

VERSION 2.0

APRIL 3, 2019



HND ART AND DESIGN

Programme Specification 2020-21

HND ART AND DESIGN

Programme Title	Art & Design
Awarding Body	Pearson Edexcel
Title of final award	HND Art and Design
Intermediate award	HNC Art and Design
Approval / Review Date	March 2020
Mode of Study	Full Time
Language of Study	English
Course Length	1 year Level 4 1 year Level 5
Course code [aim]	603/0908/8
UCAS Code	W200
QAA Subject Benchmarks	Written by Pearson
Accrediting Professional / Statutory Body	Pearson Edexcel
Criteria for Admission to the Programme	96 UCAS Tariff Points
Minimum / Maximum Numbers	7 / 30
Course Fee	£5800
Additional Costs	There will be additional costs relating to different materials and study visits to London and potentially abroad (not compulsory)

CONTENTS

HND Art and Design.....	1
Introduction	4
Background of the curriculum area	4
Staff profiles.....	5
Head of learning.....	5
Academic Staff	5
overview of the award.....	6
Programme Aims.....	6
Progression Routes	6
Graduate Attributes	8
Professionalism, employability and enterprise.....	8
Learning and research skills	8
Intellectual depth, breadth and adaptability	8
Respect for others.....	8
Social responsibility.....	8
Student code of conduct	9
Programme structure.....	10
Applying	12
Teaching and assessment	12
How will I be taught?	12
How will I be assessed?.....	13
Assessment.....	14
Formative assessment.....	14
Submission of summative work.....	14
Presentation	14
Referencing.....	14
Cheating, Plagiarism and Collusion.....	15
Ethics guidelines.....	15
Turnitin	15
Serious Adverse Circumstances in Relation to the Late Submission of COURSEWORK....	15
Penalties for the late submission of assignments.....	17

Resubmission	17
Marking.....	17
Returning of marked work.....	17
Academic Appeals.....	17
What happens if I fail a unit?.....	18
External SRCUITINY AND examination Boards.....	18
Student Services.....	19
Support for students with additional needs.....	19
Equal opportunities and harassment policies	19
Safeguarding and health and safety	19
Information for all students.....	20
Finance.....	20
Induction.....	20
Communications on the Course.....	20
USP VLE.....	20
Using Information Technology.....	20
Electronic mail.....	20
Contacting tutors.....	21
Contacting the Student Advisor.....	21
Change of address.....	21
Programme Committee.....	21
Student Representatives.....	21
Student feedback.....	22
Leaving the Course.....	22
Students with disabilities - including dyslexia.....	22
College facilities.....	22
Other College services.....	22

INTRODUCTION

This programme specification contains an overview of HND Art and Design and how it will be taught and assessed at USP College. At the end of the document, you will find some general information on support and guidance available to you whilst studying with us. This document should be read in conjunction with the Pearson Edexcel BTEC Higher National Specification guidance.

HND Art and Design RQF Specification

<https://qualifications.pearson.com/en/qualifications/btec-higher-nationals/art-and-design-2017.html>

We hope you choose to study with us at USP College and take advantage of the opportunity to access Higher Education locally in Castle Point. Additional information on student learning support, finance and our policies and procedures can be found on our website:

www.USP-college.ac.uk

Stuart Coussins & Jan Burton

Head of Higher Education, Access & Adult.

BACKGROUND OF THE CURRICULUM AREA

Welcome to USP College and the BTEC Higher National Diploma in Art and Design course. We trust your studies will provide a challenging, stimulating and rewarding creative educational experience. You have joined a College that has a long history in providing quality Art & Design education within South Essex.

The HND in Art and Design will offer you a unique set of experiences and the necessary knowledge and skills that will help to prepare you for an exciting future in the Creative Industries. As a student here you will join an interesting mix of people from differing backgrounds, who all have a personal ambition to fulfil. Setting yourself high standards and developing a positive attitude will ensure your personal growth and ensure that the course is enjoyable and productive.

The RQF Specification (which came on line in 2017) is somewhat different and offers the opportunity to follow alternative pathways (At USP College these are Art Practice, Graphic Design, Digital design and more general aspects of design). These will be discussed with students on an individual basis in relation to their particular needs and aspirations. All students follow 4 Core Units at level 4- first year (which may be interpreted differently for alternative pathways). They also follow 2 Mandatory (effectively compulsory) units, which are specific to the pathway in question, however still have scope for very different

interpretations. Finally they study two optional units. Unit 3 is a Core unit and is set by the Examining Board PEARSON.

Level 5- second year students follow three core units 1 of 15 credit value and two 30 credit units, one set by Pearson (Unit: 33) and another which reflects pathway choices in addition you will have you will follow three 15 credit optional units, which will naturally reflect your areas of interest and aspirations.

The specification has been developed in relation to the particular skills and qualities needed to function effectively and progress through the creative industries or continued education. USP College offers a professional environment whilst being personal and sensitive to individual students needs. The Learning Companies which operate within the college offer further ‘real life’ professional experiences for students, via placements and internships through to live projects with outside companies and organisations.

STAFF PROFILES

HEAD OF LEARNING:			
Tadeus Blower	Tadeus.blower@USP-college.ac.uk	01268 756111 ext 119	Room 12

ACADEMIC STAFF

Staff	Profile
Tony Branch	01268 756 111 [tony.branch@usp-college.ac.uk] <i>Course Leader</i> <i>BA Hons Fine Art</i> <i>MA Graphic Design (Distinction)</i> <i>Worked as Illustrator for number of years. Clients include: The Sunday Times, The Observer, The Guardian, The Sunday Telegraph, Penguin Books, Hamish Hamilton, Heinemann, Methuen, National Magazines, Redwood Publishing, Centaur Communications, VNU Publishing, EMAP, Dulux, Marks and Spencer etc</i>
Adam Gardener	01268 756 111 [adam.gardener@usp-college.ac.uk]

OVERVIEW OF THE AWARD

Edexcel BTEC higher national are designed to provide a specialist vocational programme, linked to professional body requirements and national occupational standards. They offer a strong, sector-related emphasis on practical skills development alongside the development of request knowledge and understanding.

The qualification provides a thorough grounding in the key concepts and practical skills required in their sector, and their national recognition by employers allows direct progression to employment. A key progression path for Edexcel NTEC HNC and HND students is to the second or third years of a degree, or honours degree programme, depending on the match of the Edexcel BTEC higher national units to the degree programme in question.

The course is the ideal place to begin your higher level studies in *Art and Design, Graphic design, Digital Art, Fine Art or Illustration*. If you have the qualifications up to Level 3 in Art & Design or a relevant creative subject and a passion for contemporary art and design practices this course is for you.

PROGRAMME AIMS

	Aims
1	<ul style="list-style-type: none"> develop students' ability to think critically
2	<ul style="list-style-type: none"> develop students' ability to research and to reflect
3	<ul style="list-style-type: none"> enhance students' personal development and employability
4	<ul style="list-style-type: none"> develop students technical skills in a range of traditional and new media
5	<ul style="list-style-type: none"> prepare students for progression and employment within the creative industries

PROGRESSION ROUTES

1	A key progression path for Pearson BTEC HNC and HND learners is to the second or third year of a degree or honours degree programme, depending on the match of the Pearson BTEC Higher National units to the degree programme in question.
2	Certain students will wish to progress directly through to employment after Level 5 of

the programme. The Creative Industries continues to be an area of key growth and employment within the UK.

GRADUATE ATTRIBUTES

The College is committed to providing a culturally enriched and research-informed educational experience that will transform the lives of its students. Its aspiration for its students is that they will have developed the knowledge, skills and attributes to equip them for life in a complex and rapidly changing world.

In addition to their subject expertise and proficiency, the College's students will have the following attributes:

PROFESSIONALISM, EMPLOYABILITY AND ENTERPRISE

The College promotes professional integrity and provides opportunities to develop the skills of communication, independent and team working, problem-solving, creativity, digital literacy, numeracy and self-management. Our students will be confident, act with integrity, set themselves high standards and have skills that are essential to their future lives.

LEARNING AND RESEARCH SKILLS

The College fosters intellectual curiosity and provides opportunities to develop effective learning and research abilities. Our students will be equipped to seek knowledge and to continue learning throughout their lives.

INTELLECTUAL DEPTH, BREADTH AND ADAPTABILITY

The College encourages engagement in curricular, co-curricular and extracurricular activities that deepen and broaden knowledge and develop powers of analysis, application, synthesis, evaluation and criticality. Our students will be able to consider multiple perspectives as they apply intellectual rigor and innovative thinking to the practical and theoretical challenges they face.

RESPECT FOR OTHERS

The College promotes self-awareness, empathy, cultural awareness and mutual respect. Our students will have respect for themselves and others and will be courteous, inclusive and able to work in a wide range of cultural settings.

SOCIAL RESPONSIBILITY

The College promotes the values of ethical behaviour, sustainability and personal contribution. Our students will understand how their actions can enhance the wellbeing of others and will be equipped to make a valuable contribution to society.

STUDENT CODE OF CONDUCT

As a USP student you are expected to abide by the Student Code of Conduct:

The code of conducts expects you to:

Commit to all elements of your Course of study, recognising that a full-time course requires the equivalent of a minimum **40** hours per week study time;

Be punctual in your attendance and meet deadlines (persistent, unexplained, late arrival at, or early departure from, lectures seminars and practical's is not acceptable); If you are unable to attend, you must inform the unit leader **and** report your absence on the College's Absence Reporting Line 01268 882629 or 01268 882627 before 11am.

Be attentive in class (electronic devices other than those necessary for the session must be switched off for the entire period of the lecture, seminar or practical – in particular, using your mobile telephone or texting is not acceptable; any other form of behaviour which could reasonably be regarded as disruptive or offensive is not acceptable);

Ensure that you do not behave in a disruptive manner either on or off site (the College considers disruptive, inconsiderate or offensive behaviour to be a breach of discipline);

Be responsible for the good behaviour of any guests that you invite to the College (children are not permitted to attend timetabled learning and teaching activities, including lectures, seminars and other teaching activities; unless you have obtained permission beforehand), you are not allowed to bring visitors to timetabled learning and teaching activities, including lectures, seminars and other teaching activities;

Be respectful and polite to fellow students, staff and others visiting or working on site;

Recognise the cultural diversity of the College and take no action that might undermine the principles of cultural tolerance within our community;

Uphold the good name of the College in your off-site activities, exercising respect and tolerance in the wider community;

PROGRAMME STRUCTURE

Unit Number	Module Name	Credits (level)
Core Units		
1	Professional Development	Level 4(15 Credits)
2	Contextual Studies	Level 4(15 Credits)
3	Pearson Individual Set Project	Level 4(15 Credits)
4	Techniques and Processes	Level 4(15 Credits)
Unit 32	Professional Practice	Level 5(15 Credits)
Unit 33	Applied Practice Collaborative Project (Pearson Set)	Level 5(30 Credits)
Unit 39 Unit 40	Advanced Practice Unit (Depending upon Pathway)	Level 5(30 Credits)
Specialist Units		
Unit 15 Unit 13	Media Practices (Mandatory) (Art Practice Pathway) or- Typography (Mandatory) (Graphic Design Pathway)	Level 4(15 Credits)
Unit 16 Unit 14	Unit 16: Material Practices (Mandatory) (Art Practice Pathway) or- Unit 14: Graphic Design Practices (Mandatory) (Graphic Design Pathway)	Level 4(15 Credits)
Unit 22	Unit 22: Printmaking (Optional) embedded alongside Unit 4: Techniques and Processes	Level 4(15 Credits)
Unit 29	Unit 29: Workflows	Level 4(15 Credits)
Unit 48	Conceptual Practice	Level 5(15 Credits)
Unit 49	Art Direction	Level 5(15 Credits)

Unit 52	Moving Image	Level 5(15 Credits)
Unit 56	Project Management	Level 5(15 Credits)

APPLYING

Information in this section applies to you as an HNC/HND student considering applying to USP College to Study September 2020.

Full-time applications for this award can be made through UCAS at:

www.ucas.com/ucas/undergraduate/register

Alternatively, applications for this Award can be made directly to our Admissions Team via the online application form on our website. <https://www.uspcollege.ac.uk/courses-apprenticeships/apply/step-one-log-in-to-your-account/?returnUrl=/courses-apprenticeships/apply/step-two/>

For more information on our application process, or to receive the application form in an alternative format, please contact admissions@uspcollege.ac.uk

TEACHING AND ASSESSMENT

HOW WILL I BE TAUGHT?

Tutorials

Lecture

Instruction

Seminar

Critique

Workshop Activity

Research

At USP College there is shared responsibility for developing an inclusive, challenging learning environment in which respect for all learners, support for their growth and high expectations lead pedagogical development and a vision for learners in our care.

There are three key principles:

1. Learning develops through enquiry, exploration, discovery and critical reflection
2. Learners progress best in a safe, inclusive yet challenging environment.
3. All learners can expand their knowledge and deepen their understanding

A wide range of teaching and learning methods is used according to the learning outcomes of specific units (including workshop, demonstration, lecture, seminar, critique, live projects, collaborative practice). Students bring with them a wide variety of experience and expertise; teaching and learning strategies draw upon this, allowing students to learn

from each other. Sessions may include pair or small group work, peer tutoring or focused visits. It is therefore important for students to involve themselves actively in sessions.

HOW WILL I BE ASSESSED?

Each unit is assessed on completion (there will be formative assessment tutorials and critiques. Grade profiles will be calculated in relation to credit values and this will inform definitive grading for the respective levels of the programme.

All project work will be assessed. This will take the form of verbal and written formative assessment during each project. It may also take the form of group 'crits' in which students are encouraged to assess their own work and the work of others in the front of the group.

The project sheets clearly state which units are being covered in each project, and the assessment criteria for each unit is clearly listed. This will help you plan your work and maximise your grades. Students should make themselves thoroughly aware of the units to see what they are being assessed against. Your work and progress within the course will be formally assessed at defining points during the programme.

Learners must achieve a minimum of 120 credits (of which at least 65 must be at level 4) on their programme to be awarded a level 4 BTEC HNC and a minimum of 240 credits (of at least 125 must be at level 5 or above) to be awarded a BTEC level 5 HND.

The assessment of BTEC higher national qualifications is criterion-referenced, and centres are required to assess learners' evidence against published learning outcomes and assessment criteria.

All units will be individually graded as 'Pass', 'Merit' or 'Distinction'. To achieve a pass grade for the unit learners must meet the assessment criteria set out in the specifications. This gives transparency to the assessment process and provides for the establishment of national standards for each qualification.

The units in BTEC higher national qualifications all have a standard format which is designed to provide guidance on the requirements of the qualification for learner's assessors and those responsible for monitoring the national standards.

ASSESSMENT

Learners must achieve a minimum of 120 credits (of which at least 65 must be at level 4) on their programme of learning to be awarded a BTEC Level 4 HNC and a minimum of 240 credits (of which at least 125 must be at level 5 or above) to be awarded at BTEC Level 5 HND.

Learners will be awarded a pass, merit or distinction grade using the points gained through the 75 best credits based on unit achievement.

It is important that you attend sessions to ensure you are able to submit appropriate work for assessment. If you fail to submit by the published deadlines, you will be withdrawn from the module and may fail the award.

You should speak with your personal tutor if you are having problems attending or submitting assessment as the College has a policy for extenuating circumstances. The Course Leader will support you in making an application to make a late submission or defer assessment if your personal circumstances allow it.

Each unit has an assignment which is detailed in the unit booklet. Students are normally required to pass all units before progressing from Level 4 to Level 5.

FORMATIVE ASSESSMENT

Formative assessment involves both the tutor and the student and takes place prior to the summative assessment. It does not have a grade awarded to it but focuses on helping the student to reflect on their learning and improve their performance. The main function of formative assessment is to provide feedback that is constructive and provides clear guidance and actions for improvement.

Students submit the formative assessment through Turnitin, where possible.

SUBMISSION OF SUMMATIVE WORK

PRESENTATION

Students are expected to present work in a readable format, usually word-processed. Guidance on how the text should be formatted and presented is given in the Unit Handbook.

REFERENCING

Referencing guidelines (Harvard) must be followed when assignments are written.

The list of references at the end of an assignment should only include items that have been directly referred to in the text; the source should be attributed in a reference when another person's work has been paraphrased or used in a direct quotation. Accidental plagiarism

can happen when notes are taken and used from a book or article without clearly heading those notes with the title and author.

CHEATING, PLAGIARISM AND COLLUSION

Plagiarism is the explicit or passive copying from another's work. It is a serious offence and may lead to an irretrievable failure of the assessment. It can be avoided by ensuring that sections of another's work that are paraphrased or quoted are properly understood and referenced. Plagiarism does not solely involve copying word for word; it can also be copying and changing a word or two here and there, or re-ordering the source material and omitting or adding sections. Collusion involves students using each other's work when they should be working independently. Suspected plagiarism will be followed up by the college intervention policy.

ETHICS GUIDELINES

Students should be familiar with the ethical issues surrounding primary research before they plan a research-based or case study assignment, especially if it involves gathering data from their workplace or interviewing colleagues, students, etc. Primary research should not be undertaken with children under the age of 18 years or vulnerable adults. All ethical protocols must be adhered to when carrying out primary research.

TURNITIN

Turnitin is an internet-based system which allows you to see the degree to which you are appropriately acknowledging your sources of ideas. Turnitin checks for potential unoriginal content by comparing submitted assignments to databases. Students are to submit the formative assessment through Turnitin, where possible

It is essential that students keep an electronic copy of all assignments handed in for marking. Written summative assessments must be submitted through Turnitin.

You must word process any final written assignment, using 12 point Arial font. Assignments should be proofread prior to submission and spelling, grammar and punctuation checked. Work with consistently poor spelling, grammar or punctuation will not be accepted for marking but returned to the student for these errors to be corrected.

Your completed assignment must be submitted through Turnitin, printed and accompanied by an Assignment Front Sheet, which you have signed and dated. Front sheets are available for this Unit on the VLE.

SERIOUS ADVERSE CIRCUMSTANCES IN RELATION TO THE LATE SUBMISSION OF COURSEWORK

All programmes of study are assessed either by examination, the submission of coursework or a mixture of both. A student attending and/or attempting an assessment is deemed to have declared themselves fit for that assessment (with only very rare

exceptions). A student not attending/attempting an assessment must apply for an extension or apply for long-term serious adverse circumstances. The explanation must be supported by appropriate evidence. For further guidance see the section headed 'Serious Adverse Circumstances'.

Students are responsible for familiarising themselves with any submission deadlines and any other requirements associated with coursework. You are expected to contact the unit leader if you are unclear about anything concerning the coursework assessment requirements.

All students should submit all work for assessment before or by the deadline stipulated unless a request for serious adverse circumstances has been requested and agreed.

It is clearly not possible to list all possible serious adverse circumstances due to their individual nature. However, serious medical problems, the death of a close family member, serious ill health or injury to a partner or child will fall into this category. These examples are not intended to be exhaustive. Pre-existing, long-term medical conditions should be made known to the course leader at the earliest opportunity, and medical certification should be provided to cover the coursework deadline.

Serious Adverse Circumstances will not be granted for minor illness (such as colds, sore throat etc. and the student should not approach his/her doctor for certification), everyday stress and strain (such as building work in the home), financial pressures, work pressures, emotional pressure caused by study, matters of personal preference that clash with the College timetable, last minute computer failure and other similar circumstances.

A student wishing to bring circumstances that may affect their performance to the attention of the College must obtain and complete the serious adverse circumstances form. Relevant supporting evidence must be attached to the form. This evidence must be appropriate and independent. Any medical certification must be dated and cover the relevant dates. All supporting evidence must be written in English.

You should submit the form, together with the supporting evidence, to the Head of Learning, keeping a copy for your records. All students should familiarise themselves with the guidance and regulations regarding serious adverse circumstances.

Students who are uncertain whether to make a submission are advised to seek the guidance of the HE Student Advisor.

Decisions on short-term (up to five working days) adverse circumstances will be taken by the HE Student Advisor. Requests for longer than five working days will be considered by the Head of Learning. The Head of Learning will act in accordance with the College regulations when making judgements on students who have claimed serious adverse circumstances for any part of the unit due to illness or other causes. You must look at the list of allowable serious adverse circumstances and indicate, on the form, which category covers your serious adverse circumstance.

If you submit your assignment, you declare that you are 'fit to sit'. This means that you cannot, at a later date, claim that your performance was seriously affected by adverse circumstances.

PENALTIES FOR THE LATE SUBMISSION OF ASSIGNMENTS

The College has clear regulations on the late submission of assignments. In summary, these are:

- Failure to submit an assignment on the hand in date, without an agreed extension, will result in referral to the Head of Learning and action under the college's Intervention Policy.
- Repeated failure to meet deadlines or any other form of academic malpractice will result in a referral panel under the college's Intervention Policy.

RESUBMISSION

If the student has met the deadline set, a resubmission opportunity may be authorised by the USP HNC/D exam board.

The resubmission may be conducted under supervised conditions or using a new assignment.

MARKING

Students' work will be marked in accordance with current HNC/HND marking guidelines.

A sample of assignments will be checked by a second marker (Internal Verifier), and this may lead to changes to grades awarded.

The grades awarded by the College are also checked through the external verification process implemented by the awarding body.

The general criteria for the assessment of work will be used throughout, and the most up to date version can be found on the Course site on the VLE. Assignment-specific criteria will be set where necessary. Details of both of these will be included in individual unit booklets.

RETURNING OF MARKED WORK

Marking of assessed work will normally be completed within 3 (working) weeks of the hand in date. Assignments will be returned with a grade and comments.

All grades should be considered provisional until agreed by the Assessment Board.

ACADEMIC APPEALS

The College operates a rigorous system of internal verification to guarantee fair assessment that complies with awarding body requirements. It is recognised, however, that there could be exceptional circumstances when individual students or groups may wish to appeal against recommendations or decisions relating to assessment.

The [academic appeals policy](#) outlines the process that should be followed.

WHAT HAPPENS IF I FAIL A UNIT?

All students are entitled to one re-submission opportunity if the work they initially submit is judged to have failed.

However, if the initial work is not covered by extenuating circumstances, and you submit work for the module for a second attempt (called a referral) the maximum mark that can be awarded for re-submission is the threshold pass mark for levels 4 and 5.

If the re-submitted failed work or non-submission is covered by successful extenuating circumstances, claim then the re-submitted work is considered 'as if for the first time' and can receive its full awarded mark.

EXTERNAL SRCUITINY AND EXAMATION BOARDS

Pearson use Standards Verification as a process to check that the college are operating appropriate quality assurance strategies and maintaining national standards for the subject.

At the last annual visit the External Verifier for this award identified the following areas of good practice:

Support for students, differentiation, quality of management and assessment decisions, quality of student outcomes and progression.

All summative assessment grades are agreed at formal Assessment and Award Boards held at regular intervals throughout the year at the College.

STUDENT SERVICES

You will have full access to the support facilities offered by the Student Services Department located in the main building at USP College; they can support you in accessing financial support, health services, counselling, etc. Their opening hours are Monday to Thursday 8.30 – 7.00pm and Friday 8.30 – 5pm. To make an appointment, please call (01268) 756111

SUPPORT FOR STUDENTS WITH ADDITIONAL NEEDS

We aim to ensure that individual needs are met before starting a course and during the course of study. The College offers a range of services including support with physical disabilities, dyslexia support and support for mental wellbeing. Some of the services we provide do attract a cost, however often these costs are covered through funding via the Disability Support Grant.

Follow this link for more information:

<https://www.gov.uk/disabled-students-allowances-dsas/overview>

<https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim>

Please contact the HE Student Advisor if you need any assistance with this process.

EQUAL OPPORTUNITIES AND HARASSMENT POLICIES

Our staff are committed to facilitating equal opportunities for all students irrespective of race, religion, age, gender, sexual orientation, nationality, disability or creed. If you consider that any form of discrimination or prejudice is occurring either to yourself or to another student, please raise this with your Course Leader or the Head of Learning for your course.

We have a strict anti-harassment and bullying policy. If you believe that you are being harassed either by a member of staff or by another student, please raise this with your Course Leader or the head of Learning for your course.

You can access the Colleges policies relating to equal opportunities and harassment by clicking this link:

<https://www.uspcollege.ac.uk/the-college/policies/>

SAFEGUARDING AND HEALTH AND SAFETY

All students and staff are required to comply with safeguarding and health and safety requirements at their various places of practice and learning. Follow this link for more information:

<https://www.uspcollege.ac.uk/media/1277/safeguarding-policy.pdf>

INFORMATION FOR ALL STUDENTS

FINANCE

Students should contact their Student Advisor or Student Finance with any financial queries related to their studies.

INDUCTION

During the Induction Course, there will be an introduction to many of the systems and procedures within the Course and the College. Students will be introduced to the Course, the role of the USP College and have opportunities to familiarise themselves with the site and the student group. Details of induction activities will be given at the start of the academic year.

COMMUNICATIONS ON THE COURSE

USP VLE

The VLE is the College's virtual learning environment and is a vital tool for your studies and for managing your role as a student.

Once you have registered as a student, your own portal within the VLE can be accessed using your username and password. Course news, information and resources will be posted on the site which you will be able to access from any internet-enabled computer. If you have difficulties accessing the VLE, please refer to the LINC Helpdesk

USING INFORMATION TECHNOLOGY

Training in the use of College facilities for Information Technology will mainly be through tutorials.

ELECTRONIC MAIL

All staff and students at the College are required to use e-mail. Students should check and respond promptly to e-mails concerning the Course.

The e-mail addresses and contact numbers of staff teaching on this Course are included in the unit booklets.

Students who change their email address at any point in the Course should notify Student Services and their Tutors immediately.

CONTACTING TUTORS

Often students will be able to contact unit tutors on site during study days, but you should not expect a meeting without an appointment. Please leave a message by e-mail for issues related to the unit you are taking.

CONTACTING THE STUDENT ADVISOR

Students who need information or advice about administrative matters should contact their Student Advisor, details are found in the section on Course Who's Who in this handbook.

CHANGE OF ADDRESS

Students who change their address at any point in the Course should notify Student Services immediately.

PROGRAMME COMMITTEE

The Course is managed on behalf of Pearson by USP College. Programme Committee Meetings (PCMs) are chaired by the Director of Quality or HE Development Manager. Membership includes all members of staff engaged in teaching and supporting on the course and course Student Representatives.

The Programme Committee meets termly to consider all matters pertaining to the Course and students' experience. Minutes are published and acted upon. Minor modifications to the Course are considered by the Course Committee. Minutes will be available for students to read via the VLE/HE student bulletin.

STUDENT REPRESENTATIVES

Each course has a number of student representatives. Their role includes talking informally to other students and providing regular feedback to the Course Leader. They are also members of the Programme Committee, which is concerned with the management and development of the Course, and they have the opportunity to express the views of students at committee meetings and participate in decision-making. The Programme Committee meets three times a year – one of these meetings will be an informal, open forum. The College provides support for those students wishing to take on Committee responsibilities via Student Services.

There is also a College HE *Student Representative Officer* (appointed annually after advertisement and interview) who works with student representatives and key staff to enhance the student experience. This appointment is open to all students who will be studying at the College for the academic year for which the appointment is made. They currently receive a modest payment for this role.

STUDENT FEEDBACK

Student feedback is an important part of the course's quality control and enhancement. In addition to the feedback provided by student representatives, students complete end of unit questionnaires. Many tutors will also collect other forms of feedback throughout their units.

LEAVING THE COURSE

Students wishing to leave the Course should discuss this with the Head of Learning and give their reasons. They should then complete the college leaving procedure. Students who leave but do not formally withdraw from the Course will be deemed to have failed.

You may be liable for all of your fees, depending on the date of withdrawal.

STUDENTS WITH DISABILITIES - INCLUDING DYSLEXIA

As a student in of the College, provision for disabilities is dealt with by the organisation. If you have a disability, which may affect your learning, please contact your HE Student Advisor.

You must familiarise yourself with emergency evacuation procedures and other health and safety related matters to the College.

COLLEGE FACILITIES

Full and part-time students have the same entitlement to the use of College facilities.

OTHER COLLEGE SERVICES

Careers advise and support is provided by the Careers team located in Student Services. Your Course may include specific sessions related to careers within the scheduled timetable. The College also offers a variety of other services for students including advice, student counselling and support. For details of these services go to Student Services or speak to your Student Advisor