



STUDENT HANDBOOK



2023/24



RESPECT

At Lincoln College we *Expect Respect* of ourselves, others and learning environments.

WE DO THIS BY:

Respecting ourselves by;

- Being the best version of ourselves by speaking and acting appropriately e.g. always use appropriate and mature language at College, and all our learning environments, and avoid swearing; this is not professional behaviour and doesn't present our best versions
- Wearing our lanyards to show we belong. This also shows our respect for others and our learning environment as wearing them helps to keep us safe
- Being aware of our goals and working positively towards achieving them. We should take pride in our success and know we can be whatever we thrive to be
- Remaining resilient in challenging situations and knowing that asking for help is a sign of strength
- Being conscious of what we are consuming, and the impact certain drinks and foods may have on our concentration and health (i.e. Monster and Prime drinks).

Respecting others by;

- Allowing others to learn and not disrupting or disturbing those who are keen to learn
- Listening actively when others speak
- Understanding and respecting different beliefs and opinions
- Participating constructively with others and valuing the opportunity to work with other people.

Respecting our learning environment by;

- Arriving promptly, fully equipped, and ready to learn. This includes having all the appropriate equipment, resources and kit for lessons
- Maintaining a clean, tidy, and sustainable environment by removing litter, and any unwanted resources, and disposing of them appropriately
- Using equipment safely and the way it is intended to be used. Following instructions and Health and Safety rules and regulations.

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WELCOME MESSAGE

“Whether you are studying at Lincoln, Newark, ASI or as an apprentice in the workplace, welcome. Congratulations on starting your course. I have a very simple message for you. You never know just what you are capable of achieving until you push yourself to achieve things you currently believe you cannot do. If you are open to learning, with a positive mindset, you will succeed. I wish you every success.”

Mark Locking, Principal & CEO



STUDY PROGRAMMES

If you are aged between 16 and 18 (and up to and including age 24 if you have an Education and Health Care Plan), your Study Programme will include:

- **Vocational/Academic Qualification**
- **Work Experience and Industry Placements**
- **Continuing Personal Development Programme**
- **Individual Progress Reviews**
- **English and Maths**

Preparing young people for the world of work is at the heart of our study programmes. Our aim is to support you to develop your career management and employability skills so you can make a successful transition into the world of work or Higher Education.

Vocational/Academic Qualification

These are the vocational subjects or A Levels that you have selected to support you in your future career plans. This may be a Certificate or Diploma and could be Entry Level, Level 1, 2 or 3. Vocational qualifications are usually made up of a number of units. These are assessed through a range of methods including assignments, practical tests/observations and written tests or exams. A Levels are assessed through examinations.

Progress Reviews

You will receive a minimum of one individual progress review per term. This meeting will be held with your Progress Coach who will discuss attendance, punctuality, career aspirations, progress in English and maths and any support needs you may have.

Your Progress Coach will support you to set targets so you can get the most out of your College experience and reach your full potential.

Project YOU

Project YOU is a programme of engagement we run at the College to equip you with the transferable and soft skills that employers seek, such as communication, teamwork, resilience, creativity, leadership and problem-solving. By doing so, we aim to prepare you for the next steps of your career. It also supports you to make friends, build confidence and have fun through a variety of activities, team building games and supportive coaching sessions.

Additionally, we aim to facilitate your self-development, helping you to gain a realistic appraisal of your qualities, skills, values, attitudes, interests and aptitudes. This self-awareness will enable you to make informed choices and relate well to your peers. It also develops awareness of health-related issues, both physical and mental, and offers a range of enrichment to develop understanding and promotion of healthy lifestyle choices.

Project  **YOU**



Work Experience & Industry placements

CAREERS

Work Experience and Industry Placements

All students are supported by Progress Coaches and the Work Experience team to achieve a minimum of 30 hours external work experience per academic year. During induction you will discuss your future plans and how work experience may help you reach this goal.

Work experience placements are often a first taste of your career choice and can help you make informed decisions about your future, as well as develop your career confidence.

As part of the T Levels you will undertake an industry placement which consists of 315 hours or 45 days over the 2 year course in an employer setting. This is to develop your skills, knowledge and behaviours within a workplace and to put into practice the specialist knowledge that you will learn on the course.

If you would like to discuss work experience or industry placements, please speak to your Progress Coach or a member of the Work Experience Team on workplacement@lincolncollege.ac.uk

Work Experience and Industry Placement Team

Work experience support and advice is available for all of our students at Lincoln College. Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance.

The Team work alongside your Progress Coaches to support you to find suitable work experience, at the right time for you, to develop those all-important employability skills.

We are here to:

- Develop local and national encounters with employers and employees for you to experience
- Support you into safe experiences of the workplace
- Organise events and activities that will help you to become work ready

Visit our website at: <https://lincolncollege-uk.libguides.com/workexperience>



Opportunity Hive

Looking for work experience, an industry placement, an apprenticeship or paid part-time work? Come along to the Opportunity Hive in Deans Café, Ground Floor, Deans Building, Lincoln Campus or email workplacement@lincolncollege.ac.uk
We can help you find the right employer opportunity for you.

Tel: 01522 876297

Email: Workplacement@lincolncollege.ac.uk



Ready - Set - Learn



Continuing Personal Development

CAREERS

The Continuing Personal Development (CPD) programme is delivered weekly by your Progress Coach. We'll support you to develop your Core Employability Skills as an essential part of this programme.



My Career is our digital platform to help monitor the development of your core employability skills, qualities, values, attitudes and interests. You'll also use My Career to engage in eLearning to develop your career management skills.

Your Study Programme will also feature a range of enrichment activities such as: encounters with employers, visits to workplaces, skills competitions, encounters with Universities and Higher Education providers, trips to exhibitions, trade shows and fairs.

There are also opportunities to engage in enrichment activities relating to personal health and wellbeing, equality and inclusion, British Values and citizenship.

You may also engage in a social action project to help develop your skills and to make a difference within the local community.

My Future Plans

Throughout your time at College, your Progress Coach will discuss your future plans with you. These are recorded three times during the academic year. Your Progress Coach will work with other teams across College including the Work Experience Team, Careers Guidance Team and your vocational tutors to support you with your skills development, career planning and decision making.

“

DREAMS can come **TRUE**

”

CAREERS *Your Opportunities*

Careers Guidance Service

Personal one-to-one careers guidance is available for all our students. Our fully qualified and experienced careers guidance practitioners provide impartial advice and guidance. Careers Guidance appointments are available throughout the year.

Our Careers Guidance Advisers can help with:

- **Career planning and career decisions**
- **Researching career opportunities**
- **Next steps after College**
- **Researching Higher Education options including UCAS**
- **Job search and application advice**

Book an appointment: https://lincolncollege-uk.libwizard.com/f/careers_appointment



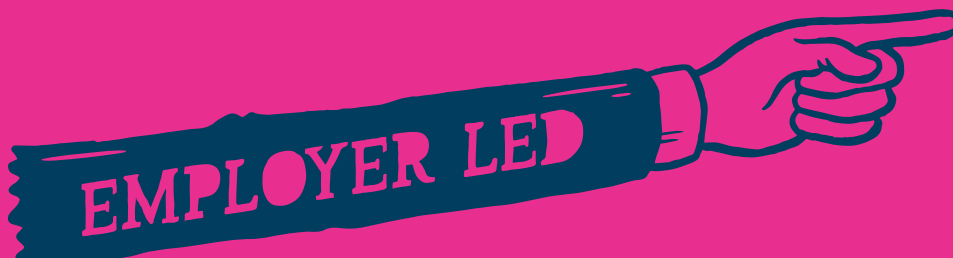
Our service has achieved the nationally recognised Matrix standard for excellence in the delivery of information, advice and guidance. The College also holds the national Quality in Careers standard achieved through the Career Mark approach.

Our careers website includes information to support you in your career planning and decision making. This includes Career Coach which provides information about different career choices, skills needed, salaries and job vacancies.

Visit our website at: <https://lincolncollege-uk.libguides.com/careers>



CONTACT US:
CAREERS@LINCOLNCOLLEGE.AC.UK OR CALL OUR
DEDICATED CAREERS AND COURSE INFORMATION
OFFICE ON 030 030 32435.



LINCOLN COLLEGE CAREERS PROGRAMME 2023-24



The intent of our careers programme is to inform, inspire and stimulate action to enable our learners to develop their personal skills, behaviours, attitudes and resilience to be a productive member of society. We intend to support them to develop their career management and employability skills so they can make a successful transition into the world of work or Higher Education. Our learners will experience a range of encounters which meet their individual needs including; encounters with employers, work experience, social action projects, encounters with Higher Education and apprenticeships, insight into the local labour market and personal careers guidance.

This programme provides an overview of the range of careers education, information, advice and guidance activities taking place across the College.

The College has achieved the national Quality in Careers Standard through the Career Mark approach.



	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Careers Guidance Service												
Careers Guidance meetings	●	●	●	●	●	●	●	●	●	●	●	●
Continuing Personal Development Programme for Study Programme Learners												
Set for Learning		●	●	●	●							
Set for Work and Career						●	●	●				
Set for Next Steps									●	●	●	
Developing Core Employability Skills												
My Career - Skills Pulse			●			●			●			
Communication		●	●	●	●	●	●	●	●	●	●	
Creative Thinking		●	●	●	●	●	●	●	●	●	●	
Leadership		●	●	●	●	●	●	●	●	●	●	
Problem-solving		●	●	●	●	●	●	●	●	●	●	
Resilience		●	●	●	●	●	●	●	●	●	●	
Teamwork		●	●	●	●	●	●	●	●	●	●	
Social Action Projects		●	●	●	●	●	●	●	●	●	●	
National Citizen Service		●	●	●	●							
Overseas trips/exchanges							●	●	●	●	●	
Career Aspirations												
My Future Plans		●	●			●	●			●	●	
Progress Review – Term 1		●	●	●	●							
Progress Review – Term 2						●	●	●				
Progress Review – Term 3									●	●	●	
Apprenticeship Progress Reviews	●	●	●	●	●	●	●	●	●	●	●	
Encounters with Employers												
Encounters with employers e.g. visiting speakers, trips to workplaces		●	●	●	●	●	●	●	●	●	●	
Virtual encounters with employers		●	●	●	●	●	●	●	●	●	●	
Skills Competitions – intercollege, regional & national				●	●	●	●	●	●	●	●	
Industry weeks – dates tbc												
Industry shows & exhibitions		●	●	●	●	●	●	●	●	●	●	

EXAMINATIONS

During your time studying with the College, it's likely you will take some formal exams.

Our Examinations Team organise and manage all the invigilated exams held at the College including GCSEs, A Levels and Functional Skills. The Examinations Team can be contacted if you have any questions or queries about examinations and certificates. There are Examinations Team representatives at both sites, please just ask at Reception. Alternatively, please contact us by telephone, **01522 876000** and ask to speak to the team for your site, or email exams@lincolncollege.ac.uk.

All students are required to pay for any resit examinations, where a fee is applicable. The resit fees must be paid by the given deadline and entry will only be made upon the receipt of the payment. The only exception is Functional Skills qualifications and GCSE English and maths where these are part of a Study Programme or integral to a Study Programme. Students are able to apply to Student Services for support with the payment of any fees.

Once your certificates arrive at the College you will be emailed to advise that your certificate is on its way via Royal Mail. Please ensure that all contact details are kept up to date with the Student Recruitment Team. These can be updated via ProPortal.

Access Arrangements

If students have had access arrangements in the past or feel they would benefit from access arrangements, they need to apply to Student Services by 29 September 2023 for any re-sits including GCSE Maths and English. For any other exams, the deadline to apply is 17 November 2023. The application form can be obtained from the Main Reception at Lincoln or Newark, phone **01522 876225** or email accessarrangements@lincolncollege.ac.uk

Access arrangements can be organised for exams to ensure that all students have fair access to the exam, whilst not compromising its integrity. Access arrangements ensure that Exam Boards are compliant with the Equality Act. Some concessions available could be: extra time, reader, scribe, small group, coloured paper or a reading pen.

If an application for access arrangements is received after the deadline, this could impact on the concessions available to you.

EXAM TIPS

- Check the exams timetable on Canvas to find out the venue of your exam
- Arrive at least 15 minutes before your exam
- Bring a black pen
- Remember that mobile phones and all watches are not allowed in the exam room
- Bring your lanyard and student ID card

If you have any queries about exams, contact the Examinations Team exams@lincolncollege.ac.uk.



APPRENTICES

An apprenticeship is a job with training to industry standards. It is about entry to a recognised occupation and involves a substantial programme of on and off-the-job training. At the end of the apprenticeship, the apprentice's occupational competence will be tested by an independent End Point Assessment.

Employment

Apprenticeships are employer-led. Employers set the standards, create the demand for apprentices to meet their skills needs, fund the apprenticeship and are responsible for employing and training the apprentice.

English & maths

An essential element of your apprenticeship programme is gaining relevant English and maths in order to reach the gateway for End Point Assessment. Functional Skills English and maths will be delivered appropriate to the sector demand.

Progress Reviews

You will be allocated an assessor who will monitor your progress throughout your apprenticeship. We use an ePortfolio to access resources, record timesheets and off-the-job training.

Supporting your learning needs

Apprentices will undertake a support needs assessment as part of the enrolment process; the information gathered from this will enable your assessor to support you with your learning.

CAREERS PROGRAMME FOR APPRENTICES 2023-24

The intent of the Careers Programme for our Apprentices is to prepare our apprentices for permanent employment in their chosen sector or industry by supporting the development of knowledge, skills and behaviours. Behaviours in particular are the vital transferable skills which employers demand.

This programme provides an overview of the range of careers guidance activities that an apprentice experiences whilst enrolled at Lincoln College.

The College holds the national Quality in Careers Standard achieved through the Careers Mark approach.



ATTENDANCE AND ABSENCE REPORTING



ATTENDANCE IS CRUCIAL TO YOUR SUCCESS WE EXPECT 100% ATTENDANCE.

- Appointments for the doctor/dentist should be made outside of lesson times wherever possible
- Check the College calendar for term dates to help with planning holidays. Exams and tests take place throughout the year. Maths and English exam dates are included in this handbook to help with your planning
- Keep us informed of your contact email and mobile number, so we can continue to keep you updated
- Absence must be reported as soon as you know you will be absent
- Please log your absence before 8.45am on each day of your absence
- You will need to provide your name, Student ID, course, and the reason for your absence.

Please ensure that your contact details are kept up-to-date.

These can be updated via Proportal
<https://portal.lincolncollege.ac.uk>



Scan for absence reporting

<https://discover.lincolncollege.ac.uk/absence-and-lateness-reporting>

Get support. Take control. Feel better.



16+

A safe place to express yourself and support each other, alongside courses and resources.

togetherall.com


togetherall



SCAN TO JOIN FOR FREE TODAY

ENGLISH & MATHS



Your English and maths skills will continue to be developed as part of all Study Programmes. If you have not achieved GCSE grade 9-4 (A*-C) in English and/or maths, you will continue to study these subjects while at College. For each subject, you must:

1. Attend at least one taught session (two hours) per week – this may be face to face or remote, please check your September timetable for details
2. Complete independent study using our online learning platform, Century
3. Access the English and maths Hub for extra tuition or advice

GCSE English and maths exams take place in May and June for students who have not yet achieved a grade 4 or above. We also offer November resits in GCSE English and maths for students who feel that they are ready to resit their exams early. Please discuss this option with your English and/or maths tutor when you meet them in September as learners taking November resits will be required to attend extra intensive revision classes.

The English and Maths Team offer a wide range of support through the Hubs at Lincoln and Newark. Specialists are on hand for one-to-one and small group tuition and advice.

Please contact the team should you wish to discuss any English or maths related issues at eandmsupport@lincolncollege.ac.uk

IMPORTANT GCSE ENGLISH AND MATHS EXAM DATES

October/November Resit Dates

GCSE English Language Paper 1 - 7 November 2023
GCSE English Language Paper 2 - 9 November 2023
GCSE Maths - Paper 1 (Non-calculator) – 8 November 2023
GCSE Maths - Paper 2 (Calculator) – 10 November 2023
GCSE Maths - Paper 3 (Calculator) – 13 November 2023

Mock Exam Dates

5-8 February 2024

May/June Exam Dates

GCSE English Language – to be confirmed
GCSE Maths – to be confirmed



ADULT LEARNERS



Whether you're studying full time or part time at the College, we're here to support you to achieve your career ambitions.

You have access to the full campus facilities and support through Student Services. This could include finance and welfare, support for special educational needs or advice and guidance about careers and routes into employment.

If you're returning to study after a break and want to refresh your study skills, you can access one-to-one support in the Library; just ask a member of the Library Team.

Your tutors will also be on hand to help you settle in and support you during your studies.



<https://lincolncollege-uk.libguides.com/prf.php>

ACCESS TO HE

Our Access to HE programme is designed to fully support your transition to Higher Education studies. Your Personal Tutor will meet with you one-to-one to provide academic support and signpost you to other services. Study Skills for Higher Education is an integral part of your programme, helping you to develop your skills and providing credits towards your 60 credit Diploma.

There will be a number of enrichment opportunities linked to your chosen pathway, including visiting speakers and workshops. Make the most of these to enhance your experience and support your progression.

Your course will be intensive and fast paced, so experiencing some pressures during the year is to be expected. Please keep dialogue going with your tutors, who are very experienced in supporting adult students. Things will feel difficult at times but at the end of your Diploma you will look back and realise how far you have developed in such a short time.

PREPARATION FOR ACCESS TO HE

If you do not have the GCSE entry criteria for the Access to HE Diploma, the College offers GCSE and Functional Skills classes for adults. The aim is to support you to achieve these qualifications so you can join Access to HE in the following year. The programme is designed to help you "find your feet" with completing studies alongside life's other commitments. If you have been out of education for a while, it will be natural to take some time to adjust. Please ensure you communicate regularly with your tutors and commit to full attendance at the lessons, despite having other pulls on your time. The year will fly by; this is just the start of your progression into higher education.



SUPPORTING LEARNERS

→ Additional Learning Support

The Assessment and Support Team are on hand to support students with Special Educational Needs and/or Disability. They offer various forms of support, both in and out of the classroom. They can meet you to find out what type of support you would benefit from which could include:

- Specialist equipment, e.g., Dictaphone, lumbar supports, coloured overlays, reading pens
- Access Arrangements for your exams, e.g. extra time, separate room, reader, scribe
- Out of class support to help you with your studies and for pastoral support
- Strategies to support you in the class, such as extra time

Once they have met with you and agreed a plan, they will liaise with your teachers to ensure they know how to support you.

The College also has a Transitions Officer to help students with an Education, Health and Care Plan (EHCP) when starting their course. The Transitions Officer can provide bespoke tours, introductions to tutors and support with interviews.

For more information:

assessmentofficer@lincolncollege.ac.uk
01522 876225

→ Financial Support

The Financial Support Team is here to help provide you with information and advice about the different types of financial support that you can apply for. We can do this either in person or through the other means of contact shown below. Please do not hesitate to contact us to see if you are eligible for any of the following:

- 16-18 Extended Bursary
- Home to College Transport Support, including information about rail and bus passes
- 19+ FE Fee Support, including Fee Remission and Advanced Learner Loans
- Meals Support
- 16-19 Care to Learn Childcare Support
- 20+ Childcare Support
- Uniform, Equipment, Books, Trips and UCAS Fee Support

For more information:

financialsupport@lincolncollege.ac.uk

Visit our Student Services pages
<https://lincolncollege-uk.libguides.com/SS/>



SCAN ME



Freddie the Therapy Dog

Freddie is a qualified therapy dog and joined the College as a puppy in November 2020. Freddie can be found across all our sites and in our common room spaces. You can play, cuddle or walk with Freddie. You can find out more by following him on Instagram or even email him directly!

freddie@lincolncollege.ac.uk | Instagram - @freddiethedoglc



BRITISH VALUES OUR VALUES

DEMOCRACY

THE RULE OF LAW

INDIVIDUAL LIBERTY

RESPECT AND TOLERANCE



SAFEGUARDING & WELFARE

Lincoln College puts your welfare at the heart of all they do. To support this there are a number of areas within Student Services you can connect with:

- The Safeguarding Team
- Assessment and Support Coordinators for Mental Health
- Counsellors

→ Safeguarding

Safeguarding are there to support and advise both staff and students where there are concerns that someone is being abused, maltreated or there is some impairment to their health and development. These could be issues related to physical or sexual abuse as well as bullying, cyberbullying, drugs and alcohol, domestic abuse or peer on peer abuse amongst other issues.

The Safeguarding Team are contactable on the Single Point of Contact (SPoC) on:

07580 975854 or
safeguarding@lincolncollege.ac.uk

Calls and emails are monitored 8.30am to 4.30pm
Monday to Friday.

→ Counselling

The College has qualified counsellors who are available for short term interventions (six sessions) to help and support you with issues that may be impacting on you. This could include a significant life event or emotional difficulties you may be experiencing, as well as mental health issues such as anxiety or depression.

Counselling is available via the Student Services team who will assess your needs and identify the best support for you

All staff, students and visitors are expected to wear **lanyards** whilst on our campuses. This is so that we can be clear who is welcome and part of our community. In order to keep you safe, you must wear your lanyard at all times.

SAFEGUARDING & MENTAL HEALTH



Contact the Safeguarding Team
for help and advice

Call 07580 975854

Or email safeguarding@lincolncollege.ac.uk

BE THE
BEST
VERSION OF
YOU

→ Single Point of Contact

You've now heard the phrase Single Point of Contact (SPoC) a number of times and been provided with the contact number and e-mail address. The SPoC is there to ensure that staff and students have a clear line of communication with the teams and that concerns are recorded properly and allocated to a member of staff.

This ensures that concerns aren't missed and that any referral or enquiry can be given to the right person to respond.

→ Drop In service

Drop In is a service provided by Student Services at Lincoln and Newark. The Drop In allows you to meet with a member of the team and discuss any issues impacting on you. This is done in private, and the focus is very much on your thoughts and feelings and can relate to anything that is causing you concern or worry. The team can offer you advice and guidance or refer you on to other support within the College. The Drop In service is available via Main Reception at Lincoln and Newark.

→ Assessment and Support Coordinators for Mental Health

The Assessment and Support Coordinators are able to offer you support and guidance if you are struggling with your mental health which can happen to any of us at any time. The team are very much focused on getting you the right support as quickly as possible and identifying where the best place is to receive support. It may be that you just need that initial reassurance and guidance on how to help yourself or you may need longer term support which is available internally or externally to College. The Assessment and Support Coordinators are available by either accessing the Drop-In services or contacting the Single Point of Contact (SPOC) on **07580 975854** or **safeguarding@lincolncollege.ac.uk**

The Safeguarding and Welfare Single Point of Contact is available for advice and guidance in relation to any student. This confidential service is open to anyone who has concerns about a student and is contactable on **07580 975854** or **safeguarding@lincolncollege.ac.uk**



Togetherall is an online service providing access for millions with anxiety, depression and other common mental health issues. Users can access this service at <https://togetherall.com/en-gb/>.

Confidential



DIGITAL SKILLS

WiFi hotspots are available across campuses. Students simply log in with their College username and password.

Lincoln College Student Computer Account

Your username is your student ID number.

Once you have completed your enrolment you will be sent your login details via text. Please look out for this, follow the instructions and keep it safe.

When you start College you will be provided with further information and details about using the College digital learning platforms.



Microsoft Office 365

All College students have access to Office 365. This provides access to your College email account, Office programmes (e.g. Word, PowerPoint and Excel), as well as online storage for your College files through OneDrive. You will need to use your College email address and password to login.



Student Email - Using Microsoft Outlook

Your email address is your Student ID Number@student.lincolncollege.ac.uk. Your College email account is accessed through Office 365. You will receive important information to your email, so it is vital that you check it regularly. Download the Outlook App to your smartphone so you can easily check your College emails wherever you are.



Microsoft Teams

Microsoft Teams allows you to connect to online content and classes. You can use video calling for remote classes and share files between groups. Microsoft Teams allows you to stay connected with your classmates and tutors. Teams can be accessed through Office 365 or you can download the Teams App.



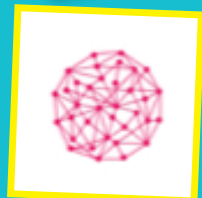
Microsoft OneDrive

Microsoft OneDrive is a cloud based file storing system where you can store your College work while you are studying. You can access OneDrive through Office 365 and retrieve your work wherever you are studying.



Canvas Virtual Learning Environment (VLE)

The College VLE is called Canvas. Canvas is our learning platform providing access to your course materials, assessments and communication about your course and College. Download the Canvas App to have your course materials at your fingertips.



Century

Century is an online learning platform used for English and maths to revise, complete assessments and track progress. Expectations of study time and progress will be explained to each student and independent learning is encouraged.



Individual Learning Plan (ILP) & ePortfolio

ProPortal is your online individual learning plan for you to review your learning, set targets and monitor your progress.

Details of how to access your ProPortal account will be discussed with you in your first few weeks.



Smart Assessor

Smart Assessor is an online portfolio system used for apprenticeships. The platform is used by apprentices and their assessors to collect evidence of achievement against criteria relevant to their specific apprenticeship standard and or qualifications. Once enrolled, login details will be sent via email.



My Career

My Career is our platform to help you to develop your career planning and employability skills, track your progress and participate in online careers learning.

Studying off Campus

You can access the College resources off campus – simply go to the College website www.lincolncollege.ac.uk and click on My College. From here you can access most of the College digital learning platforms. You will need to enter your username and password to log into these platforms when you are off campus. Your username is usually your Student ID number, but when logging into Microsoft, please use your student email address. Your password will remain the same.



www.lincolncollege.ac.uk

Digital Skills Helpdesk

Please contact the Digital Skills Helpdesk for support and advice about using the College digital learning platforms.

Visit the Digital Skills Helpdesk in the Library

Tel: **01522 876234**

Email: digitalskills@lincolncollege.ac.uk

Digital Skills Live Chat and website

<https://lincolncollege-uk.libanswers.com/digitalskills/>



Printing

You will have a printing and photocopying allowance for each year.

There are multi-functional devices (MFDs) on campus which enable you to print, copy and scan. There are MFDs in each library and student accessible MFDs in other locations across campuses.

WHERE TO EAT



Our campuses at Lincoln and Newark serve a variety of drinks, hot and cold food to eat in or take-away. Our dedicated catering team prepare all food on site using fresh ingredients that are delivered daily, catering for everyone's requirements.

The CornerHouse

The CornerHouse canteen at Lincoln offers freshly cooked food including daily specials, salad and yoghurt bar, sandwich and sub roll meal deals and confectionery items.

Monday to Friday 7.45am-2.15pm

Deans Coffee Shop

You can also drop in at Deans Coffee Shop at Lincoln for a Costa Coffee, 'Grab & Go' food offer, sandwiches and sub rolls, fruit and yoghurt pots along with confectionery.

Monday to Friday 7.45am-3.00pm

NG24 at Newark offers freshly cooked food including daily specials, sandwiches and sub rolls and confectionery items.

Monday to Friday 7.45am-2.00pm

All our food outlets offer contactless payment and accept all major cards at the till points.

We also have a Student Wellbeing Hub at Lincoln with kitchen facilities, perfect for relaxing with your packed lunch.

Enjoy a free Nescafe hot drink on us and 50% off your first meal at the CornerHouse, Deans Cafe or NG24 using the vouchers below.

We look forward to seeing you soon.



NG24

**50% OFF MEAL
VOUCHER**

Please present voucher when paying. Valid once.
Expires Friday 20 October 2023.



NG24

**FREE NESCAFE
HOT DRINK**

Please present voucher when paying. Valid once.
Expires Friday 20 October 2023.



OUR FACILITIES

Sessions Restaurant (at Lincoln)

Lincoln College Sessions Restaurant offers a high-quality dining experience in a city centre location. Enjoy fine dining in our 40 cover dining area, relax in the bar or grab a hot drink and pastry and enjoy the fresh air in our alfresco courtyard. All meals are prepared by our students using locally sourced ingredients. The students are completing nationally recognised qualifications and are supervised at all times.

Sessions House is open daily Tuesday - Friday (Term time only)

- 10.00am-2.00pm for coffee and pastries (eat in or take away)
- 12.00pm-1.15pm lunch (2 and 3 course options available)
- 12.00pm-1.30pm bar snacks and light bits

Wednesday Evening Fine Dining and Chef Taster Menus:

Tables available from 6.00pm - booking is recommended

To book please call **01522 876343** or email sessionsrestaurant@lincolncollege.ac.uk

Look after yourself

Deans Sport and Leisure

All students are entitled to discounted offers at Deans Sport and Leisure (Lincoln campus). Deans relaxed and friendly facilities are there to give you an active experience you'll enjoy. Students can play a range of racquet sports, work out in our Fitness Suite or join one of the vibrant fitness classes on offer.

Opening Times

Monday-Friday 6.30am-8.30pm | Saturday 8.30am-2.00pm | Sunday 8.30am-12.00pm

www.deans-sport.co.uk



AURA

Visit our city centre based hair and beauty academy. This is a commercially run salon with qualified stylists. We offer 10% student discount on all of our services with a valid student card/lanyard.

Opening Times

Level 3 Students - Monday 9.00am-5.00pm

Qualified Stylists - Tuesday-Sunday 9.00am-5.00pm

Visit www.auralincoln.co.uk | **01522 576447**



The Salon

There are student run training salons at Lincoln and Newark. Hairdressing appointments are available at both Lincoln and Newark. Beauty Therapy treatments can be booked at Lincoln. Weekday and evening appointments are offered to students and members of the public during term time. To make an appointment, telephone **01522 876392** or email thesalons@lincolncollege.ac.uk.



THE LIBRARY

RENEW BY TEXT

Text your student ID and the title of the items you want to renew to 07860 023 960

Our spacious and well-equipped Libraries are designed to provide a safe, supportive and stimulating environment for independent study. The Library opening times can be found at <https://lincolncollege-uk.libguides.com/home>. Students have access to computers and laptops to use within the Library. You can also use your own laptop or mobile device with WiFi hotspots available across campus.

The resources in the Library are arranged in colour-coded subject zones to help you find the books and periodicals you need. You can borrow 10 items at a time.

Library webpages

Our Library pages can be found at <https://lincolncollege-uk.libguides.com/home> and will provide you with all the information you need to support your studies whilst you are here at College.



You'll have access to:

- **Online Library Catalogue** to search for books and periodicals
- **Discover More** is our advanced online search tool providing you with further access to a wide range of resources, eBooks and thousands of full text eJournal articles
- **Live Chat** so you can talk to a member of the Library team online during Library opening hours
- **Subject Guides** where you can find many useful resources that have been carefully selected for you and your course
- **Book a Study Skills appointment** with a Library Information Adviser
- **Using the Library** including borrowing items, Click & Collect, IT and Printing and much more.

To access your Library Account, visit our Library webpage then click on the My Account link in the top right-hand corner of the page and log in with your usual College login details.

Visit our Library webpage to view our Using the Library help pages and the Digital Learning FAQs



LIBRARY INFORMATION ADVISERS

Our team of friendly Library Information Advisers are on hand to help you with your studies. If you already know who your Adviser is, click on their profile within our library webpages to find their contact information. If you are unsure which Library Information Adviser covers your area, search for them 'By Subject'.

You can also book a provisional meeting with your Library Information Adviser via the Meet the Team page. Appointments can be made up to seven days in advance.

What services do we offer?

The Library Information Advisers (LIAs) are here to support you with your studies here at College.

We are available for group workshops but students can also make appointments to see an Adviser on a 1-2-1 basis for more in-depth support.

LIAs can provide support for the following topics:

- Researching for your assignments
- Referencing
- Evaluating Resources
- Assignment Planning and Writing
- Time management and note-taking skills

Contact the Library team

Tel: 01522 876232

Email: library@lincolncollege.ac.uk

Scan the QR Code to view our
Meet the Team LibGuides pages



SCAN ME



<https://lincolncollege-uk.libguides.com/prf.php>

Scan to view Study Skills
Support pages



SCAN ME



<https://lincolncollege-uk.libguides.com/home/studyskills>



KEY DATES



College Calendar 2023/24

Autumn Term 1: Mon 4 September – Thu 19 October

Autumn Half Term: Fri 20 October – Fri 27 October

Autumn Term 2: Mon 30 October – Fri 15 December

Christmas Holiday: Mon 18 December – Tue 2 January

Spring Term 1: Wed 3 January – Thu 8 February

Spring Half Term: Fri 9 February – Mon 19 February

Spring Term 2: Tues 20 February – Thu 28 March

Easter Holiday: Fri 29 March – Mon 15 April

Summer Term 1: Tue 16 April – Fri 24 May

May Bank Holiday – Mon 6 May

Summer Half Term: Mon 27 May – Fri 31 May

Summer Term 2: Mon 3 June – Thu 27 Jun

PARENT/CARER EVENINGS

LINCOLN – WEDNESDAY 31 JANUARY 2024

NEWARK – TUESDAY 6 FEBRUARY 2024

KEY CONTACTS

College Switchboard | 01522 876000

Digital Skills Helpdesk | 01522 876234 | digitalskills@lincolncollege.ac.uk

Examinations Team | 01522 876227 | exams@lincolncollege.ac.uk

IT Help Desk | 01522 876275 | ithelpdesk@lincolncollege.ac.uk

Library | 01522 876232 | library@lincolncollege.ac.uk

Special Educational Needs and Disabilities Team |
01522 876225 | assessmentofficer@lincolncollege.ac.uk

Student Services | 01522 876220 | studentservices@lincolncollege.ac.uk

Safeguarding | 07580 975854 | safeguarding@lincolncollege.ac.uk

www.lincolncollege.ac.uk/support/safeguarding-prevent

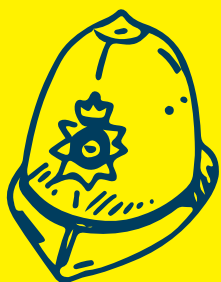
Emergency Out of Hours Contact Numbers

Lincolnshire Children's Care Services | 01522 782333

Nottinghamshire Children's Care Services | 0300 4564546

Police | 101 | 999 in an emergency

Samaritans | 08457 909090



Scan for reception opening times

discover.lincolncollege.ac.uk/reception-opening-times

The
Lincoln College
Group

Lincoln College
Monks Road | LN2 5HQ
01522 876000

Newark College
Friary Road | NG24 1PB
01636 680680



 @lincoln_college

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 030 030 32435

 [lincolncollege.ac.uk/youtube](https://www.lincolncollege.ac.uk/youtube)

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 [lincolncollege.ac.uk/LinkedIn](https://www.lincolncollege.ac.uk/LinkedIn)

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 enquiries@lincolncollege.ac.uk