



STUDENT *Handbook*

2026-27



north west
regional college

Derry-Londonderry • Limavady • Strabane



97%

of students agree
teaching staff support
their learning*

Receive a College
bursary of up to
£500*

*National Student Survey (NSS), 2025

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PRINCIPAL'S WELCOME



*"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 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.

I am especially proud of the exciting new university level courses we are offering this year with the Open University - a significant development for higher education across our City and Region.

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.

Members of the Student Services teams can be found at our campuses at Strand Road, Springtown, Strabane, Limavady Main Street and Greystone where our friendly staff are always happy to help you with any queries.

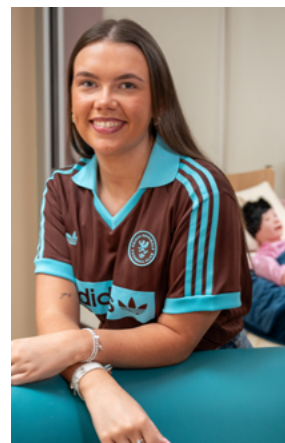


Siobhan Faulkner
Student Services Manager

I am delighted to welcome our new and returning students to the college. The Student Services team operate an open-door policy and we are here to support you at every stage of your journey, from induction right through to graduation.

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!



For more information and to meet the
Student Services Team, see page 21

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

NWRC SU is run 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.

Student Identification Cards and Lanyards

Your safety is our key priority while you study with us. We request that all students wear a lanyard showing their student identification cards when studying on any of our campuses.

A student lanyard helps staff easily identify that you are a student and have permission to be in our buildings.

All staff will be wearing a lanyard too to help create a safe and warm environment for all. You will be able to access your student lanyard from any of our Libraries once you have enrolled.



Study and
Train Abroad
for free
on our International
programmes

Cutting-Edge
Facilities
to prepare you for
employment



2026-27 TERM DATES

AUGUST - SEPTEMBER		
31/08/2026	SEMESTER 1 Commences On Tuesday 1st September	FT FE Year 1 including Traineeships, APPSNI Year 1, SFLW Year 1, FT & PT Access provision and EF
07/09/2026	COURSES COMMENCE AS INDICATED	FT Yr 2 FE including Traineeships, APPSNI, SFLW, PT day and evening classes FT and PT HE Yr 1
14/09/2026	FRESHERS WEEK Courses Commence As Indicated	FT and PT HE Yr 2, PT HE Yr 3 Community and outreach provision
OCTOBER / NOVEMBER		
26/10/2026	HALLOWEEN WEEK	College Staff Development Days (28-29 October) – Annual Learning and Teaching Conference on 29 October 2026 HE and Access Graduation Ceremony Friday 30 October 2026
DECEMBER / JANUARY		
14/12/2026		FT and PT time classes end 18 December 2026
21/12/2026	CHRISTMAS BREAK	College Buildings Closed 24/12/26 to 01/01/27 inclusive (annual leave 29th, 30th and 31st December) Work from home remotely Monday 21st to Wednesday 23rd December inclusive (with exceptions)
28/12/2026		
JANUARY / FEBRUARY		
04/01/2027		Classes re-start Monday 4 January
18/01/2027	SEMESTER 1 ENDS	
25/01/2027	INTERSEMESTER WEEK	Mid-Year Progression and Achievement Boards/Exam Board College Staff Development EF to continue and other classes including evening classes as agreed
01/02/2027	SEMESTER 2 COMMENCES	

MARCH / APRIL		
15/03/2027	ST PATRICK'S DAY	College closed 17 March 2027 (St Patrick's Day)
22/03/2027	EASTER BREAK	2 College Staff Development Days 22 and 23 March; College Buildings Closed 29 and 30 March incl. Work from home Wednesday 31 March to Friday 2 April inclusive (with exceptions)
29/03/2027		
MAY		
03/05/2027	EARLY MAY BANK HOLIDAY	College closed 3 May 2027 Early May Bank Holiday EF 30 wk provision finishes – Yrs 12 and 14
31/05/2027	SPRING BANK HOLIDAY	College Closed 31 May 2027 Spring Bank Holiday HE FT and 34 wk EF provision ends Friday 4 June 2027
JUNE		
07/06/2027	END OF SEMESTER 2	ALL FT and PT Classes Finish by 11 June 2027
14/06/2027		Best in FE Events 15, 16, 17 June Year End Exam Boards
21/06/2027		Year End Exam Boards



STUDENT VOICE

The Student Voice is what we call the collective opinions of students – opinions about your course, things outside your course, or anything else that affects you as a student.

It's really important that you are given the opportunity to express your opinions about student issues, and that those opinions are listened to. You deserve the best possible experience while you're a student at NWRC.

There are lots of ways for you to make your voice heard and we have lots of different ways that we collect student voice and we encourage all of our students to get involved, including:

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

Or simply pop in and speak with Eva at the Students' Union.



CONTACT:
Student Events & Liaison Officer
Eva Mc Clean
 Telephone: 07423 764 418
 Email: student.union@nwrc.ac.uk



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



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

Email: qeu@nwr.ac.uk



“

The perfect place to study a University level course close to home.

Ada (Music)



**MEET
ADA**



north west
regional college

STUDENTS' UNION: NWRC

Your Students' Union

Your Students' Union is here to make your college experience better. Whether you need support, want to make new friends, have an idea to improve college life, or just fancy getting involved, we've got you.

We're all about making sure your voice is heard, your experience matters, and you get the most out of your time at NWRC.

The Students' Union works with college staff to organise events, represent students, improve student life and make positive changes across campus.

Big or small, we're here for you.

You're Already In

Good news... you're already a member! As soon as you enrol at NWRC, you're automatically part of the Students' Union.
No forms.
No fees.
No sign-ups.
Just loads of opportunities waiting for you.

Be The Voice That Makes Change

Want to make a real difference? Run for Student Council and help shape life at NWRC. Our Student Officers work with students every day to:

- Speak up for student issues
- Improve student wellbeing
- Organise fun events and campaigns
- Support clubs and societies
- Work with the college to make positive changes
- Make sure every student feels represented



No experience needed, just ideas, passion and a willingness to get involved.

Clubs & Societies

College is more than just classes, it's about finding your people. Whether you're into sports, gaming, music, performing arts, anime, book clubs, debating or something completely different, there's a club or society waiting for you.

Scan the QR code to explore all our clubs and societies and sign up. Got an idea for something new? Speak to Eva about starting your own club, we're always excited to help students bring new ideas to life!

NWRC Students' Union - Club & Society Registration 2026/2027 - Fill in form



Did you know?

NWRCSU successfully campaigned for **reduced car parking** at Quayside Shopping Centre for you!



Why Get Involved?

Joining the Students' Union means you can...

- Meet new people
- Make friends
- Build your CV
- Learn new skills
- Have your voice heard
- Shape student life
- Make college even more fun

Our Vibe

At NWRCSU we're all about:

- Inclusivity
- Innovation
- Positivity
- Support

We want every student to feel welcome, confident and proud to be part of the NWRC community.

Your college. Your experience. Your voice.

Meet Eva



Eva Mc Clean

Student Events & Liaison Officer

- Need advice?
- Have an idea?
- Looking for a club?
- Want to get involved?

Come and say hello, my door is always open.

No appointment needed.

Telephone: 074 23 764 418

Email: student.union@nwrc.ac.uk

CLUBS/SOCIETIES

List of clubs/societies are as follows:

- Football
- Gaelic
- Basketball
- Self Defence
- Outdoor Pursuits
- Gaming
- LGBTQIA+
- Music & Performing Arts
- K-pop
- Sustainability
- Book Club
- Anime
- Dungeons & Dragons
- Table Top Gaming
- Debate
- Art & Design
- Film Club

100% FREE

Joining a student group will help you to branch out, meet new friends and get the most out of your time here at NWRC.

Hi! I'm Eva, your Student Events & Liaison Officer. My job is to make sure you have the best possible student experience at NWRC.



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, Spain, Canada, US and many more.

Students from across the College travelled to Vancouver, Canada in April 2026 on a mobility shaped by the themes of leadership, innovation, entrepreneurship, resilience, student voice, civic responsibility and sustainability. They came back empowered and inspired by their international experience.

For more information:

To find out more about the international opportunities available students should speak with their course lecturers, pop into the Student Services office or email the International Team: international@nwrc.ac.uk



91%
Overall Student
Satisfaction*
(NI average 83%)



Weeks 1-2

Welcome to NWRC

Your College Journey Starts Here. Starting college is a big deal, but don't worry, we've got you. During your first couple of weeks, you'll take part in Welcome & Induction, designed to help you settle in, meet new people and feel confident about life at NWRC.

You'll find out everything you need to know about college life, including:

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

You'll also have the chance to ask questions, get involved in fun activities, win prizes and discover all the support available throughout your time at college.

Top tip: Get involved from day one, you'll make friends quicker, feel more confident and get so much more out of your college experience.

Week 3

Freshers Fest

The Biggest Student Event of the Year! Freshers Fest is your official welcome to student life at NWRC and trust us, you don't want to miss it. Come along to discover everything college has to offer, including:

- Student clubs & societies
- Volunteering opportunities
- Local employers and organisations
- Freebies, giveaways and exclusive discounts
- Live music and entertainment
- Food, drinks and loads of activities

It's the perfect chance to meet new people, get involved, and kick-start your college experience.

Freshers Fest 2026:

Monday 14th September

Springtown Campus
12:00pm – 2:00pm

Tuesday 15th September

Strand Road Campus
12:00pm – 2:00pm

Wednesday 16th September

Limavady & Strabane Campuses
12:00pm – 2:00pm

Save the dates, bring your friends and get ready for an unforgettable start to college!

Week 4

Become a Class Rep

Be the Voice of Your Class. From Week 4, the Students' Union starts recruiting Class Reps across the college. Class Reps are students who represent the views of their classmates, working with the Students' Union and college staff to help improve the student experience and make positive changes to their course.

Why Become a Class Rep?

- Represent your classmates and make your voice count
- Develop leadership, communication and teamwork skills
- Boost your CV with valuable experience
- Stand out to future employers
- Receive free training – no experience needed
- Help shape your course and improve college life for everyone

Want to Get Involved?

If you'd like to become a Class Rep, simply speak to your lecturer or chat to Eva from the Students' Union to register your interest. Once Class Reps have been confirmed, you'll be invited to attend free training and receive everything you need to succeed in the role. Step up, speak out and help make a difference at NWRC!

Student Voice Conference Have Your Say Day

Your Voice Matters. Every year during April/ May, the Students' Union hosts Have Your Say Day, your chance to tell us what you love about college and what you'd like to see improved.

Whether you're a Class Rep, a member of a club or society, or simply want to share your ideas, everyone is encouraged to get involved. Throughout the day, you'll have the opportunity to complete surveys, take part in interactive activities, chat with the Students' Union and Student Services, and share your feedback on everything from your course and campus facilities to events and student life.

Your feedback doesn't just get heard; it helps shape real change across NWRC. Speak up. Share your ideas. Help make NWRC even better.

NWRCSU Newsletter Stay in the Loop!

Never Miss What's Happening at NWRC
Want to know what's going on around college? We've got you covered! Our online Students' Union Bulletin Board is your one-stop hub for everything happening at NWRC. From events, competitions and giveaways to volunteering opportunities, clubs & societies, careers, wellbeing support and more, it's all there.

Got something worth shouting about? If you're organising an event, celebrating an achievement, launching a project, fundraising, volunteering, or know about something happening on or off campus that other students would love, let us know! We'll feature it on the Students' Union Bulletin Board so everyone across NWRC can stay in the loop and get involved.

Scan the QR code to keep up to date with everything happening on campus.



Email student.union@nwrc.ac.uk
Telephone 07423 764 418



INDUCTION CHECKLIST (FULL-TIME STUDENT)

NAME:

PERSONAL TUTOR:

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

The College	Health and 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 I feel I'm on wrong course
The Course	Student Services
Course content and structure	Safeguarding
Teaching/learning approaches	Counselling services
Academic Appeals Procedure	Welfare, information, advice and guidance
Workload (including private study)	Careers education and guidance
Timetable Meeting deadlines and progress targets	Financial support
Staff teaching on the course	Library and LRC
Work experience	Student Union, Student Voice
Assessment requirements	Student portal and Moodle
	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 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
- Use social media and mobile phones responsibly. Carrying out covert audio recording while studying with us will be dealt with as a serious offence.

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.



Celebrate at our annual Graduation Ceremony

(Higher Education and Access students)



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:

Strand Road Campus 028 7127 6045
Limavady Campus 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 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 Access & Participation

NWRC is committed to widening access and participation, offering support and resources to enhance opportunities for underrepresented and disadvantaged groups. This includes providing assistance to those with disabilities and those who may benefit from accessing higher education despite potentially facing challenges, such as those with limited access to role models or living in specific geographic areas.

Key aspects of NWRC's widening access efforts:

Dedicated Support:

NWRC has a Widening Access and Participation Officer who provides guidance and assistance to students who may need additional support.

Accessibility:

The college is committed to ensuring accessibility for all students, including those with disabilities, and provides information on accessibility features on their website, www.accessable.co.uk.

Targeted Outreach:

NWRC collaborates with schools and other organizations to identify and support students who may benefit from their widening access programs.

Financial Support:

The college may offer scholarships, grants, and bursaries to help students from disadvantaged backgrounds afford higher education.

Student Support Services:

NWRC provides a range of support services, including pastoral care, careers advice, and help with university applications, to help students succeed.

Specific Initiatives:

The college offers various initiatives, such as access programs, to help students who may not have traditionally met the entry requirements for higher education.

For more information, contact:

Email: wideningaccess@nwrc.ac.uk
Tel: 028 7127 6366



Award-winning students and staff

STUDENT SERVICES MEET THE TEAM

CONOR HASSAN
LIMAVADY & GREYSTONE CAMPUS

PATRICK STEWART
STRABANE CAMPUS

LUCIA OWEN
SPRINGTOWN CAMPUS

STUDENT SERVICES

Shannon Doherty
Safeguarding Officer

Eva McClean
Student Liaison & Events Officer

Emmett Rice
Student Finance Senior Administrator

Danny McFeely
Health & Wellbeing Officer

Annie Duff
Front of House & Administrator

Rebecca Martin
Student Finance & Events Administrator

Joseph McCarthy
Deputy Safeguarding Officer

MEET THE TEAM

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

Lorna Quinn (Deputy Safeguarding Officer)
Tel: 028 7127 8714
Email: lorna.quinn@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: safeguarding@nwrc.ac.uk



SAFEGUARDING & WELLBEING TEAM



GILLIAN MOSS
Adult Safeguarding Champion
gillian.moss@nwrc.ac.uk
028 7127 6007



SHANNON DOHERTY
Lead Safeguarding Officer
shannon.doherty@nwrc.ac.uk
028 7127 8709



MAJELLA DOHERTY
Deputy Safeguarding Officer
majella.doherty@nwrc.ac.uk
028 7127 8837



LORNA QUINN
Deputy Safeguarding Officer
lorna.quinn@nwrc.ac.uk
028 7127 8714



JOSEPH MCCARTHY
Deputy Safeguarding Officer
joseph.mccarthy@nwrc.ac.uk
028 7127 6096



HAVE A SAFEGUARDING CONCERN? SCAN THE QR CODE TO REPORT IT CONFIDENTIALLY.



GOT A COMPLAINT? SCAN THE QR CODE TO QUICKLY AND EASILY SHARE YOUR CONCERNS WITH NORTH WEST REGIONAL COLLEGE.



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 ENHANCED DISCLOSURE CHECK

1. Go to <https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body>

- Select the green button to create a nidirect account and apply for an enhanced check. If you already have a nidirect account you should use this. You may be prompted to uplift this account to a higher level – instructions will appear on screen. Guidance document to create a nidirect account
- You will need to retain your login credentials for future use.
- A digital identity validation will be conducted when you create or uplift the nidirect account. Your current name, DoB and current address will be verified by nidirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen

If there are problems creating this account contact nidirect on 0300 200 7868 or email nida@nidirect.gov.uk.

- Once you have successfully created/ logged in, you will be taken to the on-line AccessNI application.
- If your nidirect account is not activated automatically and goes to the manual verification queue you will need to select the link at number 1 again, when your nidirect account has been activated to log in and complete the AccessNI application.

Please make sure you complete all steps

- Enter the PIN number below at Step 1 of the form completion.

299912

- Complete the remainder of the application.
- Upload the required identity documents to the AccessNI application form. You are required to upload two identity documents, chosen from the **AccessNI List of Acceptable Identity Documents** to the AccessNI application form to allow the Signatory to verify that middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form:-
 - Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth;
 - A document that contains both the applicant's current name and photograph.
- Continue to complete the remaining fields on the application.
- At STEP 12 you must confirm and date the declaration.
- When you **CLICK ON CONFIRM** and proceed the application will be automatically forwarded to the Signatory for approval.

ACCESS NI LIST OF ACCEPTABLE DOCUMENTS FOR UPLOAD WITH APPLICATIONS

Doc Ref	
1	Original Birth certificate (issued within 12 months of birth) UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies, High Commissions and HM Forces
2	Certified copy of birth certificate (issued more than 12 months after time of birth) UK, Isle of Man, Channel Islands or Ireland
3	Long form Irish birth certificate (issued at time of registration of birth) Ireland
4	Adoption Certificate UK, Channel Islands or Ireland
5	Passport Any current and valid passport
6	Irish Passport Card Cannot be used with an Irish passport, Current and Valid
7	Current driving licence photocard Full or provision - UK, Isle of Man, Channel Islands or Ireland
8	Current driving licence photocard (full or provisional) All countries outside the UK (excluding Isle of Man and Channel Islands)
9	Current driving licence (full or provisional) - paper version (if issued before March 2000) UK, Isle of Man, Channel Islands and Ireland
10	e-Visa Upload weblink and share code.
11	Application Registration Card (ARC) Issued by the Home Office. Must be checked against the Home Office Employer Checking Service
12	Immigration document, visa or work permit Issued by a country outside the UK. Valid only for roles whereby the Applicant is living and working outside of the UK. Visa/permit must relate to the country in which the role is based, Current and Valid
13	Electoral ID card Northern Ireland only
14	Marriage / Civil Partnership certificate UK, Channel Islands or Ireland
15	HM Forces ID card/HM Armed Forces Veteran card UK
16	Firearms licence UK, Channel Islands and Isle of Man, Current and Valid
17	Mortgage Statement UK or Ireland, dated within 12 months
18	Financial statement, for example ISA, pension or endowment UK or Ireland, dated within 12 months
19	P45 or P60 statement UK or Channel Islands, dated within 12 months
20	Land and Property Services rates demand Northern Ireland only, dated within 12 months
21	Council tax statement UK or Channel Islands, dated within 12 months
22	Credit card statement UK or Ireland, dated within 3 months
23	Bank or Building Society statement UK, Channel Islands or Ireland, dated within 3 months
24	Bank or Building Society statement - Countries outside the UK Issued in last 3 months - branch must be in the country where the applicant lives and works
25	Bank or Building Society account opening confirmation letter UK. Issued within the last 3 months
26	Utility bill (not mobile phone) UK or Ireland, dated within 3 months
27	Benefit statement, for example Child Benefit, Pension etc UK, dated within 3 months
28	Official Government/Council Document Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions or the Employment Service, dated within the last 3 months. HMRC self-assessment or tax demand letter, dated within 12 months. UK and Channel Islands
29	European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC) UK, must be valid
30	EEA National ID card Current and Valid
31	SmartPass issued by Translink Northern Ireland
32	yLink card issued by Translink Northern Ireland
33	Cards carrying the PASS accreditation logo UK, Isle of Man and Channel Islands, Current and Valid. Issued by an approved digital PASS provider with a QR code to confirm details.
34	Letter from head teacher or further education college principal UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided. Issued within the last month.
35	Letter of sponsorship from future employment provider or voluntary organisation Non UK only - Valid only for Applicants residing outside UK and Ireland at time of application
36	Exceptional circumstances – Document agreed with organisation Cannot be used unless advised by organisation

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 0808 802 1414

Local Domestic Abuse Helpline 028 7141 6800

 **north west regional college**
Derry-Londonderry • Limerick • Strabane

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 NWRC Safeguarding Officer:
028 7127 8709 or email safeguarding@nwrc.ac.uk

Applying for Free School Meals & Uniform Allowance

If you require help...

 www.eani.org.uk/financial-help/free-school-meals-uniform-grants

 028 9041 8044

 mealsanduniform@eani.org.uk



1. Are you eligible?

You must be:

- in receipt of a qualifying benefit OR
- be an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT).

Qualifying Benefits:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income Related Employment and Support Allowance;
- Guarantee Element of State Pension Credit;
- Child Tax Credit or Working Tax Credit with an annual taxable household income of £16,190 or less;
- Universal credit and have net household earnings not exceeding £15,000 per year.

2. What documentation do you need?

You will be asked to upload proof that you are receiving a qualifying benefit:

- Tax Credits Award Notice
- Universal Credit Payments breakdown or
- Proof of Benefit letter (if you are in receipt of Income Support, Income Based Jobseeker's Allowance, Income Related Employment and Support Allowance or the Guarantee Element of State Pension Credit).



3. What else do you need?

- National Insurance Number
- Children's names
- Dates of Birth
- Schools they will be attending
- Address
- E-mail and telephone number
- Bank or building society account and sort code details.

4. Where do you apply?

Apply for Free School Meals and Uniform Allowance for the new school year beginning September, through the Education Authority's online portal, EA Connect. If you haven't already registered an EA Connect account, it's quick and easy to do. Information can be found on the EA website.



5. What happens next?

Your application will be processed within 5 weeks. Please do not contact EA for an update on your application within the 5 weeks of submitting your application. If you have provided incorrect or insufficient supporting documentation, you will receive a tailored email advising you to resubmit your application with details of the correct documentation you need to provide.

You will receive an email from EA once your application has been approved and processed.



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: 028 8241 1411

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+ before the 1st July.
- Students can get up to £2,092 per year (means tested, non-repayable)
- visit www.eani.org.uk/fegrants

Deadline to be guaranteed funding is 28th June but applications are open until 31st 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
- visit www.eani.org.uk/fegrants

DEADLINE FOR FUNDING IS 31ST OCTOBER

Republic of Ireland Students

- There are no grants available for ROI students studying Full-Time FE courses *Only HE students can get the SUSI Grant*
- 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 at:
freeschoolmealsanduniforms.eani.org.uk

The Free School meal ticket money will be added to your student card 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:
studentfinance.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 studentfinance.co.uk

Financial Support
available to fund your studies

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 EU26N 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.



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

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.

King's 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:

Tel: **0800 842 842**

Text: "Call Me" to **079 8338 5418**

Email: outreachni@kingstrust.org.uk



RELATED LINKS:

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

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.

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 is 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.



Education Maintenance Allowance (EMA)

Payment Guide for 2026/27

The table below shows when EMA payments can be expected for specific periods of attendance.

Payments will only start once we've been told that you've signed your EMA Agreement and that you're attending as agreed. You won't be paid for any period that you're not attending your course including holidays.

Attend during week(s) ending	You'll be paid on
15 August 2026	31 August 2026
22 August 2026	
29 August 2026	14 September 2026
05 September 2026	
12 September 2026	28 September 2026
19 September 2026	
26 September 2026	12 October 2026
03 October 2026	
10 October 2026	26 October 2026
17 October 2026	
24 October 2026	09 November 2026
31 October 2026	
07 November 2026	23 November 2026
14 November 2026	
21 November 2026	07 December 2026
28 November 2026	
05 December 2026	21 December 2026
12 December 2026	
19 December 2026	04 January 2027
26 December 2026	
02 January 2027	18 January 2027
09 January 2027	
16 January 2027	01 February 2027
23 January 2027	
30 January 2027	15 February 2027
06 February 2027	

Attend during week(s) ending	You'll be paid on
13 February 2027	01 March 2027
20 February 2027	
27 February 2027	15 March 2027
06 March 2027	
13 March 2027	29 March 2027
20 March 2027	
27 March 2027	12 April 2027
03 April 2027	
10 April 2027	26 April 2027
17 April 2027	
24 April 2027	10 May 2027
01 May 2027	
08 May 2027	24 May 2027
15 May 2027	
22 May 2027	07 June 2027
29 May 2027	
05 June 2027	21 June 2027
12 June 2027	
19 June 2027	05 July 2027
26 June 2027	
03 July 2027	19 July 2027
10 July 2027	
17 July 2027	02 August 2027
24 July 2027	
31 July 2027	16 August 2027
07 August 2027	

CAREERS SUPPORT CENTRE

Your Careers Starts Here

Our Careers Support Centre is made up of qualified Careers Advisers and dedicated Support Officers who are committed to helping every student identify and achieve their full potential.

Throughout your time at the College, you'll have access to free, impartial and personalised careers guidance from our experienced team. We will work with you to explore your career aspirations, make informed decisions about your future, and support you every step of the way.

Our services include:

- Support with choosing the right course or career pathway
- One-to-one careers guidance
- CV and application support
- Mock interviews and interview preparation
- Dedicated UCAS advice and application support
- Enterprise and employability opportunities

Career Programmes

Our Careers Support Centre offers a range of bespoke programmes and interactive workshops throughout the year, designed to help you develop the skills, confidence and knowledge needed to achieve your career goals.

Our programmes are tailored to meet individual needs, ensuring that every student can progress through activities that are appropriate to their stage of career learning, planning and development. Whether you're exploring your options, preparing for higher education, or getting ready for the world of work, we're here to help you become future ready. Students who successfully complete four or more workshops will be awarded an Endeavour Certificate, recognising their commitment to developing key employability and personal development skills.



Matrix Quality Mark (2026) – this reflects excellence in careers provision, employability and advice and guidance.

Endeavour workshops include:

- Team Building / Transversal Skills
- CV Building
- Effective job searching / LinkedIn
- Interview Skills
- Morrisby Career guidance
- E-Safety
- Building Resilience

Civic Responsibility and Volunteering

Register to become a volunteer with the Careers Support Centre and exit NWRC "Work Ready" email careers@nwrc.ac.uk for more information.

Enterprise

The Careers Support Centre is committed to helping students develop the knowledge, skills and confidence to turn business ideas into reality. Through our strong partnerships with local enterprise agencies and business support organisations, we can connect you with the expertise, guidance and opportunities needed to explore, develop and launch your own business.

Whether you already have a business idea or are just beginning to consider self-employment, we're here to support you every step of the way. Throughout the year, we offer a range of enterprise opportunities, including competitions, workshops, one-to-one mentoring, and networking events. You will also have access to resources designed to inspire and support aspiring entrepreneurs.

Our aim is to bridge the gap between education and enterprise, fostering creativity, innovation and an entrepreneurial mindset that prepares you for future success.

You can drop into the Careers Support Centre as part of our 'open door policy' or make an appointment with an adviser by calling: 02871 276000 (option 3) or emailing careers@nwrc.ac.uk.



MEET THE CAREERS TEAM



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



LOUISE O'DONNELL
Careers Coordinator
028 7127 6349
louise.o'donnell@nwrc.ac.uk



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



ALEX SHERIFF
Careers Support Officer
028 7127 6171
alex.sheriff@nwrc.ac.uk



CHARLEY CUSACK
Widening Access Officer
028 7127 6366
charley.cusack@nwrc.ac.uk



BRENT YOUNG
Careers Support Officer
028 7127 6109
brent.young@nwrc.ac.uk

For queries and bookings email
careers@nwrc.ac.uk

95%
of students agree
their course has improved
their career prospects*

*National Student Survey (NSS), 2025

TALK DON'T WALK

**HAVING TROUBLE WITH
YOUR COURSE OR THINK
IT MIGHT NOT BE THE
RIGHT CHOICE?**



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



LOUISE O'DONNELL
Careers Coordinator
028 7127 6349
louise.o'donnell@nwrc.ac.uk



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028 7127 6175
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ALEX SHERIFF
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028 7127 6171
alex.sheriff@nwrc.ac.uk



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Widening Access Officer
028 7127 6366
charley.cusack@nwrc.ac.uk



BRENT YOUNG
Careers Support Officer
028 7127 6109
brent.young@nwrc.ac.uk

**TALK TO OUR CAREERS TEAM TO FIND OUT WHAT
WE CAN DO TO HELP YOU STAY AT THE COLLEGE!**

CAREERS@NWRC.AC.UK



■ Indicates delivery during that month

Careers Guidance											
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
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? (Pre UCAS prep) Yr 1 students primarily											
UCAS Registration Workshop											
UCAS Personal Statement Workshop											
CV Month – All campuses											
CV Support – advice on current CVs											
AHP – Online Interview Prep											
Nursing & Midwifery Online Interview Prep											
Social Work – Online Interview Prep											
Morrisby Careers Platform – Psychometric Careers Assessment											
Employability Soft Skills Workshops											
Progression Month											
Interview Skills Support											
Inspire Employability Programme (Community Outreach)											
Inspire Employability Programme (NWRC Full time & Part time students)											
LinkedIn & Effective Job Searching											
HLA Opportunities											
All Age Apprenticeship Opportunities											
School Leaver s' Mentorship Programme											
Enterprise											
Ideator Awards											
Global Enterprise Week Workshops											
Business Ideas - Developing a Business Plan											
Endeavour Business Start Up Programme											
Enterprise Podcasts											
Enrichment											
Mindset – Protecting Your Mental Health											
Inspire Employability Programme (Outreach Programme)											
Soft Skills Workshop											
Digital footprint											
Resilience											
Student Voice											
You Said We Did											
The Student Voice Conference											
Student Focus Groups											
So Far So Good											



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

MEET THE TEAM



Helen McGonigal

Learning Support Coordinator
helen.mcgonigal@nwrc.ac.uk
(028) 7127 6199



Sarah Turner

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



Aiden O'Donnell

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



Karen Hughes

Learning Support Officer (DSA)
karen.hughes@nwrc.ac.uk
(028) 7127 6371



Matthew Graham

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



Una O'Doherty

Learning Support Officer
una.odoherty@nwrc.ac.uk
(028) 7127 6410



Pauline Wilders

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



Lucia Owen

Student Services Support Officer
lucia.owen@nwrc.ac.uk



028 7127 6024

learninglink@nwrc.ac.uk



The NWRC have dedicated quiet and sensory areas to ensure our students have a comfortable and quiet area on site.



SENSO Cube – the cubes offer a sensory space that offer a soothing and calming environment for all students.

Contact Learning Link for more information.



028 7127 6024

learninglink@nwrc.ac.uk

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.

Please note that students must register for Learning Support at the Learning Link each academic year that they study at the college if they want their support to remain in place. Support does not 'roll over' from the previous year or from secondary school, so please call in to see us to ensure that your support package is set up or continued.

Student who may require Access Arrangements for exams should register with the Learning Link as soon as possible.

SERVICES INCLUDE:

Liaison with Tutors

- Reasonable Adjustment recommendations
- Examination Access Arrangements (e.g. extra time)

Human Support

- Note Takers, Mentors, Campus Assistants
- Sign Language Interpreters

Equipment Loan

- Laptops
- Dictaphones
- Specialist Software and Equipment

Study Skills

- Organisation
- Time Management and Planning
- Proof Reading
- Revision and Exam Techniques



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.

Get in touch

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 YOU PEOPLE AGED 18-25 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 USE THE TOILET
- MANAGING THE FAMILY BUDGET & COLLECTING PRESCRIPTIONS
- HELPING TO GIVE SOMEONE THEIR MEDICATION
- HELPING SOMEONE COMMUNICATE
- LOOKING AFTER BROTHERS & SISTERS

WHAT CAN WE DO TO SUPPORT YOU?

- LIAISE WITH YOUR CURRICULUM TEAM AND OTHER DEPARTMENTS
- PROVIDE PASTORAL SUPPORT WITH COLLEGE & HOME RELATED SUPPORT NEEDS
- SIGNPOST & REFER YOU TO LOCAL EXTERNAL AGENCIES FOR SPECIALIST SUPPORT
- DEVELOP A YOUNG ADULT CARERS SUPPORT PLAN & SHARE IT WITH YOUR LECTURING TEAM
- PROVIDE YOU WITH A YOUNG ADULT CARERS PASS
- PROVIDE A SPACE TO MEET & MIX WITH OTHER YOUNG ADULT CARERS AT THE COLLEGE

FOR MORE INFORMATION, PLEASE CONTACT:
SAFEGUARDING@NWRC.AC.UK OR WIDENINGACCESS@NWRC.AC.UK

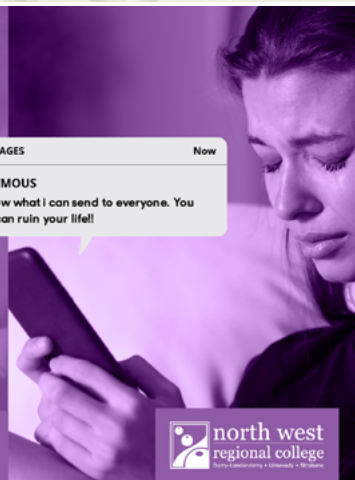
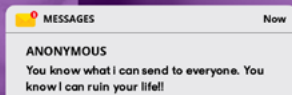
SEXTORTION

IS ABOUT CONTROL,
AND YOU HOLD THE
POWER TO STOP IT.
STAY AWARE, STAY SAFE.

Sextortion is a type of online blackmail where criminals lure victims into sharing sexual images or videos of themselves, then threaten to share them. They might try to get you to send them money or force you to do things you don't want to do.

safeguarding@nwrc.ac.uk

If you have been the victim of sextortion, contact police immediately on 101 or report online at <https://www.psnl.police.uk/report>



ANXIETY

Anxiety is a feeling of worry or fear that you experience when you imagine or anticipate a negative, bad outcome in a specific situation or for a future event.

Talking helps you to understand your feelings, regain and maintain a more balanced and realistic perspective and can make you feel less alone. Depending on the severity of your symptoms and the impact on your capacity to function, you can talk to:

- Trusted friends or family
- Your student wellbeing team
- A professional counselling service, such as that provided by Inspire
- Your doctor, medical team or allied mental health professional
- A specialist helpline if you are in acute, immediate crisis

You can try Inspire's digitised guided self-help program which is based on the tried and tested principles and techniques of cognitive behavioural therapy to effectively manage mild to moderate anxiety.



STRESS

Stress is our body's reaction to a threat or a feeling of being under pressure. We feel stressed when the demands placed on us exceed our ability to cope.

Small changes can make a big difference when managing stress. Learning to slow down and to breathe before reacting can really improve how you feel. Each time you breathe you take in necessary oxygen and expel waste carbon dioxide. Learning deep breathing techniques can help you address the damaging physical effects that stress can have on your body. Follow these steps:

- Close your eyes
- Place your right hand on your stomach at the waistline
- Place your left hand in the centre of your chest
- Notice how you are breathing without making any changes – which hand rises most?

Check out Inspire's Stress resources on managing stresses including signs and causes of stress, study stress and how you can seek support through your college or university.



DEPRESSION

Everyone feels sad at times and it is normal to feel sad under certain circumstances, for example, when you lose a loved one or don't get the grade you expected.

However, if you feel sad or disproportionately sad a lot of the time across most situations for weeks or months on end you may have depression.

If you are having feelings of depression, talking therapy or counselling can help. It involves talking to a qualified specialist about your thoughts, feelings and behaviour. Talking therapy aims to:

- Provide a safe and confidential space to talk openly without fear of being judged
- Help you identify and understand events – current challenges in your life and your response to these
- Identify and understand thought and behavioural patterns
- Help you work through complicated, often conflicted feelings and find ways to either accept or challenge these

On the Inspire Student Support Hub, we have self-help guides that talk you through understanding and challenging your thoughts, with clear steps on how to seek support.



Lena
By Inspire

All good?
If not, we're here.

Access the Student Counselling Service by calling:
0808 175 3561 or emailing: support@lenabyinspire.com

It's free, confidential, totally independent, and available 24/7/365.



Lena's Student
Support Hub
PIN: **NWRCHUB**



OPERATION ENCOMPASS

North West Regional College will be participating in Operation Encompass from 1st September 2023. Operation Encompass is currently being rolled out across all educational establishments in Northern Ireland who have learners under the age of 18. Operation Encompass will be an extension of the College's existing safeguarding responsibilities.

What is Operation Encompass?

Operation Encompass is a partnership between the Police Service of Northern Ireland, the Education Authority, Schools, Health and Social Care Trusts and local colleges. It is aimed at supporting children and young people under the age of 18 who are impacted by domestic violence in the home.

Operation Encompass started in England ten years ago and has now been introduced via legislation to Northern Ireland¹. It is a very simple idea, but one that will help us to support and protect vulnerable children and young people. When the Police attend an incident of domestic violence where one of our learners (who are under the age of 18) is present, they

will inform the College's Designated Officer for Safeguarding at the start of the next working day. This information is shared in strict confidence and college staff are only told on a need-to-know basis.

Following a notification from the police, our Safeguarding staff will provide immediate support to any learner who has been impacted by domestic abuse. We know that when children and young people do witness domestic abuse at home, this is a highly traumatic experience for them. By taking part in Operation Encompass, we can provide tailored and compassionate support to our learners, in line with our ethos. This builds on our existing commitment to safeguarding.

Should you wish to find out more information, please contact the college's Designated Officer for Safeguarding, Shannon Doherty or alternatively you can read more about Operation Encompass at www.operationencompass.org

OPERATION ENCOMPASS
In every force. In every school. For every child.

north west regional college
Derry-Londonderry • Limavady • Strabane

MENTAL HEALTH FIRST-AIDERS

north west regional college
Derry-Londonderry • Limavady • Strabane

Mental Health First Aid
MHFA
Adult
Approved and licensed in Northern Ireland by the Public Health Agency



Shannon Doherty

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



Joseph McCarthy

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



Majella Doherty

028 7127 8837
majella.doherty@nwrc.ac.uk



Lorna Quinn

028 7127 8714
lorna.quinn@nwrc.ac.uk



Alex Sheriff

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



Catherine Donaghey

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



Aiden O'Donnell

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



Charley Cusack

028 7127 6366
charley.cusack@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 students receive a library induction at the start of their course and may borrow books from any of our campus libraries using their student ID card.

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
- Strabane Campus

Student Printing Charges

Students will be provided with an annual one-off **£3.50 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:

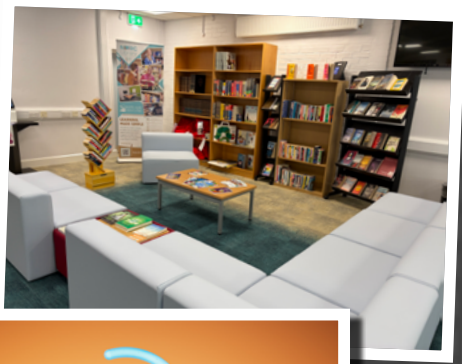
- 1000's of e-books
- Access to over 1,000,000 e-journal articles
- Databases such as Mintel
- All available from our site on College VLE

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



What services are available?

- Book borrowing
- Study Pods:
 - 6 Pods (Strand Road Campus)
 - 3 Pods (Limavady Campus)
- PC and Internet access
- Printed Journals
- Digital Library
- Study space
- Photocopying and Printing
- Colour Printing
- Help and assistance from qualified and experienced staff
- Laptop loans
- Student ID Cards
- Mindfulness area
- Self Service Kiosk
- Stationery for Sale (Strand Rd. only)
- Digital Library Walkthroughs



MEET OUR Progress and Learning Support Coaches



ERIN GALLAGHER
Strand Road

028 7127 6127
erin.gallagher@nwrc.ac.uk



MAIREAD WALSH
Strand Road

028 7127 6126
mairead.walsh@nwrc.ac.uk



CATHERINE DONAGHY
Strabane

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



LYNDSY HARKIN
Limavady

028 7127 8765
lyndsey.harkin@nwrc.ac.uk

Do you need any support? Come speak to us!



We are here to offer you support during your time studying at NWRC.

We offer one to one study skills which include ;

- Exam and Study Prep
- Computer and IT skills
- Academic Writing Techniques
- Research and Referencing Skills
- Organisational Skills
- Time Management and Planning
- Critical Thinking Skills

We are all based in libraries across the NWRC campuses so please feel free to pop in anytime to have a chat with us, give us a call or drop us an email - we are more than happy to help.

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

“

The College offers you so many options after leaving school.

Raphael (Art & Design)



**MEET
RAPHAEL**



**north west
regional college**

TECHNOLOGY SUPPORT FOR LEARNING canvas

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.

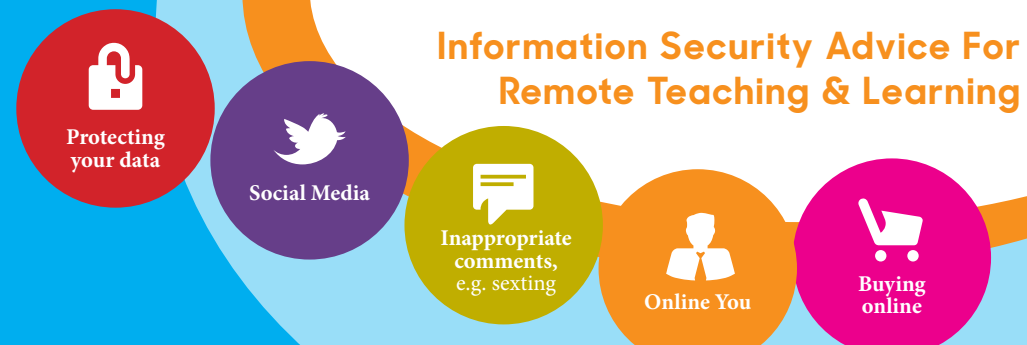
To activate Canvas:

- 1) For phone or tablet – get the mobile app – when asked for school/college, enter NWRC.
- 2) On a PC/laptop:
 - Go to <https://nwrccanvas.instructure.com> OR
 - Visit the College website click the 'Students' button in the top right corner
 - 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



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 / Incidences

- 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



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NWRC has signed a pledge to support the principal aims of the Office of Identity and Cultural Expression. This includes the promotion of cultural diversity, mutual respect, and social cohesion in Northern Ireland by supporting reconciliation, strengthening communities' ability to address cultural differences, celebrating all cultural and linguistic heritage.



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 Student Counselling Service?

Drop into any of the College's Student Services offices and ask for an appointment or e-mail counselling@nwrc.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 and Learning Link Staff

- Careers and Employability options
- Somebody to talk to
- Learning Difficulty's
- Finance & Debt Concerns
- Crisis Support
- Personal Problems
- Fear of Failure
- Housing Support
- General help and 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 and 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. Pick up your copy 'A Young Persons Guide to Mental Health' from Student Services.

Please contact the Safeguarding Team for more information – 028 7127 8709 or safeguarding@nwrc.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, 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, call **Childline** for free on **0800 1111** (24 hours a day) or visit 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**



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NO MIND LEFT BEHIND

Make Your **MENTAL HEALTH** a **PRIORITY**



Student Services
Safeguarding

Speak to us in confidence:

✉ safeguarding@nwrc.ac.uk

NORTH WEST REGIONAL COLLEGE

SUPPORTS ENDING VIOLENCE

AGAINST WOMEN AND GIRLS

FOYLE WOMEN'S AID

Regional 24 hour domestic & sexual abuse helpline:

0808 802 1414

LOCAL DOMESTIC ABUSE SERVICES:

02871 416 800

☎ 028 7127 8709 ✉ safeguarding@nwrc.ac.uk

North West Regional College is committed to supporting Ending Violence Against Women and Girls by creating a safe, respectful, and supportive environment for all of our staff and students.

We work to raise awareness, educate about consent and healthy relationships, and challenge harmful attitudes and behaviours. Support is available for anyone affected. As a college, we aim to create an environment where everyone feels safe, valued, and able to be themselves without fear.

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.



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 0AP
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:



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

C-Card Scheme

North West Regional College are C-Card scheme providers. The C-Card Scheme is a confidential sexual health service for young people aged 16–25 that provides free condoms, information support and advice.

The C-Card Schemes offer supported access to condoms and signposting to local sexual health services.

Young people who register will receive a 'C-Card' with a Client Number. This allows the service to monitor the access whilst maintaining user confidentiality. The C-Card Scheme is one type of condom distribution scheme, which provides registered young people with a C-Card, a credit card-style card, which entitles them to free condoms.

Typically, a young person applying for a C-Card will go through the following process:

- 1. Registration:** when a young person registers for a C-Card they will be assessed to ensure they are safe, competent to consent (Fraser Guidelines) and are shown how to use a condom.
- 2. Issue:** once the C-Card is issued, the young person is entitled to an agreed number of supplies free from any participating Registration Site. Packs generally contain six to ten condoms, a supply of lubricant, written instructions, and details of local sexual and reproductive health services.
- 3. Review:** after receiving supplies an agreed number of times, the young person must return to a Registration Site where their circumstances, sexual health and medical needs will be reviewed.

For more information or to register for the C-Card Scheme please contact:

Safeguarding Officer

Shannon Doherty

Tel: 028 7127 8709

Email: shannon.doherty@nwrc.ac.uk

Deputy Safeguarding Officer

Majella Doherty

Tel: 028 7127 8837

Email: majella.doherty@nwrc.ac.uk

Additional Trained Staff

Eva Mc Clean

Students' Union

02871278706

eva.mcclean@nwrc.ac.uk

Rebecca Martin

Student Services

02871276010

rebecca.martin@nwrc.ac.uk

Scan QR code for
more information



C-CARD SCHEME



Get the tools, knowledge & support you need to look after your sexual health.

NWRC are C-Card scheme providers. The C-Card Scheme is a confidential sexual health service for young people aged 16–25, that provides free condoms, lubricants, support and advice.

To register for a C-Card, just get in contact with a trained member of staff and complete a quick assessment. Once approved you will be issued with a C-Card (credit card-style card) which entitles you to free condoms and lubricant. When you need more, just get back in touch!



STAFF WHO CAN HELP:

Shannon Doherty

Safeguarding

shannon.doherty@nwrc.ac.uk

Eva Mc Clean

Students' Union

eva.mcclean@nwrc.ac.uk

Rebecca Martin

Student Services

rebecca.martin@nwrc.ac.uk

SEX, CONSENT & THE LAW

The legal age of consent is 16

This is the age that a person can legally engage in sexual activity. Sexual activity includes everything from kissing to penetrative sex. It doesn't include nudes!



NUDES

You have to be 18 to send/receive nudes! This is different from the age of consent because at 16 you are still legally regarded as a child. This means any image sent to of a person under the age of 18 is a child exploitation image and a criminal offence. It's important to remember that the law is there to protect young people not to prosecute them. However, young people have been prosecuted for this, particularly when images of a young person are being shared without their consent. It is important to note that the image does not have to be a "nude" but can be any sort of sexualised image.



INFORMED

This means that consent is expressly given to all actions. This includes the type of sex (e.g. oral, vaginal, anal etc.). This means that if someone consents to oral it does not mean they've consented to vaginal. Informed consent is also applied in regards to contraception, if someone removes a condom without getting consent to do so, this is a sexual offence, even if the person is consenting to sex. This is because they are not informed about what they are consenting to.



FREELY GIVEN

Consent should be freely given. This means free from pressure or fear. Someone cannot give consent if they are forced to do so. This means their decision to consent is free from physical violence and emotional pressure. Whilst physical violence can be easier to spot, emotional pressure can be equally as damaging. Emotional violence can cause someone to give 'polite consent', whereby they only agree to sexual activity because they don't want to appear rude or mean. Pressure can come from the other person(s) or from society, friends or social media.



REVERSIBLE

This means that someone can change their mind about wanting to engage in sexual activity. This can happen before or during sex. Someone changing their mind is not always a reflection on the other person. It could be for a host of different reasons.



ENTHUSIASTIC

This means that consent is given in a way that shows that the person is excited about engaging in sexual activity. Sex is meant to be fun and enjoyable, getting and given consent should be too.



WHAT DO I DO IF SOMEONE SHARES MY NUDE WITHOUT MY PERMISSION?

This is a criminal offence. It is also a criminal offence to threaten to do so. So if anyone ever does either of these things you can report them to the police. If you sent the photo first, and under 18, you have technically broke the law HOWEVER you will not be punished for coming forward and reporting.



WHAT DO I DO IF SOMEONE SENDS ME A SEXUAL IMAGE WITHOUT ASKING ME?

Regardless of whether or not you know them this is a criminal offence. No matter what age you are this is illegal. If you are under 18 and someone sends you a sexual photo at your request this is still illegal. You can't send a sexual image under the age of 18. These laws are in place to stop child exploitation. A large percentage of child exploitation happens at the hands of other young people.



Results

Giving consent is giving permission. You need consent from anyone in order to touch them in any way. You must also give your consent to be touched.



HEALTH & WELLBEING



Danny McFeely

NWRC Health and Wellbeing Activity Support Officer

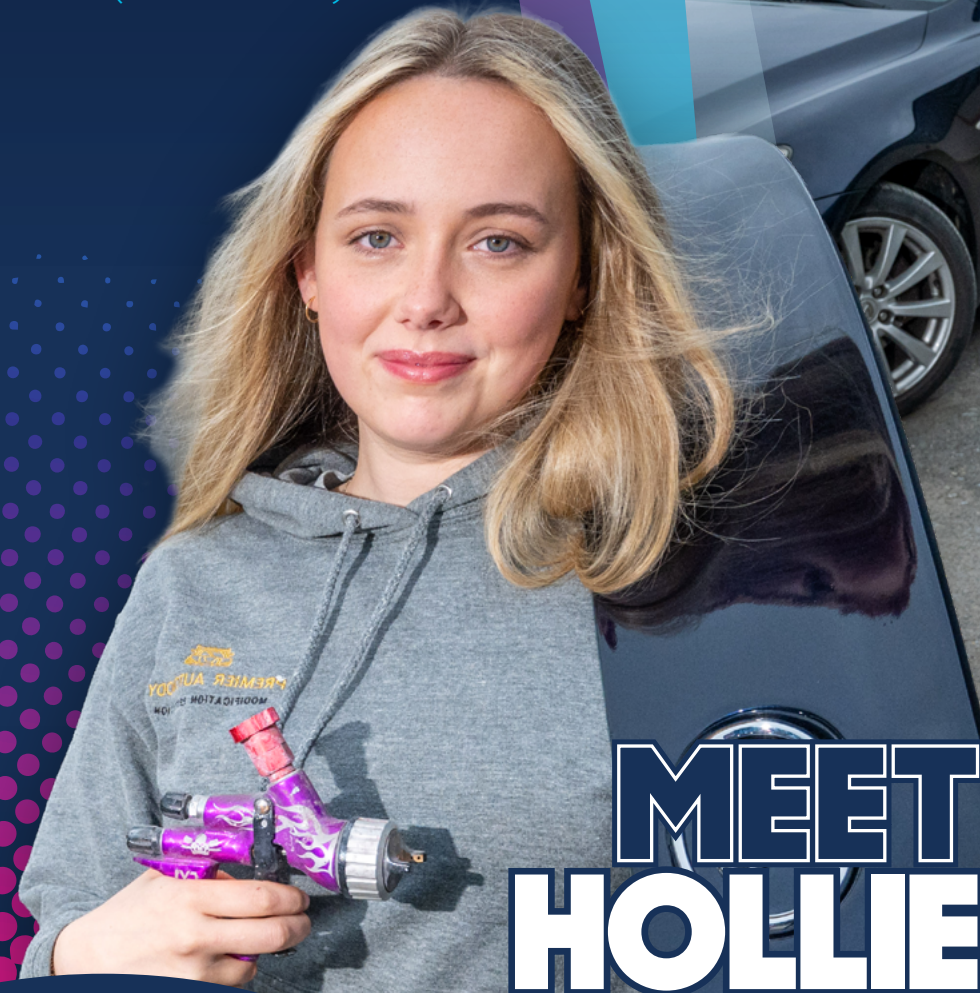


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“

My Apprenticeship allowed me to start my own business.

Hollie (Motor Vehicle)



north west regional college

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



99%
of students agree
the College provides
an inclusive learning
environment*

*NWRC Learner
Satisfaction Survey, 2023

Criminal Convictions

Disclosure

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. You should do this by declaring on the College's application and enrolment forms.

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. Applicants that disclose a criminal history will be required to complete a Safeguarding Student Criminal Offence(s) Disclosure Form.

For more information, contact our Safeguarding Officer by emailing safeguarding@nwrc.ac.uk.

Enhanced Access NI Check

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. NWRC 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.



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 NWRC.

You can access our full Terms and 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 available from reception, Student Services or the Careers Academy. The College is committed to ensuring that issues or concerns are quickly resolved. Our Complaints and Compliments Policy is available to on the A-Z section of the Student Portal.



“

I chose NWRC for a great career in STEM. I was right!

Clare (Computing & IT)



MEET
CLARE



north west
regional college



1st
FE College in
NI for Learning
Resources*

*NSS 2024



▲ Strand Road Campus



Limavady Campus ▲



▲ Strabane Campus



Springtown Campus ▲



▲ Greystone Campus



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)



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BE THE FACE OF NWRC.



**STUDENT
AMBASSADOR
PROGRAMME**

nwrc.ac.uk/ambassador



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USEFUL CONTACTS

NWRC Contact	Tel Number
Student Services	028 7127 6045
Careers Academy	Lynne Kelly (Careers Co-ordinator) - 028 7127 8784 Career Advisors: • Stephen Sheridan - 028 7127 6111 • Paddy Stewart - 028 7127 8836
Student Finance	028 7127 6033 or 028 7127 6010
Widening Access & Participation	028 7127 6366
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



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DERRY-LONDONDERRY

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

SPRINGTOWN

Springtown Road
Derry~Londonderry
BT48 0LY
028 7127 6222

LIMAVADY

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

GREYSTONE

11 Greystone Road
Limavady
BT49 0ND
028 7127 8750

STRABANE

Derry Road
Strabane
BT82 8DX
028 7127 8844

*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*