



north west
regional college
Derry-Londonderry • Limavady • Strabane



STUDENT HANDBOOK

2024-25

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

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

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



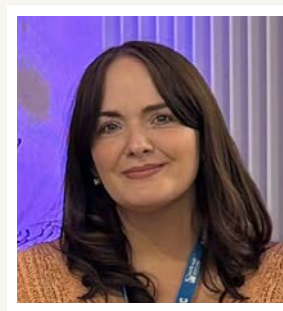
Gillian Moss
Head of Client Services

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!



STUDENT ENGAGE APP

Search for NWRC in the app store. This is a one stop shop for all things NWRC including;

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

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

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

LOGIN INSTRUCTIONS

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



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

NWRCSU is ran by students, for students. This is the heart of Student Voice at the College. We look after all the cool things about College life. We have an elected SU Council that help run all the activity and campaigns.

We recruit and train 250+ Class Reps who receive a SU hoodie free. Clubs and Societies are our thing - Soccer, LGBTQ+, Disability Sailing, GAA, Boxing, BJJ, Heritage.

The unique thing about this is that if you want to help run a new club, then we'll help you do it.

The Future

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

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

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.




Cutting-Edge Facilities
to prepare you for employment

Study and Train Abroad for free
on our International programmes



2024-25 TERM DATES

September	
02/09/2024	Semester 1 commences Further Education Year 1, including Traineeships, APPSNI, Skills for Life & Work (SFLW) and Full-Time/Part-Time Access provision and EF
09/09/2024	Courses Commence <ul style="list-style-type: none"> • Further Education Year 2, Traineeships, APPSNI, SFLW and Access • Part-Time Day and Evening classes • Full-Time and Part-Time Higher Education (HE), Year 1
16/09/2024	Freshers' Week / Courses Commence Full-Time and Part-Time HE Year 2, Year 3 classes commence
30/09/2024	Community Provision Outreach and non-accredited provision
October / November	
28/10/2024	 Hallowe'en week <ul style="list-style-type: none"> • College Staff Development Days (28-29 October) • Annual Learning and Teaching Conference (28 October) • HE and Access Graduation Ceremony (30 October)
December / January	
09/12/2024	Evening classes end 13 December
16/12/2024	Full-Time and Part-Time day time classes end 20 December
23/12/2024 30/12/2024	 Christmas Break College Buildings closed 23/12/24 to 03/01/25 (with exceptions)
January / February	
03/02/2025	Classes re-start Monday 6 January
20/01/2025	Semester 1 ends
27/01/2025	Inter-semester Week
03/02/2025	Semester 2 starts

March / April	
17/03/2025	St Patrick's Day College closed 17 March 2025
April	
14/04/2025 21/04/2025	 Easter Break <ul style="list-style-type: none"> • College Buildings Closed 21/4/25 to 25/4/25 incl. • 2 College Staff Development Days
May	
05/05/2025	Early May Bank Holiday College closed 5 May
12/05/2025	EF 30 week provision finishes - Years 12 and 14
26/05/2025	Spring Bank Holiday College closed 26 May
June	
02/06/2025	34 week EF provision ends Friday 6 June 2025
09/06/2025	End of Semester 2 ALL Full-Time and Part-Time Classes Finish by 13 June 2025
16/06/2025	Best in Further Education Awards, 17-19 June
23/06/2025	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.



Student Representatives

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

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

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

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

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

What makes a good Student Representative?

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

Why should I apply?

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



Contact the Careers Academy

Email: eva.mcclean@nwrc.ac.uk

Tel: 07423 764 418

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@nwrc.ac.uk



I've made friends for life



I'm really enjoying my course. It offers a great foundation to further my studies. I plan to progress to a Masters Degree.

The College is such a safe space. All the help that is given to students is amazing, especially from the student services.

Kimberly Mutasa
Administration with ICT (Business Professional)



STUDENTS' UNION: NWRCSU

Our Purpose

The Students' Union (NWRCSU) is YOUR Students' Union. NWRCSU is here to make sure your time at college counts.

Ensuring you feel part of the student community, supporting you to stand up for what you believe in, to speak out about the issues that matter the most to you, and helping you move forward into a bright future.

Students work in collaboration with staff to improve student life at the college. The Union is supported by a staff member from the Student Services team who has dedicated time to support Union development and activities. Student Unions are powerful organisations, but only have the ability to make changes if they have students who engage with them - so make sure you get involved.

Whether that's completing a survey, voting in the elections or standing to be one of the Student Representatives. Together students can achieve more.

How do I join the Students' Union?

You automatically become a member of NWRCSU when you accept your place on your course, so you're already part of something bigger before you even get here. There are no forms to fill out, no money to pay in advance and no membership card required.

Students' Union Council

What difference will you make? We elect Student Officers to the NWRCSU Council. Each year, a team of students are democratically elected to lead NWRCSU.

They make sure that our students are heard and have what they need to learn and thrive whilst at College.

Our Student Officers work to tackle all issues to do with student life - from national campaigns, to student welfare, as well as making sure the Students' Union offers what you want it to!

The Students' Union council is here to:

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

Anyone can run for election, become part of the Student Council and help provide a "voice" for students!

Did you know?

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



Clubs and Societies

Want to meet new people who share your interests, or fancy getting involved in something completely new? There are loads of student-led clubs and societies here at NWRCSU for you to choose from - however, if you can't find one that's perfect for you be sure to let us know!

We make sure the process of starting new clubs or societies is easy and straightforward for our students to ensure everyone can find the right group for them.

Contact NWRCSU with any suggestions or enquires about setting up a new club or society!



Eva Mc Clean

Student Events & Liaison Officer

Telephone: 07423 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 at NWRCSU.

Here at NWRCSU, we strive to embody our values of fun, supportiveness, positivity, innovation and inclusivity. I want to make sure all of our students get the very best out of their college experience and feel supported. So please come and say hello anytime, no appointment needed!

Award Winning Students' Union

Multiple Local and National Award Winners, 2021



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 and Slovenia.

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

For more information:

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



99%
of students would
recommend
NWRC to a friend*

**STUDENTS'
UNION**

Week 1

Student Services Induction

Your NWRC experience begins each year with Fresher's Week and Induction activities, run by Student Services. Key aims include:

- Provide key information to help students to make the transition into College
- Help students to make friends and settle quickly into College
- Reinforce positive messages about expectations
- Make sure students are on the correct programme.
- Encourage students to 'get involved' in College life, supported by cross campus activities

During Induction, students will learn about the services and that are here to support and help you get the most from your student experience.

Information sessions will be hosted by the following student services teams:

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

Interactivity will be the key, with a range of prizes and rewards will be on offer for participation.

Week 2

Freshers' Day

The Freshers Carnival is a HUGE event that is free to attend for ALL students.

This is your chance to talk with the Students' Union & Student Services staff and find out about numerous volunteering and fundraising opportunities that are available to you to take part in alongside your studies.

This is a great way to get more out of your time at NWRC. There will also be a wide range of local and national businesses and charities, fused together with live entertainment, music, food and drink!

There are absolutely loads of freebies and discounts that you can collect, so make sure you don't miss out!

Freshers' Carnival Dates:

- **Monday 16th September**
Spingtown and Greystone Campus, 12pm-2pm
- **Wednesday 17th September**
Strand Road Campus, 12pm-2pm
- **Thursday 18th September**
Strabane and Limavady Campus, 12pm-2pm

Week 3

Retention Campaigns

(1) Talk Don't Walk

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

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

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

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

(2) So Far So Good

- I am settled and happy on my course
– Rate 1-5
- I am happy with the subject/s I have chosen
– Rate 1-5
- Have made friends and I am settled in my group – Rate 1-5
- I have personal circumstances, which may affect my attendance / progress at College
– Y/N
- Is there any other information that you would like to make us aware of?

Week 5

Class Reps

Class Reps are students who are elected by their fellow peers on their course at the start of the academic year to represent the academic interests of all students on their course. They work closely with the Students' Union staff to ensure that student feedback is acted upon.

If you are interested in becoming a Class Rep, you should speak to your course-coordinator and ask if there are any vacancies.

Why become a Course Rep?

- Free training for your role, no experience necessary
- Gain skills that look great on your CV
- Increase your employability
- Network and socialise
- Make a positive academic impact
- Gain recognition for time spent being a representative
- Ability to represent your course mates and shape your course, enhancing the student experience for all

Class Rep Training will begin from Week 4 (Monday 25th) in the academic calendar and all elected class reps will be contacted regarding dates, times and locations of future meetings.

Students will be informed of the role in more depth during training.

Student Voice Conference

Whether you are a Class Rep, member of a student club or society, or you are just keen to create change at NWRC, this conference is for ALL students and we encourage you to take part.

The event will feature different activities so you can discuss your thoughts and help us move forward to create change. Date: TBC.

NWRCSU Newsletter

The NWRCSU Newsletter aims to keep students informed of weekly events and activities that they can get involved in as well as promote the success of student projects.

We'd love to hear from you more this year, so we can share your stories. If you're proud of your research, putting on an event, studying something exciting or starting something new you would like to share, you can reach us at:

Email: student.union@nwrc.ac.uk
Text: 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.



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
- Leaner 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.

STUDENT SERVICES MEET THE TEAM

GERARD FAULKNER
SPRINGTOWN CAMPUS

CONOR HASSAN
LIMAVADY & GREYSTONE CAMPUS

PATRICK STEWART
STRABANE CAMPUS

north west regional college
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Widening Participation

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

If you are from a background that creates barriers to your education and learning,

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

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

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

For more information, contact:

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

MEET THE TEAM

STUDENT SERVICES

Shannon Doherty
Safeguarding Officer

Eva McClean
Student Liaison & Events Officer

Emmett Rice
Student Finance Senior Administrator

Danny McFeely
Health & Wellbeing Officer

Charley Cusack
Widening Access & Participation Officer

Annie Duffy
Front of House & Administrator

Rebecca Martin
Student Finance & Events Administrator

Joseph McCarthy
Deputy Safeguarding Officer

Award-winning students and staff

north west regional college
Derry-Londonderry • Limavady • Strabane

SAFEGUARDING

What is Safeguarding?

Safeguarding is the action taken to promote the welfare of children, young people, adults at risk of harm and adults in need of protection to protect them from harm.

At NWRC all staff are committed to providing a safe and supportive environment where students feel safe and receive effective pastoral and safeguarding care, guidance and support.

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

How can we help?

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

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

NWRC Safeguarding Policy

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

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

Who do I contact?

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

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

Shannon Doherty (*Safeguarding Officer*)
Tel: 028 7127 8709
Email: shannon.doherty@nwrc.ac.uk

Joseph McCarthy (*Deputy Safeguarding Officer*)
Tel: 028 7127 6096
Email: joseph.mccarthy@nwrc.ac.uk

Majella Doherty (*Deputy Safeguarding Officer*)
Tel : 02871 27 6366
Email majella.doherty@nwrc.ac.uk

Fiona Doherty (*Deputy Safeguarding Officer*)
Tel : 028 7127 8745
Email: Fiona.doherty@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



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



Freephone 24 Hour Domestic & Sexual Violence Helpline 0808 802 1414
Open to all women and men affected by domestic & sexual violence

PSNI (In an emergency ring 999) 101

The Rowan (Regional Sexual Assault Centre for NI) 0800 389 4424

Childline 0800 11 11



HOW TO APPLY FOR YOUR ACCESS NI – ENHANCED DISCLOSURE CHECK

Please make sure you complete all steps

STEP 1 – Online Registration:

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

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

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

STEP 2 – ID:

We can only accept ID from the list below.

GROUP 1

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

WHAT WE NEED:

ONE ID from Group 1 and **TWO** forms of ID from Group 2.

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

GROUP 2

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

STEP 3 – Questions:

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

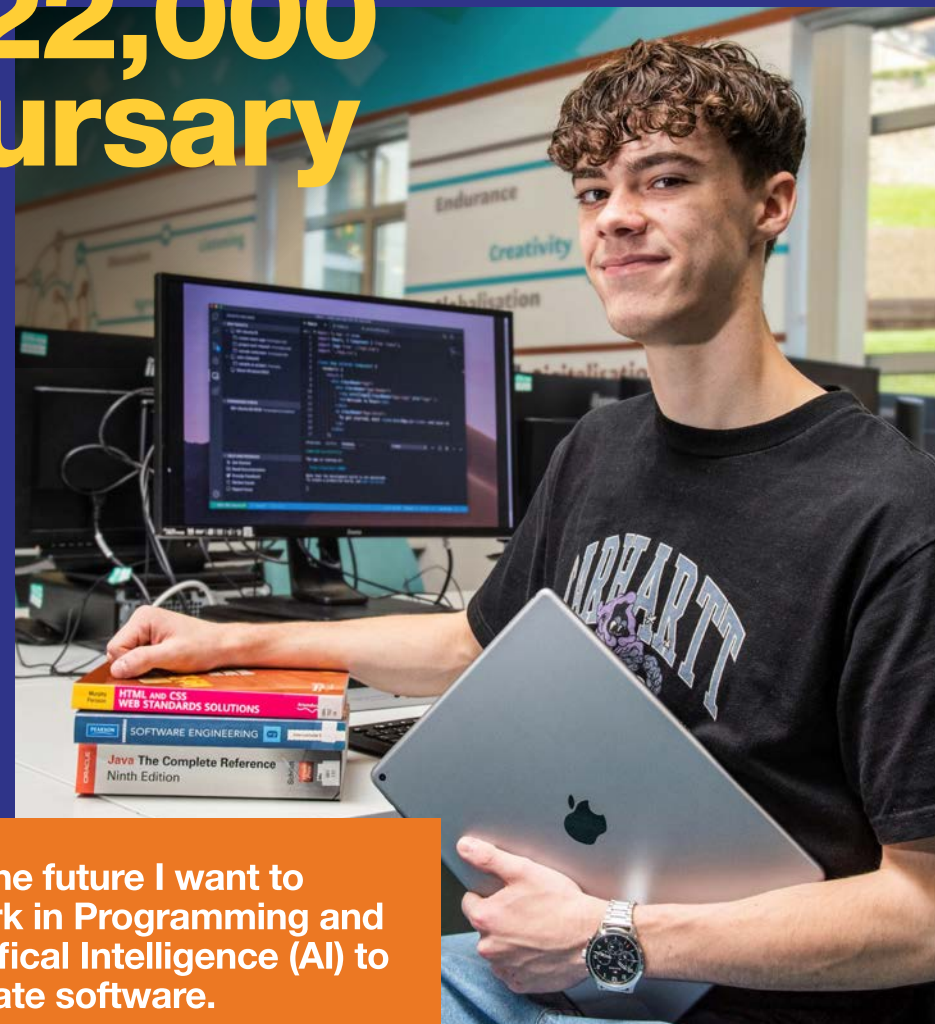
Each student must answer two questions:

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

If you answer yes to any or both of the above questions you will be required to provide evidence. For example, if you have changed your name, a deed poll would be required or if your name has changed through marriage, a marriage certificate is required.

If you require further clarification on this section please contact the Safeguarding Team by emailing safeguarding@nwrc.ac.uk and we will be happy to provide further guidance.

I won a £22,000 Bursary



In the future I want to work in Programming and Artificial Intelligence (AI) to create software.

My siblings and I were all home schooled. Ten of us chose to study with NWRC. My sister Aileen received the JP McManus Bursary last year and I'm delighted to have been successful this year.

Brian Barber

Level 3 Extended Diploma in IT



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**

Domestic Violence is not your fault.

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

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

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

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

Set yourself achievable short term and long term goals.

Talk to somebody:

NWRC Safeguarding: Safeguarding@nwrc.ac.uk

National 24 hour Domestic & Sexual Violence Helpline
0800.802 1414

Local Domestic Abuse Helpline
028 7141 6800

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)
- Collect an application form from Student Services or 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
- Collect an application form from Student Services or 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: studentfinancenl.co.uk

Part-time Higher Education Funding

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

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 EU24N 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.

Prince'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@princes-trust.org.uk



RELATED LINKS:

- www.studentfinanceneni.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.

EMA PAYMENT SCHEDULE 2024/25

Attend during week(s) ending	You will be paid on	Number of weeks paid	Amount
06 Sep 24	16 Sept 24	1	£30 <i>(**1st Years only)</i>
13 Sept and 20 Sep 24	30 Sept 24	2	£60
27 Sep and 4 Oct 24	14 Oct 24	2	£60
11 Oct and 18 Oct 24	28 Oct 24	2	£60
25 Oct and 01 Nov 24	11 Nov 24	1	£30 <i>due to Hallowe'en Holidays</i>
08 Nov and 15 Nov 24	25 Nov 24	2	£60
22 Nov and 29 Nov 24	9 Dec 24	2	£60
06 Dec and 13 Dec 24	23 Dec 24	2	£60
20 Dec and 27 Dec 24	6 Jan 25	1	£30 <i>due to Christmas Holidays</i>
03 Jan and 10 Jan 25	20 Jan 25	1 + <i>January Bonus*</i>	£30 + £100 <i>January Bonus</i>
17 Jan and 24 Jan 25	3 Feb 25	2	£60
31 Jan and 07 Feb 25	17 Feb 25	1	£30 <i>due to Inter Semester Week</i>
14 Feb and 21 Feb 25	3 Mar 25	2	£60
28 Feb and 07 Mar 25	18 Mar 25	2	£60
14 Mar and 21 Mar 25	31 Mar 25	2	£60
28 Mar and 04 Apr 25	14 Apr 25	2	£60
11 Apr and 18 Apr 25	28 Apr 25	1	£30 <i>due to Easter Holidays</i>
25 Apr and 02 May 25	12 May 25	1	£30 <i>due to Easter Holidays</i>
9 May and 16 May 25	27 May 25	2	£60
23 May and 30 May 25	9 Jun 25	2	£60
06 Jun and 13 Jun 25	23 Jun 25	2 + <i>June Bonus*</i>	£60 + £100 <i>June Bonus</i>

Students must have 100% attendance in classes, including all Essential Skills classes

***1st Years receive £30 due to attendance week ending 06 Sep 24*

**Bonus payments are subject to approval from Tutors*

CAREERS ACADEMY

Your Career Starts Here

Our Careers Academy, located in our Strand Road, Limavady and Strabane campuses, delivers bespoke programmes and interactive workshops tailored to the needs of the student.

The Careers Academy team consists of Careers Advisers, Careers Academy Support Officers, an Employability Officer, Progress Coaches and a Widening Access and Participation Officer. We aim to support students in their educational journey and help them meet their employment potential.

Career Programmes

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

The careers programme includes:

- Career Guidance
- Careers Education
- Information and Research Activities

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

Awarding Winning Careers Support

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

Civic Responsibility and Volunteering

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

3E Strategy

All of our workshops encompass our '3E' (Employability, Enterprise, Enrichment) strategy. The aim of the workshops is to ensure that students develop the adequate transversal skills such as communication, leadership, team building, innovation and motivation to match their academic achievements.

Enterprise

The Careers Academy strives to ensure students have the correct foundations for business development. Students can complete the Careers Academy's very own bespoke 'Endeavour Business Start Up' workshop and learn key fundamentals of enterprise such as business plans, finance projections, labour market trends, marketing, product development, innovation and social media. Upon completion of the workshop students can then book a one to one meeting with our entrepreneur in residence to take their business to the next level.

Inspire Employability Programme

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

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

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

WORKSHOPS

- Transversal Skills
- CV Building (with E-CV)
- Effective job searching / LinkedIn
- Interview Skills
- Morrisby Career guidance
- E-Safety
- Mental Health and Wellbeing (AMH)
- Building Resilience
- Career Progression
- UCAS Registration
- UCAS Personal Statement Writing
- Endeavour Business Start Up

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

MEET OUR CAREERS TEAM



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



Register to receive notifications from The Careers Academy



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



STEPHEN SHERIDAN
Careers Advisor
028 7127 6111
stephen.sheridan@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



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



LOUISE O'DONNELL
Careers Advisor
028 7127 6349
louise.odonnell@nwrc.ac.uk



north west regional college
Derry-Londonderry • Limavady • Strabane

HAVING TROUBLE WITH YOUR COURSE? TALK TO THE CAREERS TEAM TO FIND OUT WHAT THEY CAN DO TO HELP YOU STAY AT THE COLLEGE!



TALK DON'T WALK

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



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



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



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



CONOR HASSAN
Careers Advisor
028 7127 6171
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



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



CATHERINE DONAGHEY
Progress Coach
028 7127 8846
catherine.donaghey@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



Career Guidance and Education Calendar 2024/25

■ 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											
1:1 Guidance with NWRC's E.I.R											
Entrepreneur of the Month Profiles											
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											

Careers Academy

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

Our team of Careers Education & Guidance Advisers are professionally qualified and experienced practitioners.

We aim to ensure that you receive the information, advice and guidance required to make informed decisions that will best help you achieve your goals.

All requests for advice and guidance will be treated in a supportive and confidential manner.

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

☎ **028 7127 6000**
(select option 3)

✉ **careers@nwrc.ac.uk**

Did you know?

NWRC was voted the No1 Further Education College in the UK for Careers Education and Guidance*

*AoC Beacon Awards, 2018/19



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



Christine Campbell

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



Sarah Turner

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



Gerard Faulkner

Student Services Support Officer
gerard.faulkner@nwrc.ac.uk
(028) 71276 256



Aiden O'Donnell

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



Pauline Wilders

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



Karen Hughes

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



Erin McCloskey

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



Matthew Graham

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



After NWRC I graduated with a first class honours degree in Fashion and Textiles. I'm now running my own successful fashion brand, AH Designs.

The College set me up for the world of work, and I'm now specialising in upcycled and sustainable fashion.

Aoife Harvey
Level 3 Diploma in Art and Design



Winner of the BBC television series 'A Stitch in Time'

Where my career started



LEARNING SUPPORT

The Learning Link

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

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

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

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

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

SERVICES INCLUDE:

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

WHAT MIGHT A YOUNG ADULT CARER DO?

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

WHAT CAN WE DO TO SUPPORT YOU?

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

FOR MORE
INFORMATION PLEASE
CONTACT:

SAFEGUARDING@NWRC.AC.UK

OR

WIDENINGACCESS@NWRC.AC.UK



The right support
at the right time

Scan me
to access your
Student
Support Hub

Visit the Inspire Student Support Hub for mental health and wellbeing information, self-help guides, podcasts, videos and more.



www.inspiresupporthub.org/students
Your unique PIN: **NWRCHUB**

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 – 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.



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.



MENTAL HEALTH FIRST-AIDERS



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



Fiona Doherty

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



Alex Sheriff

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



Catherine Donaghey

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



Aiden O'Donnell

028 7127 6019
aiden.odonnell@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 Ireland
- 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
- E-Resources (including. e-journals)
- E-Books
- Study space
- Photocopying and Printing
- Colour Printing
- Help and assistance from qualified and experienced staff
- Laptop loans
- Student ID Cards
- Mindfulness area
- Self Service Kiosk
- Stationery for Sale (Strand Rd. only)
- Late Night Opening
- Digital Library Walkthroughs



Hair & Beauty Academy

Foyle, Limavady,
Strabane

15%
discount for
students



Professional service at discount prices

State of the art facilities

Male & Female clients welcome

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

www.nwrc.ac.uk/hairbeauty

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

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

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

EXAMINATIONS & ASSESSMENTS

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

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

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

Mobile phones and other forms of web enabled devices

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

Plagiarism

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

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

Penalties for breaking the regulations

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

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

Your awarding body will decide which penalty is appropriate.

To secure the reputation of the College and reduce the risk of Students work being ungraded or Disciplinary Procedures being invoked due to Plagiarism, all academic teams should complete a tutorial/lecture session on . The majority of explain Academic Integrity, Plagiarism and Contract Cheating and the consequences of these. The information is contained within the Course Handbook (Chapter 1).

Teams may decide to carry out a piece of work with the students to alert them to how easy it is to use words or pictures with referencing them properly. Turnitin is also referenced withing the Handbook.



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

Find out more

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

Pauline McShane

Examination Administrator

Tel: 028 7127 6372

Email: pauline.mcshane@nwrc.ac.uk

I'm going to be a Film Director.



I've won 11 awards at independent film festivals, including Best Director and Best Short Film.

My lecturers were fantastic! They are experts in their field, so inspiring and lovely to work with. The support I received from them gave me the confidence to pursue my passion.

Ryan O'Connor
Creative Media (Film, TV and Radio)



TECHNOLOGY SUPPORT FOR LEARNING



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

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

Student Portal

When you launch Internet Explorer on a college computer you will immediately see the Student Portal. This links to the main technology tools and online learning resources that you will need for your course.

The timetables, attendance details and other information are specifically about you and your course.

FREE Microsoft Office

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

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

Digital Learning - Canvas

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

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

Accessing Canvas

You need a college network account to access Canvas. You will be given a Username and Password at the early stage of your course. When you try to access Canvas you will be asked to enter your Username and Password.

Following this, the computer will remember your log on details and you won't need to enter them again.

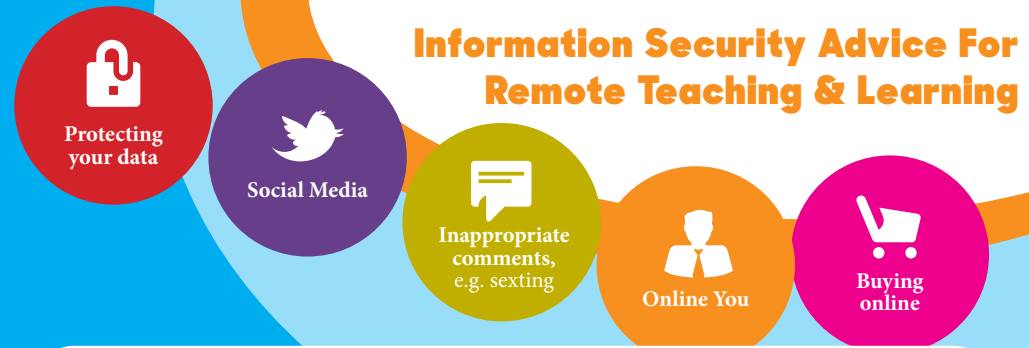
To activate Canvas:

- 1) For phone or tablet – get the mobile app – when asked for school/college, enter NWRC
- 2) On a PC/laptop:
 - 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



Live life COVID-aware

Let's work together to keep each other safe

Although Covid-19 legal restrictions have been lifted, COVID-19 is still circulating within the community and it is still possible to catch and spread COVID-19, even if you are fully vaccinated.

Therefore, as we learn to live with COVID-19, there are actions we can all take to help reduce the risk of catching COVID-19 and other respiratory infections and passing these on to others. We can all play our part in making NWRC a safe and comfortable place to study in the new academic year.

Please read the NI-Direct 'how to stay safe' guidance below and help prevent the spread of Covid-19.

The key message of Hands, Face, Space is still current, and all students should continue the good practice of regular hand washing, covering coughs and sneezes, disposal of tissues and basic infection control procedures to reduce the spread of Covid variants (and other respiratory infections) through droplet transmission.

Changes to Covid-19 Testing Arrangements

Covid-19 testing is no longer recommended or available for the general population. People who have symptoms of Covid-19 are being asked to follow guidance for people with [Symptoms of Respiratory Infection Including Covid-19](#).

We ask that all staff and students follow this NI Direct guidance and participate in any measures that may remain [or be put in place] within the College in the coming months. Acting responsibly and with consideration for others can make all the difference to those studying around us.

Whilst vaccination is a personal choice, we continue to strongly urge all students and staff to take the opportunity to be vaccinated against COVID-19.

Vaccination is by far the best way to protect yourself, your family, your friends, and the wider NI community.



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**



north west
regional college
Derry-Londonderry • Limavady • Strabane

NO MIND LEFT BEHIND

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



Student Services
Safeguarding

Speak to us in confidence:

 safeguarding@nwrc.ac.uk



The right support at the right time



Scan me to access your Student Support Hub

Access your Student Counselling Service by calling:

0808 175 3561

24/7 365 days a year!



Your unique PIN:
NWRCHUB

www.inspiresupporthub.org/students

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 NWR 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 @ NWR

The **Walk Your Way to Fitness** programme will begin at each NWR 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:



Connect

Connect

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



Be active

Be active

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



Take notice

Take notice

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



Keep learning

Keep learning

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



Give

Give

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

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

www.mindingyourhead.info

HEALTH & WELLBEING

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

Fiona Doherty

Tel: 028 7127 8745

Email: fiona.doherty@nwrc.ac.uk

Additional Trained Staff

Eva McClean

Students' Union

02871278706

eva.mcclean@nwrc.ac.uk

Rebecca Martin

Student Services

02871276010

rebecca.martin@nwrc.ac.uk

Scan QR code for
more information

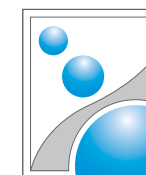


C-CARD

Northern Ireland C-Card Scheme

Free condoms and lubricants available for 16-25year olds

Available at:



north west
regional college

Derry-Londonderry • Limavady • Strabane

Scan QR code for
more information



HSC Public Health
Agency

Project supported by the PHA

HEALTH & WELLBEING

TOP TIPS FOR A HEALTHY BODY & MIND...

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

GET OUTDOORS
NATURE IS EVERYWHERE

HEALTH & WELLBEING

PHYSICAL WELLBEING...

- RAFT CANADIAN CANOEING
- ROCK CLIMBING
- RIVER OR FOREST WALKS
- COASTERING
- OUTDOOR LIVING SKILLS
- ... PEACEFUL, MINDFUL AND RELAXING

SOCIAL WELLBEING...

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



HEALTH & WELLBEING

YOUR OUTDOOR CLASSROOM





Danny McFeely

NWRC Health and Wellbeing Activity Support Officer



north west regional college
Derry-Londonderry • Limavady • Strabane

Let nothing stop you!

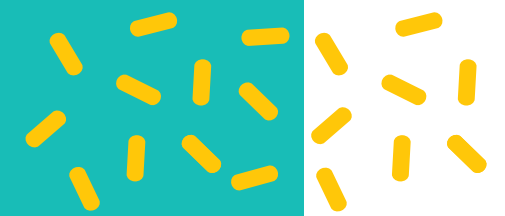


I have glaucoma, which affects my left eye, but I've received great support.

I decided I wanted to study something that I loved. There is a really great atmosphere in the Early Years department, and I've met so many amazing people.

I'm looking forward to what the future holds.

Natalie Devine
Children's Care, Learning and Development



EQUALITY & DIVERSITY

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

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

Our responsibilities to you

We as a college are committed to fulfilling our responsibilities under Section 75 of the Northern Ireland Act 1998 which legally protects people from discrimination. Section 75 of the Northern Ireland Act 1998 requires us, whilst carrying out our functions, powers and duties to have due regard to the need to promote equality of opportunity between:

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

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

Equality considerations are central to our policy processes. The main aim of Section 75 is to make sure that Equality is at the core of everything we do as a college.

NWRC aims to provide a supportive learning environment which demonstrates respect for and acceptance of difference, where every individual is supported in order to achieve their full potential in an environment free from unlawful discrimination, harassment and victimisation.

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



What can you do to promote Equality and Diversity?

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

Criminal Convictions

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@nwr.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.



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

*NWRC Learner Satisfaction Survey, 2023



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.



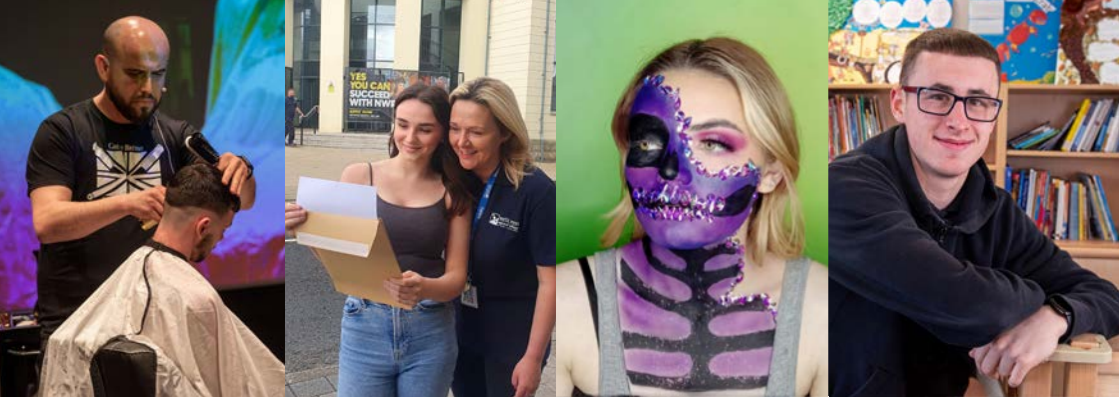
NWRC is a place where I can feel independent, but also 100% supported.

Each unit I'm learning about is helping me to have a good grasp of the business world and where I think I will fit in best. I want to go on to work in global business as an Accountant.

Rebekah Loughlin
Level 3 Extended Diploma in Business



I'm learning the skills to start my own business.



Carpentry Workshops
Springtown & Greystone Campus



Dental Surgery
Limavady & Strabane Campus



Art & Design Studio
Strand Road & Limavady Campus



TV Production Studio
Strand Road & Limavady Campus



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



USEFUL CONTACTS

NWRC Contact	Tel Number
Student Services	028 7127 6045
Careers Academy	Lynne Kelly (Careers Co-ordinator) - 028 7127 8784 Career Advisors: <ul style="list-style-type: none"> • 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*