

# The Cornwall College Group

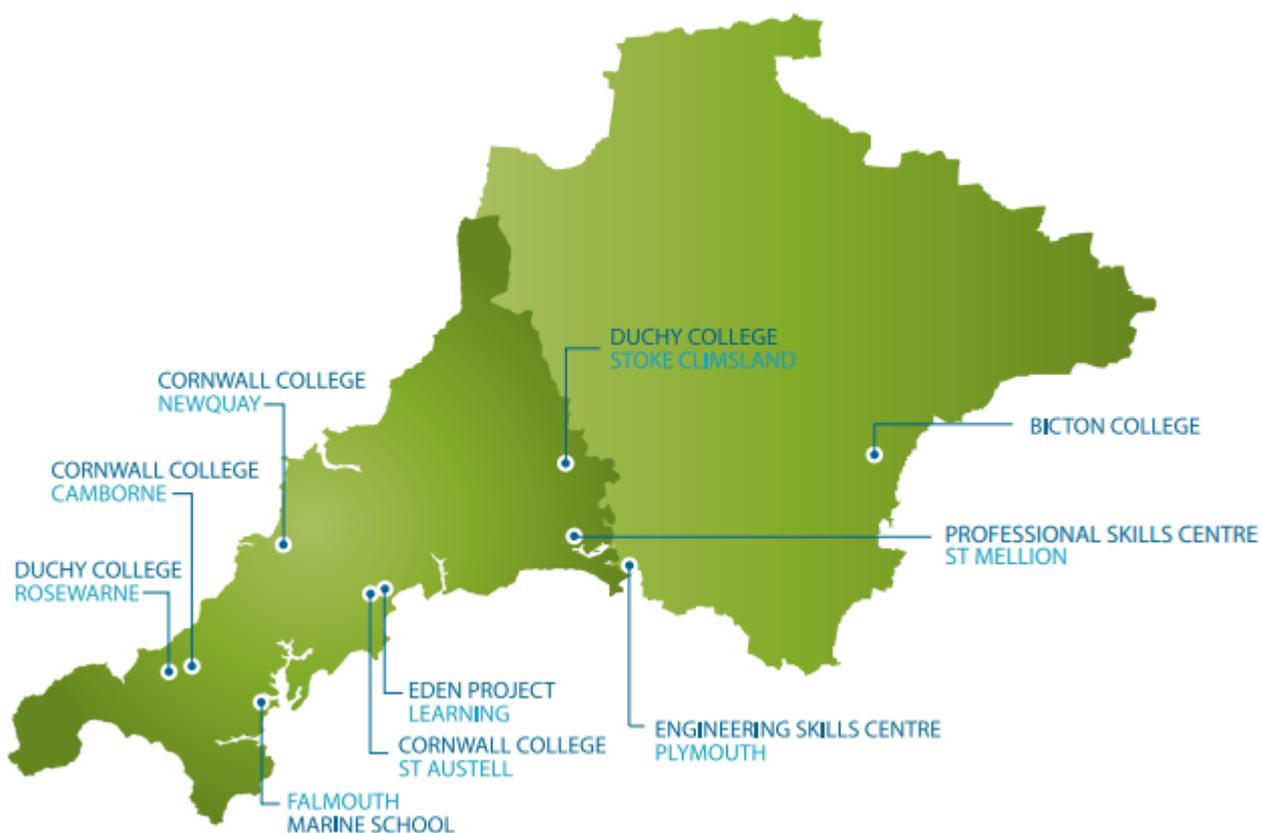
## Subcontract Learner Guide

2023/2024



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# Welcome to The Cornwall College Group

The Cornwall College Group's (TCCG) goal is to help you to enjoy your studies and progress successfully on to further learning, training or the career of your choice. We believe in developing learners who can achieve more than just qualifications, to enable them to succeed in their future lives both in work and beyond. Our College Values provide a framework for us all to work within. Everyone has a role to play in working within our values, so please make sure that you understand how they affect you.

Our Partner staff and resources are dedicated to helping you achieve your learning and career goals. In return we ask you to work in partnership with them, demonstrating positive learning behaviours to make the most of the opportunities available to you. We expect that you will be an active participant in your learning, hand in work according to set deadlines, and provide feedback so that our Partners can constantly improve learning and teaching.

We hope you have a great time with our Partner and benefit from every aspect of your learning.

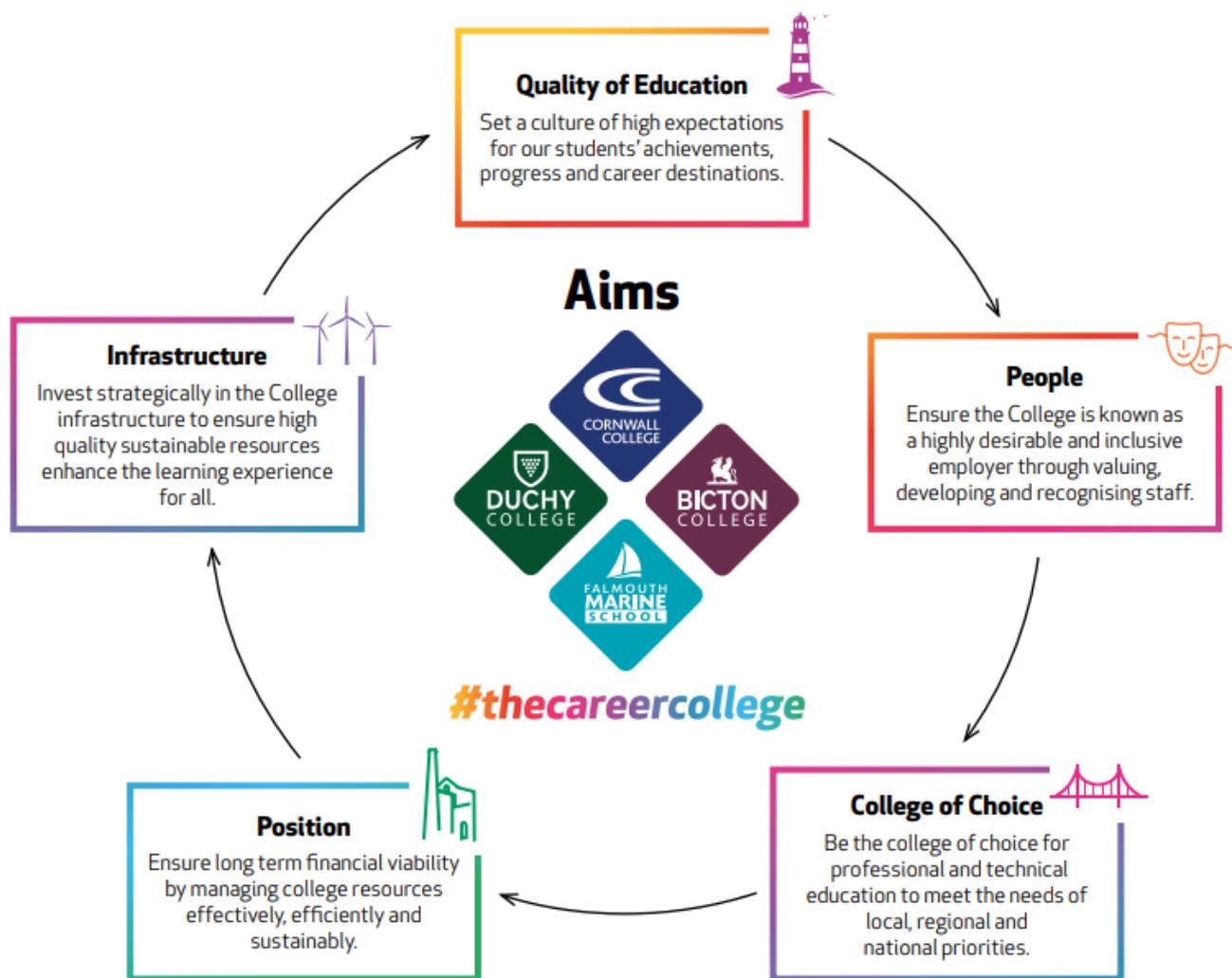


# Section 1

## Mission, Values and Aims

### Mission

Exceptional education and training for every learner to improve their career prospects



### Our Values



# Section 2

## College Charter

Although you are not studying directly with Cornwall College you will have access to the same entitlements as those students based at a College campus site and will therefore be required to follow our policies and procedures.

This includes:

- Provision of a student identification card – please speak to your tutor who can arrange this.
- Use of facilities at any of the Cornwall College Group sites for the duration of your course.
- A college login.
- Access to the Student Union.
- Access to Personal Professional Development that will help you to prepare for modern British life.

The activities will develop your knowledge and understanding to ensure that you are safe and supported. Topics will relate to your safety including safeguarding, prevent, e-Safety and being free from harassment; your role in modern Britain including British values and equality & diversity, and your health and wellbeing including physical and mental health, resilience and positive relationships.

More details on the College's governance can be found at: [College Governance - Cornwall College](#)



# Stage 3

## Statement of Intent

Each year, a proportion of education and training is not delivered directly by The College, but instead through subcontracted delivery. Subcontracted delivery refers to delivery that contributes in any way to a learners' programme of study by an organisation not directly under TCCG control, through a programme of learning which can take place on site or through online learning.

A Subcontractor (or Partner) is therefore a third party that is engaged in a contractual and legally binding agreement with TCCG to deliver education and training provision that the Education and Skills Funding Agency (ESFA) funds.

The Statement of Intent describes both parties' responsibilities in this arrangement.

### The role of the College

Ensuring quality of provision is paramount as the College retains overall responsibility to the ESFA and Ofsted for programme quality. Therefore, robust due diligence must take place when appointing delivery subcontractors with TCCG ensuring that these checks continue to be undertaken on an ongoing basis with each delivery partner. These checks include:

- Finance
- Regulatory Compliance (GDPR)
- Safeguarding
- Teaching, Learning and Assessment performance
- Quality

The College reviews Partner performance on a monthly basis, and monitors the training that you receive.

As part of our arrangement with each Partner, the College will contact 10% of all enrolled learners to carry out existence checks and ensure that funding has been drawn down correctly. You may be contacted by the College's Subcontract officer via telephone, who will confirm with you some personal details that you have already provided and ask if you were aware that you are a Cornwall College learner.

For all Adult Learning Programmes, this will be the only contact from the College you may encounter. However, if you are enrolled on a 16-19 Study Programme, the role of the College will vary dependent on the requirements of the Partnership as highlighted below:

16-19 Study Programme	Partner Delivery	College Delivery
Sport	100% Main Programme	English & Math
Dance	Enrichment, Employability and Pastoral	Main Programme and English & Math

## The role of the Subcontract Partner

Our Subcontract Partners provide training to develop life-long skills and knowledge through a variation of methods. Partners work with you to complete the necessary enrolment paperwork, including initial assessments and proof of identity checks; this information is checked by the College.

Learning might be virtual, online or face-to-face, depending on the provision you have enrolled with, and programmes being delivered.

**Virtual Learning Programmes** will be undertaken in the following formats:

**E-learning platform** – you will be provided with log-in information to access learning resources and complete and submit your work online;

**Workbook learning** – you will be provided with all your learning resources and workbooks for submission in paper-format.

For most virtual learning programmes, the pace of learning is led by you with no tutor delivery, but you will be assigned with a tutor and assessor with whom you can communicate if you have any issues during your learning. You will be given deadlines for which your completed units must be submitted. Your assigned assessor will review the work, providing feedback on what has been submitted, and then advise as to whether you have completed the unit, or if a resubmission is required. Work submitted and completed may be subject to moderation before successful completion can be awarded. You will be supported fully by the Partner during your learning to aid with successful achievement.

Partners also take responsibility for the health and safety and Safeguarding of all learners enrolled, as well as ensuring your development needs are met. However, as a Cornwall College learner, you can receive further support as discussed elsewhere within this Guide.

# Section 4

## Student Values and Behaviours

### Code of Conduct

We want you to be safe, supported and successful during your time studying with our Partners. We all have a role to promote an environment in which the rights and responsibilities of each individual can be met.

- Our Partners will provide you with exceptional education and training to improve your career prospects. They will ensure that you have a safe and supported environment to achieve this.
- As an enrolled student of the College, you must play your role in showing a positive attitude and follow the college values and behaviours.

We ask you to use our **College Values** to guide and inspire your actions

#### College Values



#### Links to British Values

- Working together in accordance with the rule of law where students can also have their say and showing democracy in action
- A mutually respectful and tolerant environment where learners and staff feel valued and respected.
- A brilliant learning experience linked to individual liberty and choice of study where you can succeed.

Our Partners will support all learners to amend any unsuitable behaviour or misconduct. However, in some cases of misconduct and repeated unacceptable behaviour this may lead to disciplinary processes or exclusion. Partners will have their own Student Behaviour and Misconduct Policy however the College's policy provides details of expected behaviour, actions in the event of unacceptable attitudes and behaviour, and actions relating to misconduct. In all cases we expect students to demonstrate the 3 R's of Respect, Responsibility and being Ready to Learn. These apply on Partner sites or services and in the local community of the Partner.

## Respect

- For yourself and towards others including the opinions, feelings and abilities of others
- Recognise and celebrate the diversity of others
- For the Partner and it's property and facilities
- Have a positive attitude and overcoming challenges

## Responsibility

- Be a good role model for the Partner, in the workplace and in your community, including online and social media.
- Take ownership of your own actions and report any unacceptable actions of others
- Be responsible for your own and Partner equipment and resources
- Show a commitment to your learning and goals
- Evidence positive behaviour including conforming to reasonable levels of socially acceptable and professional behaviour which includes the avoidance of all behaviour that would breach the law or college rules and values (including Health and Safety regulations and academic integrity).

## Ready to Learn

- Attend all lessons and exams on time and make a positive contribution in all Partner activity
- Complete all required Partner work and activities and meeting deadlines and targets
- Be prepared for all Partner activities with the equipment, resources and attitude required
- Respond positively to feedback and undertake support in place.

**Agreement:** As an enrolled student of the College, you must read and abide by this code of conduct and related policies and procedures.



It's **your** learning experience  
make the most of it

# Section 5

## Equality, Diversity and Inclusion (EDI)

The Cornwall College Group (CCG) has embraced equity expressed as equality, diversity and inclusion (EDI) as one of its core values. Equity should be present and visible in everything that we do, and we are committed to advancing equity in all its forms. To achieve this ambition, we need to increase our understanding of how to advance equity, including the challenges and barriers that our students, staff and stakeholders may face, and to develop a culture ensuring that members of those communities are empowered to raise issues, make change and have equitable opportunities. Further information in relation to the College's Strategic Equity Plan can be found at [TCCG-Strategic-Equity-Plan-2022-25.pdf](https://www.cornwall.ac.uk/TCCG-Strategic-Equity-Plan-2022-25.pdf) ([cornwall.ac.uk](https://www.cornwall.ac.uk))

We are committed to ensuring people can learn and work without discrimination; where fairness is promoted and everyone is given the opportunity to achieve. We are creating a culture of tolerance and respect; where individual differences are not only valued but celebrated.

The College expects all its students to:

- Observe College and British Values
- Act in accordance with both the law and College policies
- Report to the College any actions which are discriminatory

If you wish to highlight areas of good practice or report an issue, please email [inclusion@cornwall.ac.uk](mailto:inclusion@cornwall.ac.uk)



# Section 6

## Safeguarding and Prevent

Our Partners set out to provide a safe and supportive learning and working environment for our learners, staff and visitors. Please help by following:

- The Student Code of Conduct and health and safety rules
- Behaving responsibly and being respectful to others
- Looking out for your own safety and welfare and that of others too
- Reporting any concerns promptly to a Partner member of staff

**Are you worried about anything?** TALK TO SOMEONE SOONER RATHER THAN LATER! This includes:

- If you do not feel safe in your learning environment or anywhere else
- If you are concerned about a friend or someone else
- If you need help with any personal safety or well-being issues
- If you are being abused, harmed or treated badly in any way

Everyone has the right to live their life free from abuse such as physical and sexual violence, neglect, sexual exploitation / abuse, financial abuse, bullying, hate crime, psychological abuse, domestic abuse, online exploitation / grooming or abuse, radicalisation, criminal exploitation or other forms of abuse, harm or exploitation. Collectively, we also have a duty to prevent all abuse and harm, including a duty to prevent radicalisation and extremism that may lead to a criminal or terrorist act.

- **WHAT IS PREVENT?** Prevent is part of the UK's counter-terrorism strategy which aims to stop people from becoming terrorists or supporting terrorism.

- **WHAT IS EXTREMISM?** The vocal or active opposition to fundamental British values: Democracy; Rule of Law; Mutual Respect; Individual Liberty; Mutual Respect and Tolerance of different faiths and beliefs.

Whilst Partner staff are Safeguarding trained, you can also speak to the Colleges' Safeguarding team who will help you address any concerns. You can use our central Safeguarding Number: 01209 617888 or e-mail [safe@cornwall.ac.uk](mailto:safe@cornwall.ac.uk).

# Section 7

## Your Information

Cornwall College is committed to protecting your personal data in line with the General Data Protection Regulation (EU) 2016/679 and Data Protection Act 2018 and we are formally registered with the Information Commissioner's Office.

### What information do we collect about you?

We collect information about you when you enquire, apply and enrol on Partner courses. We also collect information throughout the duration of your time with them, including, where we are required to do so, contacting you a period of time after your training has completed for destination information about what you are doing.

### How we use your personal information

Information collected about you during your learning, including any enquiries and applications will be used for educational administration, guidance, statistical research and health and safety purposes. Processing this data will enable the performance of the Partner to be monitored and for the Partner and College to operate effectively and plan future provision.

The personal information you provide is used in the exercise of providing education services and is therefore passed to the Education and Skills Funding Agency (ESFA), the Office for Students and when needed, the Department for Education (DfE) to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009. Your information will also be shared with other Government related agencies to create and maintain your unique learner number (ULN) and Personal Learning Record (PLR) relating to your education as well as awarding organisations to support the administration of formal qualifications.

More details can be found at: [Your Information & Privacy Policy - Cornwall College](#)



# Section 8

## Supporting Your Future

The Cornwall College Group is dedicated to supporting Partners to offer essential opportunities to enable you to be successful. This includes Personal Development which includes developing a range of personal qualities, improving your understanding of key areas such as personal safety, equality and diversity, and shaping your individual career and progression plans.

In addition to this, you have access to the College's online classroom which has a range of support resources including online personal development: [moodle.cornwall.ac.uk](https://moodle.cornwall.ac.uk)

For more details on student support visit: [Supporting You - Cornwall College](#)

### Careers Advice and Guidance

It's not always easy to find informed and impartial advice about career and study options. Is your future career best suited to studying academic or professional and technical qualifications? How do you progress into work? Cornwall College align with Partners to provide a comprehensive careers service with tailored interactions enabling students to engage proactively in decisions about their future career journey.

The College can offer additional support to help students to make important decisions about future career and study options. We take the time to get to know you, your ambitions, qualifications and skills so you can progress on to your chosen career path. Our advice is also completely impartial.

More information can be found at: <https://www.cornwall.ac.uk/student-support/careers-information-advice-guidance-support/>



# Section 9

## Feedback and Complaints

### Feedback

The College and our Partners recognise that learners appreciate being asked for their opinions on their learning experience and are more than willing to provide thoughtful and candid responses to questions asked.

Gaining your feedback about your learning experience on your programme, as well as the Partner provision, is a key element of the overall continuous quality and improvement efforts of the Partner provision. It also gives you the opportunity to provide information about your career goals and aspirations, whether you feel differently from when you started on programme to the way you feel at the end of the programme, whether you feel the programme has prepared you for your future career, what skills you have learnt that are transferrable to your future career, and what skills you would have liked to develop further. Through this process, the Partner and the College is able to gain useful, timely and detailed information, enabling the pinpointing of areas that require action and change.

We are keen to hear feedback from your learning experience, and whilst our Partner will be asking you for feedback, if there is anything you would like to let us know about, please email [subcontract@cornwall.ac.uk](mailto:subcontract@cornwall.ac.uk).

### Complaints

Whilst the College and our Partners aim to ensure that the programmes and the care of learners are high quality, sometimes things may go wrong, and learners might want to complain.

The Education and Skills Funding Agency has an obligation under the Apprenticeships, Skills, Children and Learning Act 2009 to ensure that providers of education and training are receptive to genuine expressions of dissatisfaction and that complaints are dealt with promptly, fairly and proportionately. Learners need to feel comfortable in the knowledge that complaints made in good faith cannot lead to action being taken against them by the Provision they are making the complaint against.

If you are dissatisfied with any aspect of the programme, you need to speak to the appropriate member of staff at the Partner Provision under which you are undertaking learning. Partners are required to notify the College if a learner makes a complaint within 3 working days of the complaint being made. If the complaint cannot be remedied by the

Partner, learners are able to view the College's complaints procedure and contact the Subcontract Officer at [subcontract@cornwall.ac.uk](mailto:subcontract@cornwall.ac.uk).

Partners are required to work with the College in ensuring the complaint is dealt with efficiently and effectively. If you are not satisfied with the outcome of the complaint once it has exhausted the Cornwall College complaints procedure, you can complain to the Education and Skills Funding Agency who will investigate to ensure that the College's Complaints Procedure is working effectively and that any decision made are reasonable: [Complain about a further education college or apprenticeship - GOV.UK \(www.gov.uk\)](https://www.gov.uk)



# Section 10

## Environment and Sustainability

The College works with our Partners to ensure we keep Cornwall and Devon beautiful and have as positive an impact on the environment as possible. Individual small contributions at home and at your provision make a huge difference. We understand that there is a climate and ecological emergency and with your help want to operate in ways that are environmentally sustainable and socially responsible. The College has a net zero ambition, we continue to invest in our resources and we work hard to reduce our carbon emissions. Think Sustainability is also one of the Colleges values. We have student representatives on each campus to help us to meet these goals.

Learners can help by:

- Recycling: Use the bins around provision sites for their intended purpose
- Reuse: Use a refillable water bottle rather than single use plastics
- Saving energy: Turn off lights and computer monitors when not in use
- Thinking about travel: Walk, cycle, get the bus or car-share
- Remembering it's your future: Your planet – do something to help save it

