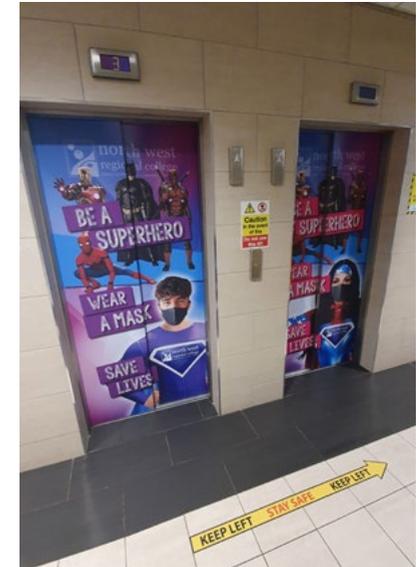
A negative PCR test will enable learners and staff to get back to the classroom. A positive test will ensure rapid action to protect the College community. If you have any concerns about getting tested, please speak to a member of staff.

The College has a specialist Covid Team who carry out our very own Track and Trace within NWRC. They will be able to help and advise on any Covid-related matter. They will engage with the NHS test and trace, manage confirmed cases within our community and contain any outbreak by following Public Health and local health protection team advice.

What should I do if I have concerns?

If you feel worried or anxious at any time please talk to a member of staff. If you need to access the student support team please email them on safeguarding@nwrc.ac.uk.

If you have any further questions regarding our COVID-secure prevention measures, please view the college website for current information.



How to do a rapid COVID-19 self-test

Your step by step guide



1) You'll be shown to a space where you can do your test and be asked to blow your nose, so your airways are clear.



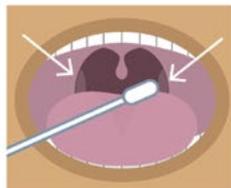
2) When you arrive you'll be asked to sanitise your hands or put on gloves.



3) You will do your test yourself with support from a testing helper.



4) You'll need to open your mouth wide and look at the back of your throat using the mirror. Then being careful not to touch the tip, you'll take the swab from its packet.



5) Rub the swab tip firmly against your tonsils (or where they used to be) 4 times on each side.



6) You will then remove the swab carefully, making sure it doesn't touch any other parts your mouth and put it gently up 1 of your nostrils.



7) When you feel some resistance (up to 2.5 cm or 1 inch) you will roll the swab firmly around the inside of the nostril, making 10 complete circles.



8) After removing you will hand your swab to a testing helper who will make sure the correct details are on your test.



9) The testing helper will also let you know when and how you will receive your test result.

<https://www.gov.uk/coronavirus>



Wash your hands regularly



Maintain Social Distancing according to government guidelines



Stay at home if you are ill



Cough or sneeze into the crease of the elbow or in a tissue



Avoid touching your face



Please wear a face covering



Keep Left on corridors and stairs

OUR COLLEGE

The heart of the North West

Enriching lives, building careers and supporting communities, North West Regional College has been at the heart of life in the North West of Northern Ireland for more than 100 years.

Across the passing of time NWRC has stood as an important institution renowned for delivering an extensive range of learning and career opportunities to thousands of learners. As an employer, the College has provided hundreds of jobs across its teaching, support and technical areas. As a supporter of the local economy, it has nurtured local enterprise through expert training and skills development. And, as a community partner, it has crossed the divide to offer an integrated civic resource for the benefit of the entire region.

Now, NWRC is delivering an invigorated brand of education and training aimed at attracting new learners, while advancing the growth and prosperity of the local economy.

Your local campus

The College has five main campuses located in Derry-Londonderry, Limavady and Strabane, and supports over 10,000 student enrolments each year. Learners attend from all parts of Northern Ireland and the Republic of Ireland, undertaking Full-Time or Part-Time study programmes in a range of vocational or non-vocational areas.

It has 4 academic departments, each catering for school leavers, mature students, professionals, community organisations, and the unemployed.

Industry links

Many courses at the College are developed in conjunction with local employers and are designed to give students a feel for future employment, and to enhance practical competence in their chosen vocation.

Supporting our students

The College adopts a professional, friendly and sensitive approach to student support. Experienced and qualified personnel provide help and assistance on accommodation, finance, careers, university application, pastoral care/counselling and health

matters.

A full range of access facilities for students with disabilities is also on offer.

Students' Union

NWRCSU is ran by students, for students. This is the heart of Student Voice at the College. We look after all the cool things about College life. We have an elected SU Council that help run all the activity and campaigns. We recruit and train 250+ Class Reps who receive a SU hoodie free. Clubs and Societies are our thing - Soccer, LGBTQ+, Disability Sailing, GAA, Boxing, BJJ, Heritage. The unique thing about this is that if you want to help run a new club, then we'll help you do it.

The Future

Our focus at North West Regional College is the future. Whether that be the future of our individual students and their careers; the future of our local and national economy or developing our communities for future generations.

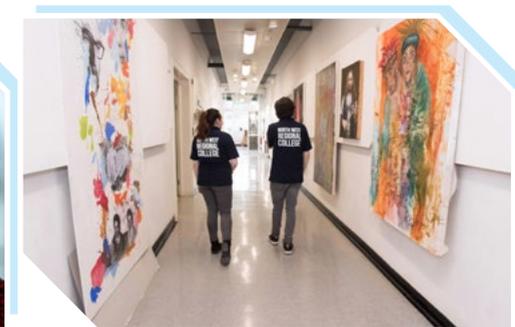
We are here to provide the opportunities that will improve each of these elements in the future.

Plagiarism

To secure the reputation of the College and reduce the risk of Students work being ungraded or Disciplinary Procedures being invoked due to Plagiarism, all academic teams should complete a tutorial/lecture session on . The majority of explain Academic Integrity, Plagiarism and Contract Cheating and the consequences of these. The information is contained within the Course Handbook (Chapter 1). Teams may decide to carry out a piece of work with the students to alert them to how easy it is to use words or pictures with referencing them properly. Turnitin is also referenced withing the Handbook.



Cutting-Edge Facilities
to prepare you for employment



2022-23 TERM DATES

SEPTEMBER	
01/09/2022	<i>Semester 1 commences/ Induction/Freshers Week</i> FE Year 1 provision including Traineeships
05/09/2022	<i>Induction/Refresher</i>
12/09/2022	<i>HE Provision and Evening Classes</i> HE Provision and Evening Classes
OCTOBER / NOVEMBER	
03/10/2022	Community Provision Outreach and non-accredited provision
24/10/2022	HE and Access Graduation Ceremony on Friday 28 October
31/10/2022	 <i>Halloween week</i> 2 College Staff Development Days - Annual Learning and Teaching Conference
DECEMBER / JANUARY	
19/12/2022	 <i>Christmas Break</i> Student contact from 19th to 22nd December College Buildings Closed 23/12/22 to 02/01/23 inc.
26/12/2022	
JANUARY / FEBRUARY	
02/01/2023	College closed on 02/01/23
09/01/2023	Classes re-start Monday 9 January
16/01/2023	Semester 1 ends
23/01/2023	 <i>Intersemester Week</i> College Staff Development Days
30/01/2023	Semester 2 commences
06/02/2023	Open Week TBC

*Entitlement Framework, Outreach and TFS student calendars may differ; as well as some Higher Education courses where alternative semester durations have been agreed.

MARCH	
13/03/2023	College closed 17 March 2023
APRIL	
03/04/2023	 <i>Easter Break</i> 2 College Staff Development Days; College Buildings Closed 10/4/23 to 11/4/23 incl.
10/04/2023	
MAY	
01/05/2023	<i>Early May Bank Holiday (1 day)</i> College closed 1 May 2023
08/05/2023	EF 30 wk provision finishes - Yrs 12 and 14 TBC
15/05/2023	FD end on 19 May 2023
22/05/2023	EF Yrs 11 and 13 TBC
29/05/2023	<i>Spring Bank Holiday</i> College closed 29 May 2023
JUNE	
12/06/2023	END OF SEMESTER 2
19/06/2023	Best in FE Event - TBC

ENGAGE

NWRC STUDENT APP

Get the most from your student experience.

- » Connect with your tutors and classmates
- » Stay up-to-date with College news and events
- » Access learning resources quickly and easily
- » Follow sports, clubs and societies

Download on the  App Store  GET IT ON Google Play



STUDENT VOICE

Your voice is really important to us and we want to continue to improve your time at the college. We have lots of different ways that we collect student voice and we encourage all of our students to get involved, including:

- Course reps
- Student surveys
- Monthly pop-up stands
- Focus groups
- Comment cards
- Feedback walls

What do we do with this information?

- Each month we have meetings to discuss your feedback and views. We make changes and improvements, where we can, based on the information you give us
- Your views help shape how your College looks and feels
- We listen to what you have to say and give you the support you need to make changes in your College
- We post "You Said, We Did" each month on the digital screens around the college campuses.



Student Representatives

We are looking for students to represent NWRC as Student Representatives and inspire young people. As part of the 'Student Voice Initiative' we want to hear from students who have an interest in getting involved in wider college life and maximise the support on offer when challenges arise.

Student Reps share their experiences of what it's like to study at NWRC with prospective students, their families and teachers. They will represent NWRC at events on and off campus, with members of staff or with other Ambassadors.

The number of people they engage with can vary from a handful to hundreds depending on the type of event.

Below are the types of events that Student Ambassadors will help with. You may have experienced some of these events yourselves when you applied to NWRC.

- Open Events
- School Visits
- Careers Road shows
- Higher Education and UCAS Fairs
- Community Events and Festivals
- Campus Tours
- Schools Visits to Campus

What makes a good Student Representative?

- Current NWRC student
- Available to commit to a minimum of two events per term
- Enthusiastic about NWRC and the benefits of further and higher education
- Friendly - able to speak to a diverse range of people who may be shy or unsure about college
- Reliable, organised, good at timekeeping, able to show initiative and work with minimal supervision
- Professional - Ambassadors represent NWRC and should be naturally courteous and professional

Why should I apply?

- Develop your public speaking, teamwork and independent thinking skills
- A fantastic way of building self-confidence
- Meet other NWRC students from a wide range of different courses
- It looks great on your CV and can give you something else to speak about in interviews
- If you work often enough for us the Marketing and Careers Team can provide references for jobs



Contact the Careers Academy

Email: gavin.stevenson@nwrc.ac.uk
Tel: 028 71 276112

STUDENT SURVEYS

Have your say

Typically students will be asked to complete three to five surveys per year. The College will keep you informed about Student Surveys throughout the year.

If it matters to you... it matters to us.

Why should I take part?

This is your opportunity to give us feedback on your student experience, what's important to you and what we can do better.

We want to get as much feedback from our students as possible as the better the response rate the better the collective views of our students are represented. When the survey is closed and the data collected, the college will work on improvements based on your feedback.

Surveys also provide the opportunity to measure the College's performance against other Colleges in Northern Ireland.

How do I complete it?

Our student surveys can be completed online via the Student Portal.

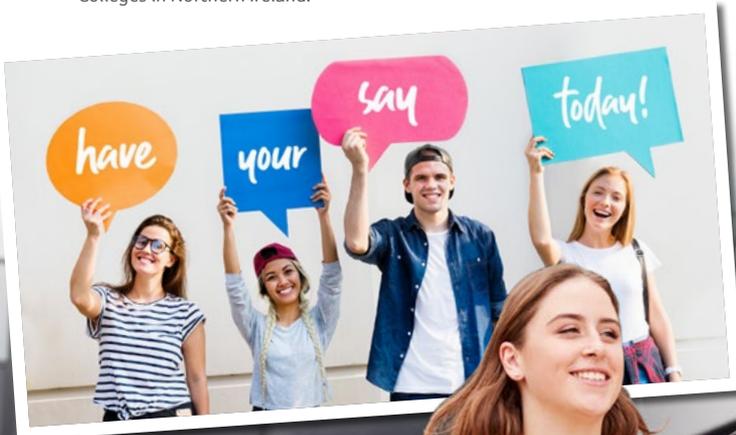
You will be advised at the time how to complete the survey at your tutorial.

You Said, We Did

We will keep you updated on what we have done (and are doing) in response to your feedback. Information will be published on the digital screens around the college campuses.

Contact Us

For more information on our student surveys please contact the **Quality Enhancement Unit** on email: qeu@nwrc.ac.uk



“My course is very hands on, and that's why I enjoy it!

We are learning how to supervise and manage staff in an office environment, and all the governance and paperwork that goes along with that”

STUDENTS' UNION: NWRCSU

Our Purpose

The NWRCSU is your opportunity to get involved, share ideas and make a difference. Students work in collaboration with staff to improve student life at the college. The Union is supported by a staff member from the Student Services team who has dedicated time to support Union development and activities.

The staff member oversees the election processes to ensure sound governance and democracy. We are here to improve the lives of students.

How do I join the Students' Union?

You don't have to join, you're already in! Every student enrolled at NWR is automatically a member of the Students' Union.

The Students' Union represents all students on all campuses and with the help of the Student Council represents the wider student voice.

The Students' Union council is here to:

- Promote the general welfare of all students
- Encourage student societies, sports clubs and social activities
- Act as a channel of communication between students and the College
- Promote the interests of all students and to represent them in all matters affecting their interests
- Enhance the standing of students in the local community

Did you know?

NWRCSU successfully fought for reduced car parking at Foyleside Shopping Centre for you!



Student Council

You can run for election, become part of the Student Council and help provide a "voice" for students! The Students' Union Council is made up of elected Students Officers who have varied responsibilities in the day-to-day running of the Union.

College students can be elected to the following roles; Student Governor, President, Entertainment Officer, Welfare Officer, Mental Health Officer, Part-time student officer, LGBT Officer, Secretary, Disability Officer, Mature Student Officer, Women's Officer, and Black & Ethnic Minorities Officer and many more.

The Student Governor sits on the Board of Governors which means the student perspective is included in any major decision making within the College.

Award Winning Union

NWRCSU won 3 major Awards ; SSAI Welfare Project of the Year, plus 2 Project Based Learning Awards for Innovation

The Student Council helps to organise:

- Union Clubs & Societies
- Freshers' Week
- Student Socials
- Fundraising
- External Collaboration
- Sporting Activity
- Team Building
- Scholarships

AWARD WINNING STUDENTS' UNION...

Multiple Local and National Award Winners 2021



Get your name down as a Class Rep or stand for the SU election.

Working on projects that will improve your transferable skills such as innovative thinking, trans-national communication, problem solving and presentation skills. This will make you stand out from the crowd in a Uni or Job application



Danny Lyttle,

Student Liaison & Events Officer,

Tel: 074 35780332

Email: Danny.lyttle@nwrc.ac.uk

"Hi, I'm Danny from the Student's Union. Why don't you call in and see what we have for you? Could be anything from a problem on your course to going on a training project in Europe. No appointments, just pop in!

Clubs and Societies

Can I join a sports team, club or society?

Yes – all our Clubs & Societies are for you..... and they're FREE. We have a wide range of activity for you including Sports Teams, Gym, BJJ, Disability Sailing etc. Too many to mention really.

But if you want to run a club then we will help you do it. That's the way we work; supporting your ideas and thoughts.

Everyone is welcome with us and all abilities are catered for.



SPORTS CLUBS

- Women's Football
- Men's Football
- Women's Gaelic
- Men's Gaelic
- Men's Rugby (affiliation to UUSU)
- Basketball
- Boxing
- Kickboxing
- Athletics
- Gym
- Martial Arts
- Outdoor Pursuits – Canoeing, Rock Climbing, Orienteering, Coasteering, Bush Craft
- Sailability
- Brazilian Jiu Jitsu

100% FREE

SOCIETIES

- Movies & Film Club
- Bowling Club
- LGBT
- Photography Club
- Gaming Club
- D&D Table Top Club
- Music & Performing Arts
- Irish Heritage
- Christian Union

Work and Study Abroad

NWRC's International Office offers students the opportunity to travel and train/study abroad on 1 week to 12 month projects. Our projects allow students the opportunity to enhance their learning experience, improve self-confidence, grow aspirations and develop real-life skills as well as enjoy and experience another culture.

Students have participated in projects to countries including Belgium, Denmark, Finland, Germany, Italy, Malta, Portugal & Slovenia.

Students travelled to Hong Kong in June 2019 to exhibit & present at an International Student Seminar and we have a student who has been selected to study in the USA under the Study USA programme.

For more information:

To find out more about the international opportunities available students should speak with their course lecturers or email the International Office:

international@nwrc.ac.uk or **pop into the SU.**



Student Services -Induction Plan

Overview

The key aims of Induction are to:

- Advise on social distancing and safe movement around college sites for students
- Provide key information to help students to make the transition into college
- Help students to make friends and settle quickly into college
- Reinforce positive messages about expectations
- Encourage students to get involved in college life, supported by cross campus 'get-involved' activities
- Make sure students are on the correct programme

All with the objective of improving overall retention on programmes



WEEK 1

1st years Fresher's & Induction week will run from week 1 in the academic calendar 1st to 3rd of September.

Fresher's & Induction will be online and virtual in delivery.

Induction

Short Student Services videos and innovative virtual content will be shown to students during individual course inductions, or subsequently by course teams, but ideally during week 1.

These videos and activities will share vital information on areas such as; Student's Union, Student Finance, Careers Academy, Safeguarding, Learning Link, Library and Wellbeing. Interactivity will be the key, with a range of prizes and rewards on offer for participation.

Freshers

New students will receive a Virtual Fresher's Pack from Student Services. It will contain all the relevant information and resources available at freshers Fairs, such as; SU Election details, Clubs and Societies, Money Tips, Job info,

Freebies and Online Study Smart Tips.

Content for Fresher's is still being devised, and suggestions for such are most welcome from our curriculum partners. We will share this plan as it is developed.

WEEK 2

Refreshers will run similar to Induction, and ideally delivered on Week 2 (Monday 12th) of the academic calendar. Refreshers is primarily directed at returning groups with current low retention:

The plan is to run specific team building activities to improve in year retention.

WEEK 3

PT & Induction week will run from week 3 in the academic calendar.

All content produced for Induction, Refreshers and Freshers will be available for curriculum teams to provide to PT students.

Retention Campaigns

1- "Talk don't Walk"

Student services will run a campaign over the first six weeks to get students to communicate virtually with the careers team, if they feel they are on the wrong programme instead of deciding to withdraw from the programme.

We want them to communicate and not just leave the course.

We aim to inform students of the campaign during the induction activity and we will support with a poster campaign and pop ups on computers.

We will follow the campaign up with a so far so good temperature test questionnaires run in the fifth week of workshops through the careers academy.

2- "So far so Good"

I am settled and happy on my course

- Rate 1-5

I am happy with the subject/s I have chosen

- Rate 1-5

Have made friends and I am settled in my group

- Rate 1-5

I have personal circumstances, which may affect my attendance / progress at college

Y/N

Is there any other information that you would like to make us aware of?



WEEK 4

Student Rep Training will begin from week 4 (Monday 26th) in the academic calendar.

We really appreciate Course Co-ordinators electing their Class Reps during the first week or two. It makes the Student Voice projects so much more accessible when this is done, and contact details sent to the NWRCSU.

This enables the Union to deliver training in week 4, in advance of the key retention point of 42 days.

Students will be informed of the role of the student rep during Induction:

Class Rep Training

Monday 26th, Tuesday 27th, Wednesday 28th

Strand Road Reps 12.30-1.30pm

Thursday 29th

Limavady Reps 12.30-1.30pm

Friday 30th

Strabane Reps 12.30-1.30pm

Course Rep Meetings: First meeting:

Strand Road

Mon 10th October 2022 - 12.30-1.30pm

Tues 11th October 2022 - 12.30pm-1.30pm

Wed 12th October 2022 - 12.30pm-1.30pm

Thurs 13th October 2022 - 12.30pm-1.30pm

Mon 17th October 2022 - 12.30pm-1.30pm

Strabane Reps

Tues 18th October 2022 - 12.30pm-1.30pm

Limavady Reps

Course Rep Meetings: Second meeting:

Mon 28th November 2022 - 12.30-1.30pm

Tues 29th November 2022 - 12.30pm-1.30pm

Wed 30th November 2022 - 12.30pm-1.30pm

Thurs 1st December 2022 - 12.30pm-1.30pm

Mon 5th December 2022 - 12.30pm-1.30pm

Strabane Reps

Tuesd 6th December 2022 - 12.30pm-1.30pm

Limavady Reps

Course Rep Meetings: Third meeting:

Mon 6th February 2023 - 12.30-1.30pm

Tues 7th February 2023 - 12.30pm-1.30pm

Wed 8th February 2023 - 12.30pm 1.30pm

Thurs 9th February 2023 - 12.30pm-1.30pm

Mon 13th February 2023 - 12.30pm-1.30pm

Strabane Reps

Tues 14th February 2023 - 12.30pm-1.30pm

Limavady Reps

Student Voice conference:

Date To Be Confirmed – More details to follow.

Student tutorial newsletter

Student tutorial newsletter aims to keep students informed of weekly events and activities that they can get involved in as well as promote the success of student projects and sports teams etc.



INDUCTION CHECKLIST (FULL-TIME STUDENT)

NAME: _____

PERSONAL TUTOR: _____

Please tick each box when you feel this area has been explained fully

THE COLLEGE		HEALTH & SAFETY	
College calendar		Personal responsibilities	
Structure		Evacuation Procedure	
College layout and locations		Obtaining First Aid	
Key staff		Reporting accidents/incidents	
RIGHTS & RESPONSIBILITIES		TUTORIAL SUPPORT	
Student Charter		Tutorial system/programme	
Behaviour Issues Procedure		Value-added/target grade	
Code of Conduct		Individual Learning Plan	
Equality and diversity		Individual Action Plans	
Punctuality and attendance		Qualifications on entry form	
Anti-bullying		Preferred learning styles	
Compliments and complaints procedure		Changing if feel on wrong course	
THE COURSE		STUDENT SERVICES	
		Safeguarding	
Course content and structure		Counselling services	
Teaching/learning approaches		Welfare, information, advice and guidance	
Academic Appeals Procedure		Careers education and guidance	
Workload (including private study)		Financial support	
Timetable Meeting deadlines and progress targets		Library and LRC	
Staff teaching on the course		Student Union, Student Voice	
Work experience		Student portal and Moodle	
Assessment requirements		Learning Link	

WHAT STUDENTS CAN EXPECT FROM NORTH WEST REGIONAL COLLEGE

- We will:
- Always treat everyone equally and respectfully
- Provide you with timely and accurate information about all aspects of your course and college life
- Provide impartial guidance, assistance and advice to support your future success
- Be professional in all our dealings with you
- Provide you with a comprehensive induction to the College
- Provide appropriate learning opportunities, resources and support to assist you in your studies
- Provide you with a programme to enhance your employability prospects: access work experience / placement and industry visits where appropriate
- Provide you with appropriate and timely feedback on your progress that promotes learning and facilitates improvement
- Provide Students' Union services and activities, including Sports, Clubs and Societies
- Provide opportunities for student voice mechanisms, to inform improvements at all levels of college life
- Allow you to make a complaint on any issue and ensure you receive a response in line with the College Complaints Procedure
- Safeguard all the personal information you provide in compliance with the Data Protection Act and the Freedom of Information Act

STUDENT CHARTER

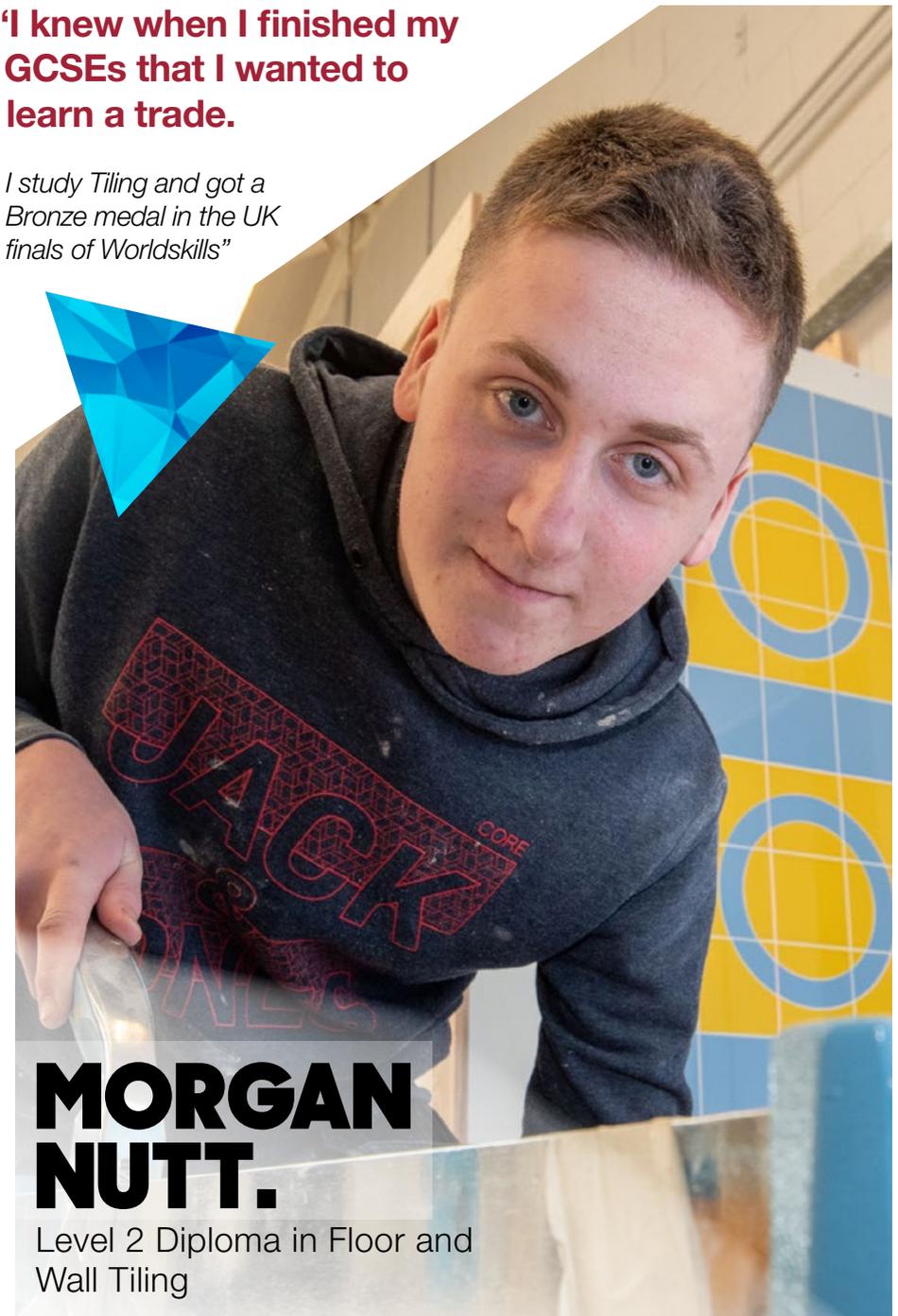
WHAT NORTH WEST REGIONAL COLLEGE CAN EXPECT FROM STUDENTS

- In return you are expected to:
- Fully engage as an active student in our shared educational experience and take responsibility for your own learning
- Treat everyone with respect online and in person.
- The College expects 100% attendance and punctuality adherence
- Comply with all the College policies and procedures, found on the Student Portal
- Not be in possession of, or under the influence of illegal drugs, including legal highs or alcohol in class or on College property
- Complete all work and assignments you are set within the agreed time and ensure that all work is your own. Plagiarism will be dealt with as a serious offence
- Respect all College property including Library and Careers Academy resources and materials
- Students must declare any criminal convictions or charges as part of their enrolment process in line with the College's policy on the Disclosure of Criminal History

Student Services is available to both Students and Staff should you have any queries or concerns. We are here to support you through your journey at North West Regional College. We operate an Open Door Policy so please call in and speak to us at any time.

“I knew when I finished my GCSEs that I wanted to learn a trade.

I study Tiling and got a Bronze medal in the UK finals of Worldskills”



MORGAN NUTT.

Level 2 Diploma in Floor and Wall Tiling

STUDENT SERVICES

Student Services is made up of different support areas for all students at North West Regional College. These areas include:

- Careers Academy
- Student Finance
- Safeguarding
- Library
- Learning Link
- Students' Union & Events
- Health & Wellbeing

The Student Services staff at North West Regional College will strive to ensure you feel welcome and comfortable and there is plenty of help and support available to you. The most important thing is to seek information, advice or support whenever you need it. We have a team of experts on hand to help you work through any difficulties.

We aim to provide integrated, professional, student-centred services which offer information, advice, guidance and support to enable every student to develop and achieve their full potential.

How do I see someone in Student Services?

The College Strand Road Campus is staffed at all times; other campuses have advisors available at different times during the week. Student Services has an open door policy which means you can drop into any of the campuses Student Services offices and you may be seen immediately by an advisor or you can make an appointment. Appointments can be made by email or by telephone.

To make an Appointment contact:

Derry-Londonderry Campus
Tel: 028 7127 6045

Limavady Campus
Tel: 028 7127 8770

Student Portal

On the Student Services Portal you will find lots of useful information under each department. You can click on the relevant department to find out additional information about events and workshops.

Student Engagement and Retention

Student Services provides a 'team around the learner' support intervention service across all our campuses aimed at supporting students who are struggling with their studies to overcome the barriers they face to their education and learning.

The support team is made up of staff from each of the following support departments:

- Widening Access
- Safeguarding
- Careers
- Learning Support
- Learner Resources
- Student Finance
- Students Union

Students can access this service if tutors or teachers refer them directly via student services, or a student can contact the support team by emailing support@nwrc.ac.uk, to ensure maximum impact and guidance is provided.

We come together for the common purpose of improving the success of the student.

Widening Participation

North West Regional College actively encourages students from disadvantaged backgrounds to apply to the College and offer them support as they undertake their student journey. We want to change perceptions and raise aspirations. Having a diverse student population impacts positively on everyone's learning and development. If you are from a background that creates barriers to your education and learning,

The College Widening Access and Participation Officer would like to hear from you and to help you to overcome any challenges you may be facing.

Please advise us if any of the below apply to you:

- You are in care or have a care experienced background
- You are homeless or at risk of becoming so
- You are a single or young parent
- You have had involvement with the criminal justice system
- You have caring responsibilities yourself

For more information, contact:

Email: Eva.McClean@nwrc.ac.uk
Tel: 028 7127 6080

MEET THE TEAM



Finneen Bradley
Student Services Manager



Shannon Doherty
Safeguarding Officer



Danny Lyttle
Student Liaison & Events Officer



Emmett Rice
Student Finance Senior Administrator



Danny McFeely
Health & Wellbeing Officer



Eva McClean
Widening Access & Participation Officer



Annie Duffy
Front of House & Administrator



Rebecca Martin
Student Finance & Events Administrator



Rachel Smyth
Student Finance / EMA Administrator



Joseph McCarthy
Deputy Safeguarding Officer



Rick Caldwell
Creative Designer Placement

STUDENT SERVICES

SAFEGUARDING

What is Safeguarding?

Safeguarding is the action taken to promote the welfare of children, young people, adults at risk of harm and adults in need of protection to protect them from harm. At NWRC all staff are committed to providing a safe and supportive environment where students feel safe and receive effective pastoral and safeguarding care, guidance and support.

We share the belief that safeguarding is everybody's responsibility and foster this culture across the College. The College has a dedicated safeguarding team and Safeguarding Champion that promotes awareness of safeguarding issues and is always available to provide support to students, families and staff.

How can we help?

The College strives to offer the very best education and training and recognises the importance of integrated safeguarding and support services as part of the student experience to enable students to achieve positive outcomes.

The Safeguarding team can offer a listening ear, support and advice with issues such as abuse, bereavement, mental health issue, unplanned pregnancy, homelessness, gambling, relationship breakdown, alcohol or drug addiction, gender change, or any other concern a student may have during their time at college

NWRC Safeguarding Policy

North West Regional College has a Safeguarding Policy in place to protect young people under 18 years and adults at risk of harm or adults in need of protection.

Our dedicated Safeguarding team take the care, welfare and safety of young people under the age of 18 and adults at risk of harm and in need of protection who are students / trainees of the college extremely seriously.

Who do I contact?

In line with statutory safeguarding guidance, the College has a designated safeguarding team. This group of colleagues work closely together to provide effective safeguarding and pastoral support interventions for all students at the College.

If College staff or students have any concerns about a student they should contact:

Shannon Doherty (*Safeguarding Officer*)

Tel: 028 7127 8709

Email: shannon.doherty@nwrc.ac.uk

Joseph McCarthy (*Deputy Safeguarding Officer*)

Tel: 028 7127 6096

Email: joseph.mccarthy@nwrc.ac.uk

Majella Doherty (*Deputy Safeguarding Officer*)

Tel : 02871 27 6366

Email majella.doherty@nwrc.ac.uk

Fiona McCallion (*Deputy Safeguarding Officer*)

Tel : 028 7127 8745

Email: Fiona.mccallion@nwrc.ac.uk



Safe Place Initiative

North West Regional College is also a member of the 'Safe Place Initiative' which was awarded by Onus. This initiative allows us as a college to provide information and signpost anyone that may be affected by domestic and sexual violence or abuse.

If you have been affected by domestic violence or would like more information please contact the safeguarding team by emailing safeguarding@nwrc.ac.uk



Empowering organisations to recognise and respond to anyone affected by domestic or sexual violence or abuse



Freephone 24 Hour Domestic & Sexual Violence Helpline

Open to all women and men affected by domestic & sexual violence

0808 802 1414

PSNI (In an emergency ring 999)

101

The Rowan

(Regional Sexual Assault Centre for NI)

0800 389 4424

Childline

0800 11 11



HOW TO APPLY FOR YOUR ACCESS NI – ENHANCED DISCLOSURE CHECK

Please make sure you complete all steps

STEP 1 – Online Registration:

- Type into Google: ACCESSNI
- Click onto Nidirect.gov.uk - AccessNI check | Apply Online
- Scroll down and click onto Apply online for an enhanced check through a registered body
- Scroll down again and click onto the green box

Create or log in to an nidirect account or apply for an enhanced check >

- Once you have clicked onto the green box you will need to create an account (option at right hand side of screen).
- To activate your account you will need to sign into the email account you have used. There will be an email prompting you to activate your account.
- Once you have activated your account and signed in, you will need to enter this PIN: **2 9 9 9 1 2**
- Complete the remainder of the application and take note of the 10-digit Access NI Reference Number.

STEP 2 – ID:

We can only accept ID from the list below.

GROUP 1

- Valid Passport (Must not be out of date).
- Current Full or Provisional Driving Licence
- Original Birth Certificate (Long or short)
- Adoption Certificate

What we need:

ONE ID from group 1, and TWO forms of ID from group 2.

If you do not have an ID from group 1 we will need FOUR forms of ID from group 2.

GROUP 2

- Birth Certificate (not original).
- Marriage/Civil Partnership Certificate
- Electoral ID Card (NI only).
- Mortgage Statement (dated within 12 months).
- Land and Property Services Rates Statement (NI only).
- P45/P60
- Bank or Credit Card Statement (dated within 3 months).
- Bank Account Opening Confirmation Letter (dated within 3 months).
- Utility Bill (not mobile phone – dated within 3 months).
- Benefit Statement (Child benefit, tax credits, pension – dated within 3 months – UK only).
- yLink Card (these are free and easy to apply for online and provide photographic ID).
- College Letter (Contact Admissions)

STEP 3 – Questions:

You will have to bring your 10 digit reference number and 3 pieces of ID to a member of the Safeguarding Team for validation. Your lecturer will advise you when your class is booked in for an Access NI session. Each student must answer the two questions below:

1. Have you lived outside of the UK/ROI in the last 5 years?
2. Have you ever changed your name?

If you answer yes to any or both of the above questions you will be required to provide evidence. For example, if you have changed your name, a deed poll would be required or if your name has changed through marriage, a marriage certificate is required. If you require further clarification on this section please contact the Safeguarding Team by emailing safeguarding@nwrc.ac.uk and we will be happy to provide further guidance.





WE HAVE A ZERO-TOLERANCE POLICY ON BULLYING

BE KIND
BE FRIENDLY
BE THOUGHTFUL

IF YOU ARE EXPERIENCING BULLYING OR BELIEVE THAT YOU MAY KNOW ABOUT ANY BULLYING HAPPENING AT THE COLLEGE, PLEASE REPORT IT IMMEDIATELY TO STUDENT SERVICES OR CONTACT:

SAFEGUARDING@NWRC.AC.UK
028 7127 8709

Anti-Bullying

NWRC has zero tolerance to bullying and the safety and wellness of our students is our number one priority. We are committed to providing all students with a supportive, friendly, safe and positive environment, free from offensive behaviour.

NWRC has an Anti-Bullying and Harassment policy which is available on the student portal. If you would like to discuss a concern, please contact the Safeguarding Officer – 02871278709 or email safeguarding@nwrc.ac.uk

Domestic Violence is not your fault.

Safety of you and your children is the number 1 priority.

Seek help. There is lots of assistance out there from the police, family violence services etc

Take time out for yourself. If you can't look after yourself, you can't look after your children

Focus on your future and what you want from your future.

Set yourself achievable short term and long term goals.

Talk to somebody:
NWRC Safeguarding: Safeguarding@nwrc.ac.uk

National 24 hour Domestic & Sexual Violence Helpline 0800 802 1414	Local Domestic Abuse Helpline 028 7141 6800
---	--



Meet the SAFEGUARDING TEAM

Finneen Bradley
Adult Safeguarding Champion
finneen.bradley@nwrc.ac.uk
028 7127 6080
ALL CAMPUSES

Shannon Doherty
Safeguarding Officer
shannon.doherty@nwrc.ac.uk
028 7127 8709
ALL CAMPUSES

Majella Doherty
Deputy Safeguarding Officer
majella.doherty@nwrc.ac.uk
028 7127 8836
ALL CAMPUSES

Joseph McCarthy
Deputy Safeguarding Officer
joseph.mccarthy@nwrc.ac.uk
028 7127 6096
ALL CAMPUSES

Fiona McCallion
Deputy Safeguarding Officer
fiona.mccallion@nwrc.ac.uk
028 7127 8745
ALL CAMPUSES

STUDENT FINANCE

Financial stability is a key to academic success.

We want to ensure every NWRC student benefits from the funding opportunities available to them. We strive to ensure payments are made on time and that Students are kept informed of key funding dates.

In addition the Student Finance team provides advice and guidance to students at NWRC and those wishing to progress on with their studies in areas such as:

- Bursaries
- Grants
- Student Loans
- Tuition fees
- Other financial help

The Student Finance team is also responsible for the administration of the Support Fund, EMA, Care to Learn, Higher Education Bursary, Further Education Grant and Higher Education registrations.

STUDENT FINANCE CONTACTS

EMA 0300 200 7089
EDUCATION AUTHORITY 0288 2411 411
HIGHER EDUCATION 0300 100 0077

EMAIL: STUDENTFINANCE@NWRC.AC.UK

Further Education (Including Traineeships) Education Maintenance Allowance

- EMA pays £30 per week and is available to 16-19 year olds (means tested)
- Courses must be at least 15 hours per week excludes Essential Skills)
- EMA Application forms are available online and from Student Services
- Continuing students do not need to reapply

Further Education Grant

- FE Grants are available to students who are studying full-time further education courses and are 19+ on the 1st July
- Students can get up to £2,092 per year (means tested, non-repayable)
- Download an application form [Link here](#) or collect from Student Services.
-

Deadline to be guaranteed funding is 30th June but applications are open until 29th October

Part-Time Further Education Grant

- Part-time further education awards are also available to students studying part-time further education courses
- Students can get up to £465 towards fees and £265 towards books and materials
- Download an application form [Link here](#) or collect from Student Services

Deadline for funding is 29th October

Republic of Ireland Students

- There are no grants available for ROI students studying Full-Time FE courses
- Part-Time further education students may apply for the Part-Time Further Education Grant (Fees Only)
- You may be able to apply for Back to Education if you are currently in receipt of a Social Welfare payment.

Travel/Bus Pass

Bus passes are issued by your local Education Authority (EA). Students must:

- Be under 19 on 1st July before the start of the academic year
- Be studying a Further Education course only
- Live at least **3 miles from their nearest college**.

If you are studying a Higher Education course you are not entitled to a travel pass.

Free School Meals

Students under 18 years of age at 31st July before the start of the academic year, may be entitled to free school meals. Applications must be made by your parent or guardian to your local Education Authority.

Apply online

<https://freeschoolmealsanduniforms.eani.org.uk/>

School meal tickets will be available from reception and should be collected on a weekly basis.

Higher Education

Higher Education Funding

- Students can get a non-repayable maintenance grant per year of up to £3,475 (means tested).

Maintenance loans and tuition fee loans are also available. You can apply online at: studentfinancenl.co.uk.

Part-time Higher Education Funding

- Part-Time higher education students can get a grant of £265 and a Fee grant (means tested)
- A fee loan is also available for those who do not qualify for the grant.
- Students need to complete an online application. Visit studentfinancenl.co.uk



Republic of Ireland Students

- Full-Time higher education students may apply for a maintenance grant via SUSI. Students can apply online at www.susi.ie.
- Full-Time higher education students can also apply for a tuition fee loan by completing the EU22N application form.
- You may be able to apply for Back to Education if you are currently on a Social Welfare payment.
-

Higher Education Bursary and Scholarship

- £500 bursary available to all NWRC full-time higher education students (means tested and non-repayable).
- Students can apply for the bursary through Student Services in September.

Two HE Scholarships are available to cover the cost of fees for students from a disadvantaged background. Contact Student Services for additional information.

SSE Airtricity Scholarship Fund

The SSE Airtricity Scholarship provides 50% funding support towards the cost of Higher Education fees for students commencing first year.

While funding is available for a broad range of subjects, there is a particular emphasis on science and technology.



Skills for Life and Work (SFLAW)

Skills for Life and Work (SFLAW) students should refer to their Skills for Life and Work participant handbook for all information about payments.

SFLAW students can get up to £40 per week based on attendance.

Additional Sources of Funding

The Support Fund

The Support Fund is intended to provide support to learners who are experiencing exceptional financial difficulty with meeting costs associated with learning, such as:

- Part-Time fees
- Accommodation
- Books
- Materials
- Travel expenses
- Childcare Costs

The Support Fund is discretionary. Contact Student Services for an application and criteria information: supportfund@nwrc.ac.uk
[Apply Online here](#)

Payments

The Support Fund can pay up to £45 per week. If approved payments are made approximately every 6 weeks and will be based on attendance. Poor attendance could result in reduced or suspended Support Fund payments. Students may be asked to repay Support Fund payments if they abandon their course.

Princes Trust Development Award

If you're aged 16-25 and need funding to get into Training/Education, you could potentially receive a grant to help to pay for fees, tools or equipment for a job or qualification e.g. hairdressing kit, carpentry tools, chef whites to help you to reach your educational goals.

If you meet the eligibility criteria you can receive up to £500.

For more information, contact:
Email: outreachni@princes-trust.org.uk
Tel: 0800 842 842
Text: "Call Me" to 079 8338 5418
[For more details visit www.nwrc.ac.uk/faq](http://www.nwrc.ac.uk/faq)

Education Maintenance Allowance (EMA)

- If your register is not fully marked each week, you may not get paid. Check your attendance regularly and discuss issues with your tutor.
- Students must have any absences authorised by their tutor within one week in order for payments to be processed.
- Students on work placement (WP) must have this authorised by their tutor in order for payments to be processed.
- You can find all up-to-date information on EMA rules, AA/WP forms on the A-Z resources via the Student Portal.
[Link here](#)

IMPORTANT INFORMATION:

- Missed or reduced finance payments could have a devastating effect on your ability to complete your course successfully.
- The number one cause of missed or reduced Finance payments is your attendance at the College. All Student Finance is dependent on your continuous attendance. In most cases this is something you will have direct control over, however life events can sometimes present obstacles to attendance.
- If you find you are having problems attending it's really important to keep your Tutor informed in exceptional cases they may be able to authorise your absences to prevent it from affecting your payments.
- Understanding your E-register is important, you can view your attendance on the Student Portal. It's strongly recommended to monitor this. If you are not marked correctly you need to inform your tutor. Student Finance will be checking E-registers when calculating Student Finance payments.



RELATED LINKS:

- www.studentfinance.co.uk
- www.studentfinance.ie
- www.eani.org.uk
- www.welbni.org



ABIGAIL SMYTH.

Level 3 Extended Diploma in Art and Design (Design Crafts)

“My time studying Art & Design at Limavady Campus allowed me to fully develop my creative and technical skills that I use every day running my own business, Amity Tattoo, in Ballymoney.

It's a fantastic course, with first-class learning facilities and friendly, supportive lecturers”

CAREERS ACADEMY

Your Career Starts Here

Our Careers Academy, located in our Strand Road, Limavady and Strabane campuses, delivers bespoke programmes and interactive workshops tailored to the needs of the student. The Careers Academy team consists of Careers Advisers, Careers Academy Support Officers, an Employability Officer, Progress Coaches and a Widening Access and Participation Officer. We aim to support students in their educational journey and help them meet their employment potential.

Career Programmes

Programmes are personalised to ensure progression through activities that are appropriate to students at different stages of career learning, planning and development.

The careers programme includes:

- Career Guidance
- Careers Education
- Information and Research Activities

A high quality careers education and guidance programme is crucial in helping young people emerge from college, university or training well-rounded and ready for the world of work.

Awarding Winning Careers Support

- Finneen Bradley, NWRC Careers Manager, was officially awarded the title of **2017 Careers Champion** by Prospects Education Resources.
- *March 2019*
UK Beacon award winner 2019 - Career Guidance
- *June 2019*
Irish News Awards winner 2019 – Inspiring Talent
- *Feb 2020*
The Education Awards 2020 – Careers Impact Strategy Award
- And also awarded the Matrix Quality Mark which reflects excellence in careers provision, employability and advice and guidance.
- *June 2021*
WINNER OCN NI Provider of the Year

Civic Responsibility and Volunteering

Register to become a volunteer with the Careers Academy and exit NWRC "Work Ready".

3E Strategy

All of our workshops encompass our '3E' (Employability, Enterprise, Enrichment) strategy. The aim of the workshops is to ensure that students develop the adequate transversal skills such

as communication, leadership, team building, innovation and motivation to match their academic achievements.

Enterprise

The Careers Academy strives to ensure students have the correct foundations for business development. In partnership with Enterprise North West students can partake in the 'Go For It – Business Start Up' workshop and learn key fundamentals of enterprise such as business plans, finance projections, labour market trends, marketing, product development, innovation and social media.

Inspire Employability Programme

The team from Inspire programme were very easy to communicate with. Our students thoroughly enjoyed the sessions and engaged in interactive activities throughout. The Inspire Programme has given them a great foundation to build a successful career. – Ciara McGonigle, Employment Project Coordinator, Women's Centre

For more information on any of our programmes or to become a volunteer, please contact: careers@nwrc.ac.uk

"The NWRC Inspire programme was excellent! I can't wait to put these new ideas into practice"

Roisin Kelly
Inspire Employability Programme

WORKSHOPS

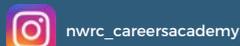
- CV / ECV Writing
- Interview Skills
- UCAS Registration
- UCAS Personal Statement Writing
- Career Progression
- Morrisby Career Guidance Software
- Mindset Mental Health Awareness
- Transversal Skills
- Creating and Using LinkedIn
- Digital Skills
- Go for It Business Start Up
- Inspire Employability Programme

All careers workshops can be delivered virtually. All one to one career guidance sessions will take place adhering to social distancing guidelines

MEET THE TEAM



FINNEEN BRADLEY
Careers Academy Manager
028 7127 6080
finneen.bradley@nwrc.ac.uk



LYNNE KELLY-CARTON
Careers Practitioner
028 7127 8784
lynne.kelly-carton@nwrc.ac.uk



STEPHEN SHERIDAN
Senior Careers Advisor
028 7127 6111
stephen.sheridan@nwrc.ac.uk



GAVIN STEVENSON
Senior Careers Advisor
028 7127 6112
gavin.stevenson@nwrc.ac.uk



PATRICK STEWART
Employability Officer
028 7127 8836
patrick.stewart@nwrc.ac.uk



EVA MCCLEAN
Widening Access Officer
028 7127 6319
eva.mcclean@nwrc.ac.uk



CONOR HASSAN
Careers Support Officer
028 7127 6175
conor.hassan@nwrc.ac.uk



RHEMA MCGILLOWAY
Careers Support Officer
028 7127 6500
rhema.mcgilloway@nwrc.ac.uk



CATHERINE DONAGHEY
Progress Coach
028 7127 8846
catherine.donaghey@nwrc.ac.uk



ALEX SHERIFF
Progress Coach
028 7127 6171
alex.sherriff@nwrc.ac.uk



SUSAN MALLET-MCDAID
Progress Coach
susan.mallettmcdaid@nwrc.ac.uk



DECLAN MCCARDLE
Progress Coach
028 7127 8714
declan.mccardle@nwrc.ac.uk

TALK DON'T WALK

Having trouble with your course or think it might not be the right course?

Talk to our Careers Team to find out what we can do to help you stay at the college



Finneen Bradley
Careers Academy Manager
Deputy Head of Learner Services
finneen.bradley@nwrc.ac.uk
028 7127 6080



Stephen Sheridan
Senior Administrator -
Careers
stephen.sheridan@nwrc.ac.uk
028 7127 6111



Gavin Stevenson
Senior Administrator -
Careers
gavin.stevenson@nwrc.ac.uk
028 7127 6112



Lynne Kelly-Carton
Careers Practitioner
lynne.kelly-carton@nwrc.ac.uk
028 7127 8784



Rhema McGilloway
Careers Support Officer
rhema.mcgilloway@nwrc.ac.uk
028 7127 6500



Patrick Stewart
Employability Officer
patrick.stewart@nwrc.ac.uk
028 7127 8836



Eva Mc Clean
Widening Access &
Participation Officer
eva.mcclean@nwrc.ac.uk
028 7127 6319



Catherine Donaghey
Progress Coach
catherine.donaghey@nwrc.ac.uk
028 7127 6171



Conor Hassan
Careers Support Officer
conor.hassan@nwrc.ac.uk
028 7127 6175



Susan Mallett-McDaid
Progress Coach
susan.mallettmcdaid@nwrc.ac.uk



Alex Sheriff
Progress Coach
alex.sherriff@nwrc.ac.uk



Declan McArdle
Progress Coach
declan.mcardle@nwrc.ac.uk

YOU SAID WE DID

Alaistair Cameron

Entrepreneur in Residence

As the new Entrepreneur in Residence for the NWRC, I am excited to help the College join the dots to the entrepreneurship and startup ecosystem across NI, the ROI and the UK, to fulfill its enterprise goals and objectives and ultimately to help NWRC students to ignite their entrepreneurial spark!

I am looking forward to supporting individual students with their business ideas, increasing their entrepreneurship potential and also helping to create new initiatives to help drive forward entrepreneurship and startup culture throughout the College.



CAREER GUIDANCE & EDUCATION CALENDAR 2022/23

✓ indicates delivery during that month

Careers Guidance	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
One to One Guidance Session											
Careers Drop Ins	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Careers Advice at Enrolment	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Talk Don't Walk Guidance Interviews	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Progression Interviews	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Introduction to the Careers Academy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Employability											
Progression Workshops – Where next?											
UCAS Registration Workshop											
UCAS Personal Statement Workshop											
CV Month – All campuses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CV Support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Marrishy Careers Guidance Software	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transversal Skills Workshops	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Allied Health Preparation											
Nursing Preparation											
Progression Month for Access Students											
Progression Month for FE Students											
Progression Month for HE Students											
Interview Skills Support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inspire Employability Programme	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundations of Communication	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Developing Communication skills	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundations of Confidence	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Developing Leadership Skills	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundations of Resilience	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Developing Resilience	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundations of Personal Branding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Developing Your Personal Branding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A Guide to Assertiveness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Applying for Jobs & Apprenticeships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Interviews & Assessment Centre's	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Starting the Job Hunt	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
LinkedIn Workshop	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Creativity & Innovation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Enterprise											
Go For It Business Start Up Workshops	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Global Enterprise Week Workshops											
Careers Academy Endeavour Enterprise Programme	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Enrichment											
AMH Mindset Workshops	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Inspire Employability Programme	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
E-Safety	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Soft Skills Workshop	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Teamwork Workshop	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundations of Confidence	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundations of Resilience	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Developing Resilience	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundations of Personal Branding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Developing your Personal Branding	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A Guide to Assertiveness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Settling into University week	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Elemental Support Platform	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Managing Stress	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Student Voice											
You Said We Did											
The Student Voice Conference											
Student Focus Groups											
So Far So Good											

CAREERS ACADEMY

The Beacon Award Winning Careers Academy Team offers all prospective and current students free access to informal and impartial information, advice and guidance.

Our team of Careers Education & Guidance Advisers are professionally qualified and experienced practitioners. We aim to ensure that you receive the information, advice and guidance required to make informed decisions that will best help you achieve your goals. All requests for advice and guidance will be treated in a supportive and confidential manner.

You can drop into the Careers Academy as part of our 'open door policy' or make an appointment with an Adviser:

- ☎ 028 7127 6112
- ☎ 028 7127 8784
- ☎ 028 7127 6541
- ☎ 028 7127 6500
- ✉ CAREERS@NWRC.AC.UK

MEET THE TEAM

ELEMENTAL
The social prescribing people
an access company



THE FLYING CLIPPER RESTAURANT

The Flying Clipper Restaurant (Strand Road Campus)

The newly refurbished fine-dining restaurant, the Flying Clipper, is one of Derry-Londonderry's hidden gems. It is renowned for its stunning surroundings, good food and quality service.

Visit us on a Thursday evening for an incredible meal at unbelievable prices. Each week we prepare new menus, allowing patrons to experience various cuisines from around the world, using the finest locally sourced produce, which are complimented by our range of beers, wines and spirits.

The Flying Clipper Brasserie

The Flying Clipper Brasserie, situated adjacent to the restaurant, offers freshly baked pastries, scones and treats daily. Our lunch service provides hot meals, homemade soups and chefs specials.

For bookings contact: (028) 7127 6409

Larry Hill's Cafe (Strand Road Campus)

Based in our Lawrence Building, Larry Hills provides tantalising morning coffee treats and delicious dishes for a filling lunch. With a range of meals on offer served at our hot counter, you're sure to find one to suit your taste-buds, at a price to suit your wallet!

Garnett's Restaurant (Limavady Campus)

Comprising a modern teaching kitchen and a beautiful new restaurant serving staff, students and the public, Garnett's has a focus on locally sourced produce, and is a delightful venue for morning coffee, a light lunch, a filling meal or a relaxing evening dining experience!

At lunchtime we focus on freshly prepared dishes to delight our customers ranging from soup and sandwich deals to meals to set you up for the afternoon. Our Wednesday Evening Service caters for couples, families and group bookings, with weekly set menus showcasing the culinary talents.

For bookings contact: (028) 7127 6409

NIAMH MCHENRY.

Level 3 Apprenticeship
in Dental Nursing



“I’ve been extremely lucky to have found employment with Braid Dental.

The Apprenticeship gave me real guidance with my studies, and was a great introduction to dental nursing”

Meet The Team..



Finneen Bradley

Student Services Manager
finneen.bradley@nwrc.ac.uk
(028) 7127 6080



Siobhan Faulkner

Learning Support Co-ordinator
siobhan.faulkner@nwrc.ac.uk
(028) 7127 6511



Christine Campbell

Senior Learning Support Officer
christine.campbell@nwrc.ac.uk
(028) 7127 6563



Sarah Turner

Learning Support Officer
sarah.turner@nwrc.ac.uk
(028) 7127 6017



Matthew Graham

Learning Support Administrator
matthew.graham@nwrc.ac.uk
(028) 7127 6024



Pauline Wilders

Student Services Support Officer
pauline.wilders@nwrc.ac.uk
(028) 7127 8770



Stephen O'Donnell

Learning Support Officer
stephen.o'donnell@nwrc.ac.uk
(028) 7127 6371



Erin McCloskey

Learning Support Officer
erin.mccloskey@nwrc.ac.uk
(028) 7127 6025



Aiden O'Donnell

Learning Support Officer (Study Skills)
aiden.o'donnell@nwrc.ac.uk
(028) 7127 6019

LEARNING SUPPORT

The Learning Link

North West Regional College and the Learning Link are committed to equality, diversity and to promoting an inclusive teaching and learning environment for all.

The Learning Link welcomes students with a range of additional needs such as specific learning difficulties, e.g. dyslexia, physical disabilities, medical conditions, sensory impairments, general learning difficulties and mental health conditions.

We encourage both existing students and new applicants to the College to declare their additional needs to us. If we are aware that you have additional needs and require extra help to successfully engage with your course, it will enable us to make reasonable adjustments for the duration of your studies.

Applicants with additional needs can inform the College on their application form, highlighting any support required as a result of your additional needs. If you have not disclosed your condition and wish to do so, you can contact us directly or you can speak to your tutor who can support you to make a referral.

Formal evidence of your additional needs is essential – for example, a Statement of Special Educational Needs, a Consultant's letter or an Educational Psychologist's Report.

SERVICES INCLUDE:

Advice and Guidance

- Liaison with Lecturers
- Higher Education funding
- Referral to external agencies

Human Support

- Note takers
- ASD / Mental Health Mentor
- Sign language interpreters
- Study Skills Coach

Assistive Technology

- Equipment
- (e.g. laptops, magnifiers)
- Specialist software
- (e.g. Read and Write Gold)

Access Arrangements for Exams

- Extra time
- Reader
- Scribe
- Rest breaks
- Modified papers

How does it work?

Referral via:

- Upon ticking the Learning Support box on the College Application Form, a Learning Support Referral Form will be sent to the student to complete and submit to the Learning Link.
- Speaking to a Lecturer; a Lecturer can complete a Learning Support Referral Form (with the student's consent) and submit it to the Learning Link.
- Students can email the Learning Link mailbox at learninglink@nwrc.ac.uk directly to request a Referral Form.
- Students can download a copy of the Referral Form on the Student Portal. The form can be accessed through the A-Z of resources, under 'L'.

Registering

- In order to register, students are required to provide formal evidence of their additional needs.
- Evidence should be provided along with the Learning Support Referral Form; students will then be invited in for an Assessment of Need meeting.
- At this Assessment of Need meeting, a member of the Learning Link team will discuss the student's needs and create a tailored Learning Plan which will be sent to the student's Lecturers.
- If a student's condition is medical, the Learning Link team may also provide students with a Medical Plan.
- The Learning Link team will review each student's support throughout the academic year.

Support

A package of support will be discussed and agreed during your Assessment of Need appointment.

Support for NI students

- Higher Education students seeking learning support must apply for the Disabled Students' Allowance (DSA).
- DSA can be arranged directly through the student's Education & Library Board (ELB) or through the Learning Link at NWRC.
- Students should check with their local ELB or the Learning Link to confirm if they are eligible for the DSA.

Support for ROI students

Students resident in the ROI are not eligible for DSA but may be eligible for funding from the Fund for Students with Disabilities. Please contact www.studentfinance.ie or call into the Learning Link for further details.

To find out more information please contact a member of the Learning Link team:

Strand Road Campus:

C165, Tower Building, Strand Road, Derry-Londonderry, BT48 7AL

Limavady Campus

Student Services, Main Street, Limavady, BT49 0EX

Tel: (028) 7127 6024

Email: learninglink@nwrc.ac.uk



DO YOU LOOK AFTER SOMEONE?

Young adult carers are young people aged 16–25 who care, unpaid, for a family member or friend with an illness or disability, mental health condition or an addiction.

WHAT MIGHT A YOUNG ADULT CARER DO?

- Practical tasks, such as cooking, housework and shopping
- Physical care, such as helping someone out of bed
- Emotional support, such as talking or listening to someone who is distressed
- Personal care, such as helping someone dress or go to the toilet
- Managing the family budget and collecting prescriptions
- Helping to give someone their medication
- Helping someone communicate
- Looking after brothers and sisters

FOR MORE
INFORMATION PLEASE
CONTACT:

SAFEGUARDING@NWRC.AC.UK

OR

WIDENINGACCESS@NWRC.AC.UK

WHAT CAN WE DO TO SUPPORT YOU?

- Liaise with your curriculum team and other departments
- Provide pastoral support with college and home related support needs
- Signpost and refer you to local external agencies for specialist support

MENTAL HEALTH FIRST-AIDERS



Shannon Doherty

028 7127 8709
shannon.doherty@nwrc.ac.uk



Joseph McCarthy

028 7127 6096
joseph.mccarthy@nwrc.ac.uk



Majella Doherty

07501617898
majella.doherty@nwrc.ac.uk



Fiona McCallion

028 7127 8745
fiona.mccallion@nwrc.ac.uk



Aiden O'Donnell

028 7127 6019
aiden.odonnell@nwrc.ac.uk



Rhema McGilloway

028 7127 6500
rhema.mcgiilloway@nwrc.ac.uk



Alex Sheriff

028 7127 6171
alex.sheriff@nwrc.ac.uk



Catherine Donaghey

028 7127 8846
catherine.donaghey@nwrc.ac.uk



Declan McArdle

028 7127 8714
declan.mcardle@nwrc.ac.uk

OUR MENTAL HEALTH FIRST-AIDERS ARE A POINT OF CONTACT IF YOU, OR SOMEONE YOU ARE CONCERNED ABOUT, ARE EXPERIENCING A MENTAL HEALTH ISSUE OR EMOTIONAL DISTRESS. THE FIRST AID IS GIVEN UNTIL APPROPRIATE PROFESSIONAL HELP IS RECEIVED, OR UNTIL THE CRISIS RESOLVES

LIBRARY

The library is central to all the college's academic activities, and is here to support learning and teaching.

All new students receive an induction to the Library Service and all Full-Time and Part-Time students may enrol as a library user allowing them to borrow books from any of our libraries. College student cards are used as library cards.

The library at North West Regional College provides a comprehensive service to staff and students across all 3 main campuses:

- Strand Road Campus, Tower Building
- Limavady Campus Library
- Strabane Campus Library

When are we open?

You can check the library opening times on **CANVAS** or contact the library desk for the most up-to-date information.



What services are available?

- Book borrowing
 - 6 Pods (Strand Road Campus)
 - 3 Pods (Limavady Campus)
- Study Pods
- PC and Internet access
- Printed Journals
- E-Resources (including, e-journals)
- E-Books
- Study space
- Photocopying and Printing
- Colour Printing
- Help and assistance from qualified and experienced staff
- Laptop loans
- Student ID Cards - *and free Library Only ID Cards for PT students*
- Stationery for Sale (*Strand Rd. only*)

Student Printing Charges

Students will be provided with an annual one-off £5 credit for printing/photocopying.

When your credit has been used, students can purchase top-ups using their Student ID. Payments can be made at the library issue desk or at main reception.

There is a comprehensive digital library, including

- 1000's of e-books
- access to over 1,000,000 e-journal articles
- databases such as Mintel Ireland; Childlink
- all available from our site on college VLE

Contact library staff for queries - library@nwrc.ac.uk



Hair & Beauty Academy

Foyle, Limavady,
Strabane

15%
discount for
students



Professional service at discount prices

State of the art facilities

Male & Female clients welcome

To view our full range of services and current price list please visit:

www.nwrc.ac.uk/hairbeauty

Foyle: 028 7127 6302 (Hair) / 6336 (Beauty)

Limavady: 028 7127 8767 (Hair) / 8757 (Beauty)

Strabane: 028 7127 8822 (Hair) / 8827 (Beauty)

EXAMINATIONS & ASSESSMENTS

Students with specific learning difficulties, physical disabilities, medical conditions, sensory impairments, general learning difficulties or mental health conditions seeking Examination Access Arrangements should firstly register with the Learning Link.

As part of this registration process, staff at the Learning Link will assess students for entitlement to Examination Access Arrangements, e.g. Extra Time, Reader, Scribe, Rest Breaks. Student hub - EBS, Tutorials, Teams site online

The Learning Link will then liaise with the Examinations Office here at NWRC who will ensure that qualifying students' Examination Access Arrangements are applied for.

Mobile phones and other forms of web enabled devices

Mobile phones, watches (either analogue or smart), and other forms of web enabled devices are not permitted in exam rooms. Candidates will be disqualified if they are found to be in possessions of these.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously. Don't think you won't be caught - there are many ways to detect plagiarism:

- Markers can spot changes in the style of writing and use of language
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned - they may have read the source you are using (or even marked the essay you have copied from!)
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- The piece of work will be awarded zero marks
- You will be disqualified from that unit for that examination series
- You will be disqualified from the whole subject for that examination series
- You will be disqualified from all subjects and barred from entering again for a period of time

Your awarding body will decide which penalty is appropriate.

To secure the reputation of the College and reduce the risk of Students work being ungraded or Disciplinary Procedures being invoked due to Plagiarism, all academic teams should complete a tutorial/lecture session on . The majority of explain Academic Integrity, Plagiarism and Contract Cheating and the consequences of these. The information is contained within the Course Handbook (Chapter 1). Teams may decide to carry out a piece of work with the students to alert them to how easy it is to use words or pictures with referencing them properly. Turnitin is also referenced withing the Handbook.



REMEMBER – It is YOUR qualification so it needs to be your work

Find out more

For general information and guidelines on Exams and Assessments visit the Student Portal or contact:

Pauline McShane
Examination Administrator
Tel: 028 7127 6372
Email: pauline.mcshane@nwrc.ac.uk

NUALA MCGUIRE.

Foundation Degree in Sport
Coaching and Fitness



“I studied the Level 3 at NWRC before moving on to the Foundation Degree to build up my UCAS points.

This gave me a feel for what I wanted to do next. I now hope to go on and study Sports Performance Analysis at University”

TECHNOLOGY SUPPORT FOR LEARNING



The college is committed to using technology to help you with your studies. All college students and staff have access to a wide collection of online resources.

Access is available internally via the Student Portal or outside the College via our website www.nwrc.ac.uk.

Student Portal

When you launch Internet Explorer on a college computer you will immediately see the Student Portal. This links to the main technology tools and online learning resources that you will need for your course. The timetables, attendance details and other information are specifically about you and your course.

FREE Microsoft Office

All active College staff and students are entitled to download, install and activate up to 5 copies of the standalone Microsoft Office software on personal computers or mobile devices for the duration of their time at NWRC.

More information is available on the Student Portal on the A-Z under **Microsoft Office 365 – Install procedure**.

Digital Learning - Canvas

NWRC uses Canvas as the primary digital platform. It is used to store course information, course notes, exercises, assignments and announcements about your course.

Many communal areas of the college have access to Wi-Fi. Details for getting access can be found on the Student Portal.

Accessing Canvas

You need a college network account to access Canvas. You will be given a Username and Password at the early stage of your course. When you try to access Canvas you will be asked to enter your Username and Password. Following this, the computer will remember your log on details and you won't need to enter them again.

To activate Canvas:

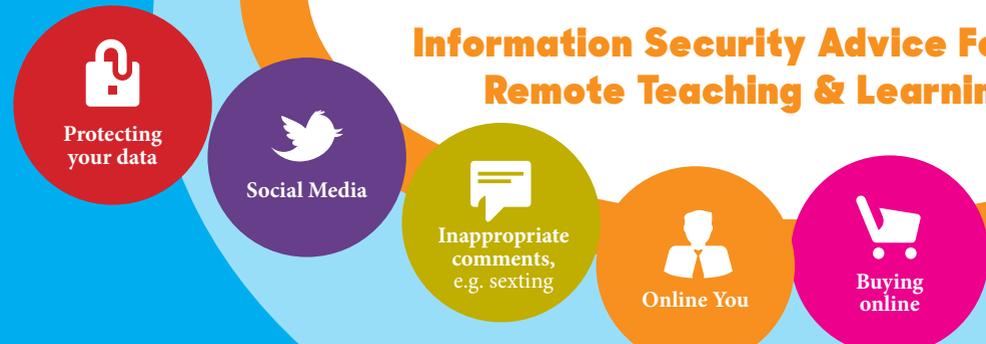
1. For phone or tablet – get the mobile app – when asked for school/college, enter NWRC
2. On a PC/laptop:
 - a. Go to <https://nwrccanvas.instructure.com/> or
 - b. From the college website click the Students button
Click Canvas
3. In College, you can get Canvas from the Student Portal.

Early in your course your teachers will show you how to use Canvas.

Problems getting access from home?

- 1 **Check your password is correct**
Using an incorrect password is a very common reason for not getting access
- 2 **Check your home internet connection**
Can you access other websites? If you can't, then check with your internet service provider
- 3 **Using a mobile phone or table?**
Check your devices Settings option to see what Wi-Fi you are picking up
- 4 **Still not working?**
If none of the above work, then ask your course co-ordinator for help

Information Security Advice For Remote Teaching & Learning



1	EVERYONE IS A POTENTIAL TARGET	Don't think it will never happen to me. Everyone is at risk. All College users – staff and students need to practice good online security
2	KEEP SOFTWARE UP TO DATE	For personal computers, laptops and tablets, turn on automatic updates and keep your devices patched regularly.
3	INSTALL ANTI-VIRUS PROTECTION	Keep it up to date. If you have one, turn on the firewall for added protection. For advice on Anti-virus options contact the IT Services Helpdesk on is.helpdesk@nwrc.ac.uk using your college email. If you receive a college laptop to support your studies Anti-Virus software will already be in place. Be sure to restart your device when prompted for security updates by Microsoft or Apple.
4	PRACTICE GOOD PASSWORD MANAGEMENT	Use strong unique passwords and never share them with someone else. Consider using a password manager. The new College password policy for September 2021 will be based on length as opposed to complexity. Longer passwords are better. Be sure to change your temporary initial password ASAP. Guidance documents are available on the A-Z on the Staff and Student portals
5	BACK UP YOUR DATA	As part of your College Active Directory account provisioning we enable all students for Office 365 which includes a 1Tb OneDrive so that you can access coursework in College and at home. Don't rely totally on USB storage devices for backup. For important work we recommend that you back up to your h: drive in College as this is backed up daily by IT Services.
6	USE MOBILE DEVICES SAFELY	Protect mobiles and tablets by implementing security such as PIN, Pattern or FaceID.
7	AVOID BEING CAUGHT BY PHISHING SCAMS	When you begin your course always use the College assigned Outlook mailbox for all college communications. Be careful when opening attachments and clicking links in emails – even from people you know. IT Services will never ask you for your account password.
8	PROTECT SENSITIVE DATA	IT Services have introduced Multi-factor Authentication to protect staff and student remote access to College resources. This secures access using the Microsoft Authenticator App by using something you know (i.e. username and password) and something you physically have (i.e. your smartphone with the app installed). This significantly reduces unauthorised access to your account.
9	STAY INFORMED	For additional information and advice visit the IT Services section on www.nwrc.ac.uk/whats-new/covid19/updates
10	REPORT ALL SUSPICIOUS ACCOUNT ACTIVITY	If you are unsure about an email or other suspicious network activity please report to IT.Security@nwrc.ac.uk and we will be happy to advise.

Contact the IT Technicians Helpdesk on (028) 7127 6565

HEALTH & SAFETY

Reporting Accidents / Incidents

The College's definition of an **Accident/Incident** is "an unplanned or uncontrolled event which may or may not result in injury or ill health to individuals."

Student Responsibilities

When any accident / incident occurs it is the responsibility of all students to inform their lecturer or any other member of staff.

Purpose of Reporting Accidents / Incidents

- To ensure that the injured person receives suitable First Aid treatment or medical attention
- To prevent re-occurrence
- To ensure that a staff member can complete an online Accident / Incident Report
- There is a legal requirement (RIDDOR)
- Enable the College to investigate all accidents / incidents.

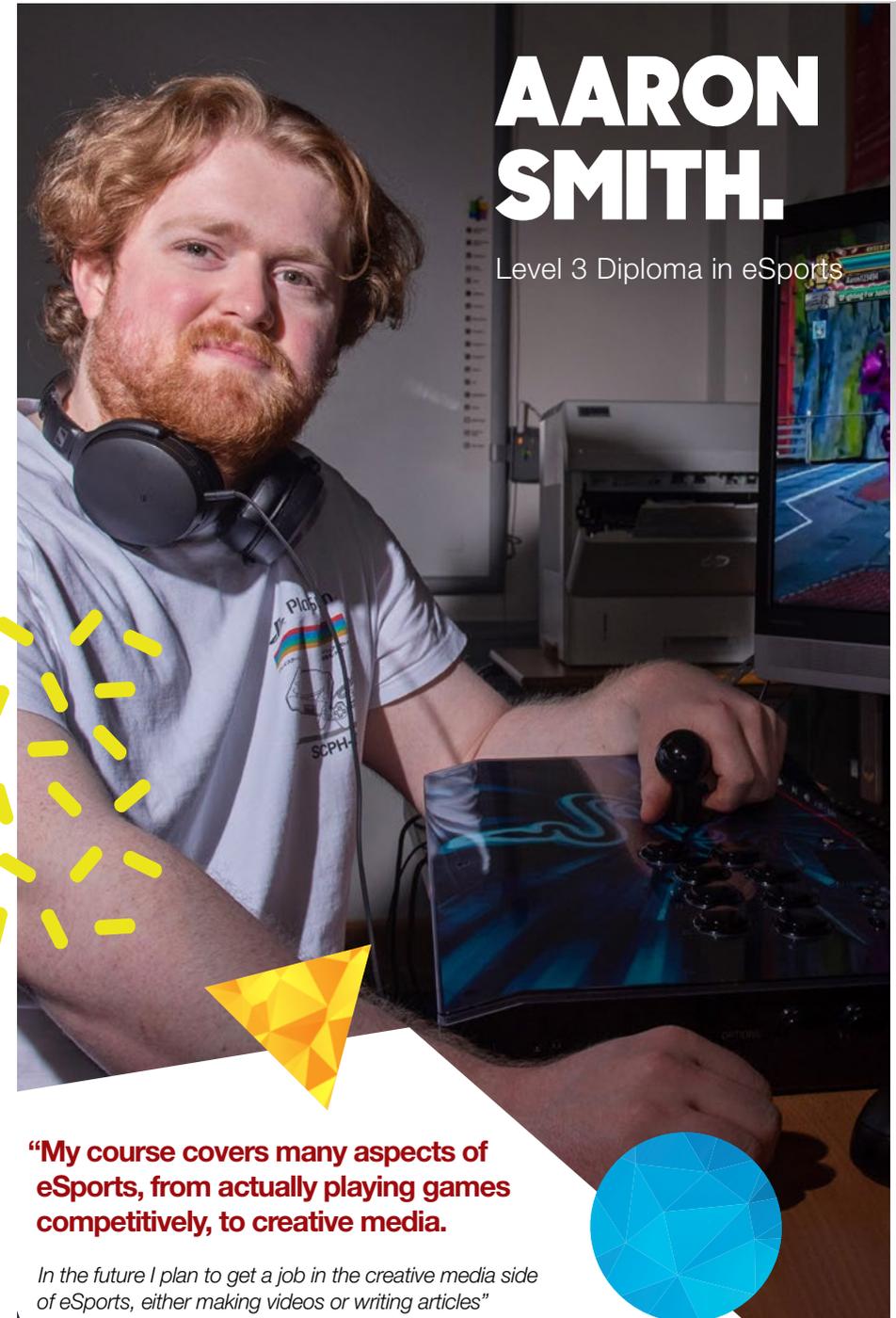
Emergency Evacuation

IF YOU DISCOVER A FIRE:

- Sound the fire alarm by activating the nearest call point.

IF YOU HEAR THE ALARM:

- Leave the building immediately using the nearest available exit
- Do not enter any area where there is evidence of fire or smoke
- Close any doors through which you pass
- Do not use the lifts
- Do not stop to collect personal belongings
- Report to the Assembly Point (posted on notice boards)
- Do not re-enter the building without permission

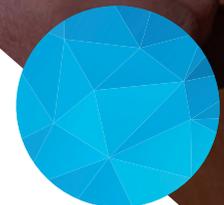


AARON SMITH.

Level 3 Diploma in eSports

“My course covers many aspects of eSports, from actually playing games competitively, to creative media.

In the future I plan to get a job in the creative media side of eSports, either making videos or writing articles”



HEALTH & WELLBEING

Student Counselling

North West Regional College provides a counselling service for students. Counselling takes place between a professional helper (Counsellor) and somebody who can benefit from insight into how they might differently manage those issues which are causing them concern. It involves talking, listening, questioning and challenging.

How do I access the College Student Counselling Service?

Drop into any of the College's Student Services offices and ask for an appointment or e-mail counselling@nwr.ac.uk.

You will then be contacted by a member of the Student Counselling Service.

Who can I talk to?

For course related issues contact your Tutor or a member of the Course Team. If you are having personal issues contact Student Services. If you require Counselling contact the College Counselling Services via the Student Services Office or directly as indicated on your Student Diary.

What can I talk about?

Course Team:

- If you need general help/advice in relation your academic studies
- If you feel like you are a victim of bullying / harassment
- Feeling lonely or isolated
- Stressed with Exams
- Fear of Failure
- Academic Concerns
- Discrimination
- Cyber-Bullying

Student Services & Learning Link Staff

- Careers & Employability options
- Somebody to talk to
- Learning Difficulty's
- Finance & Debt Concerns
- Crisis Support
- Personal Problems
- Fear of Failure
- Housing Support
- General help & Advice
- Academic concerns you aren't comfortable addressing with your course team
- School Aged Mothers
- Discrimination
- Cyber-Bullying

Safeguarding Officer / NWRC Counselling Service

- Abuse (Physical, Mental, Emotional, Sexual, Exploitation, Neglect)
- Alcohol/Drug Problems
- Anxiety
- Bereavement
- Child Sexual Exploitation
- Compulsive Behaviour
- Concerns about Sexuality/Gender
- Crisis Intervention
- Criminal Behaviour
- Depression
- Domestic Violence
- Eating Disorders
- Panic Attacks
- Parental Divorce/Separation
- Self-Harming Behaviour
- Social Isolation & Phobias
- Suicidal Thoughts
- Unplanned Pregnancy

Mental Health

Mental Health is the emotional and spiritual resilience that enables us to enjoy life and to overcome pain, disappointment and sadness. It is a positive sense of well-being and an underlying belief in our own, and others' dignity and worth. Anyone can experience mental ill health in the same way as we can experience physical ill health, this can be mild, moderate or severe.

The Safeguarding Team can offer advice and guidance on who to talk to if you feel you may have a concern with your mental health.

You can also pick up your copy 'A Young Persons Guide to Mental Health' from Student Services. Please contact the Safeguarding Team for more information – 02871278709 or safeguarding@nwr.ac.uk

Mental Health Helplines

Lifeline is a crisis-response helpline service operating 24 hours a day, seven days a week. If you are in distress or despair, you can call **Lifeline on 0808 808 8000** and talk to an experienced counsellor in confidence.

Samaritans; A safe space for you to talk: **116 123**

If you are a child or young person, you can talk to **Childline** by phoning: **0800 1111** for free, 24 hours a day or online at www.childline.org.uk

24 hour Domestic and Sexual Violence Helpline: Free phone support, advice and signposting for men and women: **0808 802 1414**

NSPCC helpline; helping adults protect children **0808 800 5000**

Inspire Workplace helpline (formerly Carecall): **0808 800 0002**

ELEMENTAL ELEMENTAL

The social prescribing people

NWRC has joined forces with award winning company Elemental Software, in a ground breaking new partnership which will revolutionise the way students can access support services and programmes.

NWRC is the first ever Further and Higher College to adopt Elemental's Digital Social Prescribing Platform, which will enhance student wellbeing, build resilience, and promote new ways of working using social prescribing.

2020 has been a difficult time for everyone. The Covid-19 pandemic has had an impact on wellbeing and mental health of all our young people, so there has never been a more urgent need for the college to introduce digital prescribing.

The platform allows us to bring all our internal services together, but are also able to connect our students to other services that are available in the wider community. Students can make their own self-referral, or they can be referred through a staff member.

This is arranged through our Safeguarding team and the staff in our Careers Academy.

The Elemental Platform will also allow us, for the first time, to access baseline metrics in relation to the referral systems, so we can continually update and improve our services.

Social prescribing is a growing movement that connects people with a range of non-clinical programmes, services and events in their local community. It seeks to address student's needs across a number of areas such as financial stability, accommodation, digital inclusion, physical activity, diet and nutrition, mental

health and social support.

By embedding Elemental's digital social prescribing platform into Student Wellbeing and Inclusion Programmes, NWRC can now connect students with non-clinical services internally and externally to support a range of issues that impact on student health and wellbeing needs. This means that students will have access to a whole system approach to well-being, while also empowering them to take control of their health. It also provides NWRC with the tools needed to provide holistic care for their students.

To access the student self-referral service follow the link below

<https://www.nwr.ac.uk/student-support/supporting-you/student-support-platform>

Or for more information email: safeguarding@nwr.ac.uk



north west regional college  **ELEMENTAL**
Derry/Londonderry • Limavady • Strabane The social prescribing people

Get in contact with your referral handlers on each of the college sites

STRENGTHENING COMMUNITY SUPPORT DURING COVID-19

Strand	Strabane
 Finnée Bradley Finnée.bradley@nwr.ac.uk (028) 71276080	 Paddy Stewart Paddy.stewart@nwr.ac.uk (028) 71278836
 Shannon Doherty Shannon.doherty@nwr.ac.uk (028) 71278709	 Majella Doherty Majella.doherty@nwr.ac.uk
 Rhema McGilloway Rhema.mcgilloway@nwr.ac.uk (028) 71276500	 Catherine Donaghey Catherine.donaghey@nwr.ac.uk (028) 71276171
 Conor Hassan Conor.hassan@nwr.ac.uk (028) 71276175	Greystone/Springtown
 Eva McClean Eva.mcclean@nwr.ac.uk (028) 71276319	Gideon Corder Gideon.corder@nwr.ac.uk
 Joseph McCarthy Joseph.mccarthy@nwr.ac.uk (028) 71276096	Limavady
	Lynne Kelly-Carton Lynne.kelly-carton@nwr.ac.uk (028) 71278784



Counselling Services @NWRC

Provided in Association with **inspire** students wellbeing matters

Have a Problem?

Need someone to talk to?

Please be brave and ask for help!

Course team

 Student Services

 Student Services Safeguarding

 Learning Link

 UrFuture Careers Academy @NWRC

Inspire Student Helpline

24 Hour Freephone Emergency Number:

Tel: 08003895362

Did you know that a number of Student Services staff are trained to provide a confidential Listening Ear Service?

If they are unable to assist, our Safeguarding Officer will also be able to advise and if needed refer you to a GP or Inspire Student Counsellor

Eating Well

Eating well is an important part of staying healthy and feeling your best. To make sure that you make the most of your time at NWRC College, you need to look after your physical health by eating well.

Having an unhealthy diet may impact how well you do in classes and in exams but eating well has the potential to positively influence your academic performance. Eating well will help to improve both your physical and mental wellbeing.



Free College Gym



Don't skip breakfast

It's the most important meal of the day

Drink plenty of water

This will improve your concentration skills and will aid in information retention

Eat the right foods

Aim to eat at least 5 portions of a variety of fruit and vegetables each day as well as including proteins, fibre, carbohydrates and the right fats into your diet

Limit your intake of stimulants

Caffeine, alcohol and refined sugar are a few to limit in your diet

Get enough sleep

Get active

Staying Healthy @ NWRC

The **Walk Your Way to Fitness** programme will begin at each NWRC campus in early September. The Health & Wellbeing team are firm advocates of Healthy Body Healthy Mind.

Walking is a great way to ease your way into a Healthy lifestyle and have fun into the bargain. Walking will help with both your physical health, but more importantly your mental health.

It is also a great way to meet new friends from different courses, which is important at the start of term. Half an hour walk a day, and clear your head on the way.

Genitourinary Medicine (GUM) Clinic

Genitourinary Medicine (GUM) Clinic provides young people with a confidential, non-judgmental service that aims to help with aspects of your sexual health.

If you are concerned you may have a Sexually Transmitted Infection (STI), they provide check-ups, advice, guidance and tests / treatment including: specialist HIV clinics, free condoms and Emergency Hormonal contraception.

Clinic Opening Hours

Genitourinary Medicine, Anderson House

Glenshane Road
Derry~Londonderry
BT47 1SB
Tel: 028 7161 1269

Walk-in Service:

- Monday
Registration from 8:45am (limited spaces)
- Friday
Registration from 8:45am
(limited spaces)

Appointments:

- Monday: 2:00 - 3:45pm, 4:15 - 6:00pm
- Tuesday: 8:45 - 11:55am
- Thursday: 8:45 - 11:30am, 1:30 - 3:30pm

Omagh Sexual Health Clinic

Outpatients Department
Tyrone County Hospital
Omagh, BT79 OAP
Tel: 028 7161 1269

Appointments:

- Monday: 2:00 - 3:45pm, 4:15 - 6:00pm

PATIENTS FROM THE REPUBLIC OF IRELAND - SERVICE NOW CHARGEABLE

Contraception and Sexual Health (CASH)

Contraception and sexual health clinics are a free and confidential service offering sexual health information and advice, all methods of contraception, emergency contraception, education, counselling, STI screening, smears and pregnancy testing.

Appointments can be made at the following clinic locations by contacting the relevant telephone numbers:

Clinic Opening Hours

Brae Clinic (Waterside) 028 7132 1758

- Monday: 9:30am - 12noon
- Tuesday: 9:30am - 12noon; 2:00 - 4pm
- Wednesday: 9:30am - 12noon; 2:00 - 4pm
- Thursday: 9:30am - 12noon
- Friday: 9:30am - 12noon

Limavady Health Centre, 02871 32 1758

- Wednesday: 2:00 - 4pm

Strabane Health Centre, 02871 32 1758

- Thursday: 2:00 - 4pm

South West Acute Hospital, 028 6638 2693

- Tuesday: 9:30am - 12noon

Omagh Health Centre, 028 8283 5536

- Monday: 9:30am - 12noon
- Tuesday: 9:30am - 12noon; 2:00 - 4:30pm

Young Persons Sexual Health Drop in Clinic (for those aged 25 and under)

Brae Clinic, Waterside
Monday and Friday: 2:30am - 4:30pm

Limavady Health Centre
Wednesday: 3:30 - 4:30pm

Strabane Health Centre
Thursday: 3:30 - 4:30pm

We know when we are mentally and physically well but sometimes we need a little extra support.

Here are five simple steps to practise every day:

Connect
Connect with the people around you: family, friends, colleagues and neighbours at home, work, school or in your local community. Think of these relationships as the cornerstones of your life and spend time developing them. Building these connections will support and enrich you every day.

Be active
Go for a walk or run, cycle, play a game, garden or dance. Exercising makes you feel good. Most importantly, discover a physical activity that you enjoy; one that suits your level of mobility and fitness.

Take notice
Stop, pause, or take a moment to look around you. What can you see, feel, smell or even taste? Look for beautiful, new, unusual or extraordinary things in your everyday life and think about how that makes you feel.

Keep learning
Don't be afraid to try something new, rediscover an old hobby or sign up for a course. Take on a different responsibility, fix a bike, learn to play an instrument or how to cook your favourite food. Set a challenge you will enjoy. Learning new things will make you more confident, as well as being fun to do.

Give
Do something nice for a friend or stranger, thank someone, smile, volunteer your time or consider joining a community group. Look out as well as in. Seeing yourself and your happiness linked to the wider community can be incredibly rewarding and will create connections with the people around you.

The five ways to wellbeing were developed by the New Economics Foundation. Artwork designed in association with Belfast Strategic Partnership.

www.mindingyourhead.info

HEALTH & WELLBEING

TOP TIPS FOR A HEALTHY BODY & MIND...

TAKE A 30 MIN APPOINTMENT WITH YOURSELF EVERYDAY
TREAT YOURSELF TO A REGULAR QUIET TIME
TURN YOUR PHONE OFF
LET EVERYONE KNOW THAT YOU DON'T WANT TO BE DISTURBED
LISTEN TO MUSIC, STUDY, PRAY, MEDITATE

GET OUTDOORS
NATURE IS EVERYWHERE

HEALTH & WELLBEING

PHYSICAL WELLBEING...
RAFT CANADIAN CANOEING
ROCK CLIMBING
RIVER OR FOREST WALKS
COASTEERING
OUTDOOR LIVING SKILLS
... PEACEFUL, MINDFUL AND RELAXING

SOCIAL WELLBEING...
PHOTOGRAPHY COMPETITIONS
MENTAL HEALTH CAMPAIGNING
CITY TREASURE HUNTS
CRAFT MAKING/FUNDRAISING
... SELF CARE IS IMPORTANT



HEALTH & WELLBEING

YOUR OUTDOOR CLASSROOM




Danny McFeely
Health and Wellbeing Activity Support Officer



north west regional college
Derry-Londonderry • Limavady • Strabane



LAURA MORRISON.
Access Diploma in Health and Welfare

*“Having been out of education for 20 years, my course has been perfect in getting me used to the demands of it again.
I hope to progress to university to study midwifery.”*

EQUALITY & DIVERSITY

Equality is about ensuring everybody has an equal opportunity, and is not treated differently or discriminated against because of their characteristics.

Diversity is about taking account of the differences between people and groups of people, and placing a positive value on those differences. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences.

Our responsibilities to you

We as a college are committed to fulfilling our responsibilities under Section 75 of the Northern Ireland Act 1998 which legally protects people from discrimination.

Section 75 of the Northern Ireland Act 1998 requires us, whilst carrying out our functions, powers and duties to have due regard to the need to promote equality of opportunity between:

- Persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- Men and women generally
- Persons with a disability and persons without
- Persons with dependants and persons without



Without prejudice to these obligations, we are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Equality considerations are central to our policy processes. The main aim of Section 75 is to make sure that Equality is at the core of everything we do as a college. NWRC aims to provide a supportive learning environment which demonstrates respect for and acceptance of difference, where every individual is supported in order to achieve their full potential in an environment free from unlawful discrimination, harassment and victimisation.

Upholding equality is about acknowledging that we are all different and accepting those differences!



What can you do to promote Equality and Diversity?

- Respect everyone's beliefs / views even if they are different from your own
- Always treat other students and staff members with respect and dignity
- Stand alongside those who are experiencing discrimination
- Challenge questionable language, attitudes and behaviours if you believe someone is behaving or speaking inappropriately
- Avoid labelling people and do not isolate or use inappropriate language or images of someone
- Respect each other's cultural practices and traditions - this includes food, clothing and spiritual/religious practice
- Behave in a manner that could not be considered offensive to other students, staff or the general public



Criminal Convictions

NWRC actively promotes equality of opportunity for all and welcomes enrolments from students with criminal convictions. However, in order to manage any risk, you must tell us about any unspent convictions you have.

Disclosure

You should do this by declaring on the colleges enrolment form. Certain courses require you to consider spent as well as unspent criminal convictions. In such instances, you must disclose all past offenses as it may impact on your career progression.

By disclosing criminal convictions you will not automatically be excluded from the application / enrolment process. Students that disclose a criminal history will be required to complete a Basic or an Enhanced Access NI check. This will depend on the nature of the course you have applied for.

Access NI Check

All students applying for a course that requires work placement in regulated activity will be required to complete an Enhanced Access NI check. The College is committed to processing Criminal Record Checks in accordance with the Access NI Code of Practise which is available on the Access NI website or alternatively a copy can be requested from Student Services at the College.

The College will assess the risk that you may pose and determine whether it can be managed. You will be advised about the outcome of this process as quickly as possible. If you are convicted of a criminal offence after you have applied, you must contact the Safeguarding Team and tell them about this.

For more information, please contact our Safeguarding Officer on 028 7127 8709 or by email safeguarding@nwrc.ac.uk

Work Placement

All students going on work placement into regulated activity will be required to complete an Enhanced Access NI check. The College is committed to processing Criminal Record Checks in accordance with the Access NI Code of Practise which is available on the Access NI website or alternatively a copy can be requested from Student Services at the College.

For more information, please contact our Safeguarding Officer on 028 7127 8709 or by email safeguarding@nwrc.ac.uk

COLLEGE POLICIES & PROCEDURES

Within this section you will find links to our main College policies. We endeavour to make these policies as simple as we can so that they can be easily understood by everyone.

Student policies are a guide to help you to understand how NWRC operates and to advise you about what is appropriate behaviour as a student. All of the College's policies are accessible through the Student Portal and via our College website: www.nwrc.ac.uk/policies

Code of Conduct

All those using the college are required to conduct themselves in a mannerly fashion. Students who do not comply with college regulations, or whose conduct is unsatisfactory may be excluded from NWRC.

You can access useful information on Student Disciplinary Procedures on the [Student Portal](#).

The purpose of these procedures is to provide a fair, equitable and consistent arrangement for the handling of situations where disciplinary action against a student is deemed necessary.

Anti-Social Behaviour

Anti-social behaviour (including off-campus behaviour) by a minority of students may bring the reputation of the college into disrepute. Failure to behave in a responsible manner will result in a range of disciplinary actions which could result in suspension or expulsion from the College.

Terms and Conditions

The College has devised a set of terms and conditions for prospective and enrolled students.

Students are encouraged to refer to these Terms and Conditions to ensure that they are familiar with College policies, procedures and expectations. They contain important information that you should be aware of to enable you to make informed decisions when you are applying or when you are enrolled at North West Regional College.

You can access our full Terms & Conditions on our College website at www.nwrc.ac.uk/terms

Complaints Procedure

If you have an issue or concern that cannot be resolved by speaking to a member of staff, you can make a formal complaint to the College by email to complaints@nwrc.ac.uk.

You can also fill in one of the forms that are held at reception, Student Services or the Careers Academy. The College is committed to ensuring that issues or concerns are quickly resolved.

The College's Complaints and Compliments Policy is available to review on the A-Z section of the [Student Portal](#).



TRACEY GILLEN.

Foundation Degree in Business and Enterprise.

FinTRU Assured Skills graduate

I previously worked in Pharmacy, then I joined the Assured Skills Academy which gave me the perfect grounding for a career in Financial Services.

I would highly recommend the College's Assured Skills Academy to others thinking of a new or change in career"





Carpentry Workshops
Springtown and Greystone
Campus



Dental Surgery
Limavady Campus



Hair and Beauty Salons
Strand Road, Limavady
and Strabane Campus.
(15% discounts for students)



News and Radio Studio
Strand Road Campus



Check out our latest
videos showcasing all
NWRC has to offer!



USEFUL CONTACTS

NWRC Contact	Tel Number
Student Services	028 7127 6045
Student Services Manager	Finneen Bradley - 028 7127 6080
Careers Academy	Lynne Kelly-Carton (Careers Co-ordinator) -028 7127 8784 Career Advisors: Stephen Sheridan - 028 7127 6111 Gavin Stevenson - 028 7127 6112
Student Finance	028 7127 6033 or 028 7127 6010
Widening Access & Participation	028 7127 6319
Students' Union	028 7127 8706
Learning Link	028 7127 6024
Safeguarding	028 7127 8709
EMA Administrator	028 7127 6074
Library	028 7127 6124
IT Support	028 7127 6565
Strand Road Campus	028 7127 6000
Limavady Campus	028 7127 8700
Strabane Campus	028 7127 8844
Springtown Campus	028 7127 6222
Greystone Campus	028 7127 8750



Charities and Helplines

24 Hour Domestic and Sexual Violence Helpline 0808 8021414	Eating Disorders Association Northern Ireland 028 9023 5959	NICEM (Northern Ireland Council for Ethnic Minorities) 078 2729 7119
Action Cancer 028 7136 8006	Employers for Childcare 0800 028 3008	Northern Ireland Kinship Care 0800 022 3129
Addiction NI 028 90664434	Family Planning Association 0345 122 8687	NSPCC Helpline 0808 800 5000
Autism NI 028) 9040 1729	Foyle Relate 028 9032 3454	Papyrus HOPEline 0800 068 4141
AWARE NI 028 7126 0602	FRANK 0300 123 6600	Positive Life Northern Ireland 0800 137 437
Barnardos NI 028 9066 8333	Gingerbread Single Parent Helpline 0808 8020925	SANELine 0300 304 7000
CALMS (Community Action for Locally Managing Stress) 028 7126 8698	Housing Rights NI 028 9024 5640	Samaritans 028 9066 4422
Cancer Focus Northern Ireland 0800 783 3339	HURT 028 7136 9696	Samaritans of Derry 028 7126 5511
CARA-Friend (LGBTQ+) 028 9089 0202	Invisible Traffick 0808 800 8001	Simon Community NI 0800 171 2222
Childline 0800 1111	Lifeline 0808 808 8000	Tax & Benefits Advice Service 0800 988 2377
Citizens Advice 0300 123 3233	MENCAP 028 7126 2227	The Silver Line 0800 470 8090
Cruse Bereavement Care 0808 808 1677	National Bullying Helpline 0845 225 5787	Women's Aid Helpline 0808 200 0247
Disability Action Northern Ireland 028 7136 0811	Nexus NI 028 71260566	ZEST 028 7126 6999



north west regional college

Derry~Londonderry • Limavady • Strabane



DERRY-LONDONDERRY

Strand Road,
Derry~Londonderry
BT48 7AL
028 7127 6000
Textphone: 028 7127 6167

LIMAVADY

Main Street
Limavady,
BT49 0EX
028 7127 8700
Textphone: 028 7776 7337

STRABANE

Derry Road
Strabane
BT82 8DX
028 7127 8844

SPRINGTOWN

Springtown Road
Derry~Londonderry
BT48 0LY
028 7127 6222

GREYSTONE

11 Greystone Road
Limavady
BT49 0ND
028 7127 8750

*The College welcomes calls via
Next Generation Text Relay.
Dial 18001 + number.*

www.nwrc.ac.uk

*This handbook has been designed and produced by the
College's Marketing and Student Services team*