

West Highland College UHI's Further Education Guidance Entitlements for Students

	Full-time (including distance learners)	Part-time (including distance learners)	Apprentices / work-based learners	Online learners
Pre-entry	<ul style="list-style-type: none"> • Access to timetable information • Access to broad course information / course handbook • Awareness of key point of contact – Guidance Tutor / lecturer / assessor • Access to clear, current and relevant information around wider services / support / student life: Nursery info; funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; accommodation; FAQs • Awareness of how to get in touch with the college if you have any queries or need support before you start 	<ul style="list-style-type: none"> • Access to timetable information • Access to broad course information / course handbook • Awareness of key point of contact – Course delivery team / lecturer / assessor • Access to clear, current and relevant information around wider services / support / student life: Nursery info; funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; accommodation; FAQs • Awareness of how to get in touch with the college if you have any queries or need support before you start 	<ul style="list-style-type: none"> • Access to timetable information • Access to broad course information / course / apprentice handbook • Awareness of key point of contact – Work Based Assessor / lecturer • Access to clear, current and relevant information around wider services / support / student life, including where appropriate: Funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; FAQs. • Awareness of how to get in touch with the college if you have any queries or need support before you start 	<ul style="list-style-type: none"> • Access to timetable information • Access to broad course information / course / apprentice handbook • Awareness of key point of contact – Course delivery team / lecturer / assessor • Access to clear, current and relevant information around wider services / support / student life, including where appropriate: Funding availability and support; HISA; library and study support; additional learning support; wellbeing support; FAQs. • Awareness of how to get in touch with the college if you have any queries or need support before you start
Start of programme / Induction	<ul style="list-style-type: none"> • Given a student card as part of your enrolment • Awareness of the Student Code of Conduct / expectations of me • Given a comprehensive overview of support services highlighting - wellbeing services; funding availability and support; learning support; signposting and 	<ul style="list-style-type: none"> • Given a student card as part of your enrolment • Awareness of the Student Code of Conduct / expectations of me • Given a comprehensive overview of support services highlighting - wellbeing services; funding availability and support; learning support; signposting and 	<ul style="list-style-type: none"> • A student card will be made available to you as part of your enrolment • Awareness of the Student Code of Conduct / expectations of me • Given a comprehensive overview of support services highlighting - wellbeing services; funding availability and support; learning support; signposting and 	<ul style="list-style-type: none"> • A student card will be made available to you as part of your enrolment • Awareness of the Student Code of Conduct / expectations of me • Given a comprehensive overview of support services highlighting - wellbeing services; funding availability and support; learning support; signposting and

<p>Start of programme / Induction continued</p>	<p>referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> Engagement in a programme of Induction led by the course team Engagement with your Guidance Tutor / lecturer / assessor Feel well orientated around the campus Issued with relevant PPE / kit Awareness of HISA / opportunities for class rep / wider student life Awareness of the online Student Hub Engagement in ICT orientation including email, Bright Space and MyDay Opportunity to provide feedback through the Early Experience Survey 	<p>referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> Engagement in a programme of Induction led by the course team Engagement with your Course delivery team / lecturer / assessor Feel well orientated around the campus Issued with relevant PPE / kit Awareness of HISA / opportunities for class rep / wider student life Awareness of the online Student Hub Engagement in ICT orientation including email, Bright Space and MyDay 	<p>referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> Engagement in a programme of Induction led by the course team Engagement with your Work Based Assessor / lecturer Where appropriate: Feel well orientated around the campus Where appropriate: Issued with relevant PPE / kit Access to regular 'check-ins' with Engagement with your Work Based Assessor / lecturer Awareness of HISA / opportunities for class rep / wider student life Awareness of the online Student Hub Engagement in ICT orientation including email, Bright Space and MyDay 	<p>referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> Engagement in a programme of Induction led by the course team Engagement with your Course delivery team / lecturer / assessor Access to regular 'check-ins' with Engagement with your Course delivery team / lecturer / assessor Awareness of HISA / opportunities for class rep / wider student life Awareness of the online Student Hub Engagement in ICT orientation including email, Bright Space and MyDay
<p>During programme</p>	<ul style="list-style-type: none"> Engage in a range of activities which develop my employability skills Access to regular 'check-ins' with Engagement with your Guidance Tutor / lecturer / assessor Access to 1:1 support from Guidance Tutor / lecturer / assessor / Student Services around progression / next steps Ongoing tailored support, advice and guidance from relevant staff Access to responsive support services through staff or self-referral system; 	<ul style="list-style-type: none"> Engage in a range of activities which develop my employability skills Access to regular 'check-ins' with Engagement with your Course delivery team / lecturer / assessor Access to 1:1 support Engagement with your Course delivery team / lecturer / assessor / Student Services around progression / next steps Ongoing tailored support, advice and guidance from relevant staff 	<ul style="list-style-type: none"> Engage in a range of activities which develop my employability skills Access to 1:1 support from Work Based Assessor / lecturer / Student Services around progression / next steps Ongoing tailored support, advice and guidance from relevant staff Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling. 	<ul style="list-style-type: none"> Engage in a range of activities which develop my employability skills Access to 1:1 support from Course delivery team / lecturer / assessor around progression / next steps Ongoing tailored support, advice and guidance from relevant staff Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling.

	<p>signposting and referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> • Opportunity to be involved in the life and work of the college 	<ul style="list-style-type: none"> • Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling. • Opportunity to be involved in the life and work of the college 	<ul style="list-style-type: none"> • Opportunity to be involved in the life and work of the college 	<ul style="list-style-type: none"> • Opportunity to be involved in the life and work of the college
Pre-exit	<ul style="list-style-type: none"> • Opportunity to provide feedback on your college experience through the Student Satisfaction Survey • Access to references for future jobs / education applications • Opportunity to discuss progression and/or career options with Guidance Tutor or Student Services 	<ul style="list-style-type: none"> • Opportunity to provide feedback on your college experience through the Student Satisfaction Survey • Access to references for future jobs / education applications • Opportunity to discuss progression and/or career options with Course delivery team / lecturer / assessor / Student Services 	<ul style="list-style-type: none"> • Opportunity to provide feedback on your college experience through the Student Satisfaction Survey • Access to references for future jobs / education applications • Opportunity to discuss progression and/or career options with Work Based Assessor / lecturer / Student Services 	<ul style="list-style-type: none"> • Opportunity to provide feedback on your college experience through the Student Satisfaction Survey • Access to references for future jobs / education applications • Opportunity to discuss progression and/or career options with Course delivery team / lecturer / assessor / Student Services