

Parent & Carer guide

2018-19

The true sign of
intelligence is not
knowledge but
imagination.

Albert Einstein

Provoking Thought



Dudley
Sixth
for A levels

Chief Executive Officer's Introduction

There has never been a better time to join us as a learner at Dudley College of Technology.

The college continues to offer an outstanding learning experience, whilst the formation of Dudley Academies Trust (the Trust), incorporating the four schools of High Arcal, Holly Hall, Hillcrest and Castle High is creating a new environment for secondary education in the borough. In my leadership role across both of these organisations I have a unique vantage point in bringing these bodies together so that each part can grow and strengthen with the support of the other.

As the application of technology expands into every aspect of our lives, I believe that the decision to choose a college such as Dudley, with its focus on technology, is the right one. Having been selected as one of only a handful of colleges nationally to develop our plans for a brand new Institute of Technology, we are committed to developing the technical skills of our learners and to providing the best possible choice of pathways into higher level programmes and career opportunities for our learners.

I am personally motivated by the desire to provide every young person in the local area with the opportunity to reach their educational potential and follow their pathway to a successful career. This motivation is something I believe is shared by Neil and all of the staff at the college and by every one of the teachers in the Trust's schools.

Your choice of college is one I'm glad you have made and one we will do everything in our power to justify.

Lowell Williams, BA (Hons), MBA, NLFE

Chief Executive Officer,
Dudley College of Technology

Chair of the Board of Trustees,
Dudley Academies Trust

Our vision

By 2019 we will be recognised regionally, nationally and internationally simply as 'a great college'. We will consistently make a real difference to the lives of our learners, raising their aspirations and promoting their prosperity. As a driving force in the regional economy we will improve business productivity, adding gross value. Our stakeholders will be delighted with our innovative curriculum, our focus on technical, professional and higher skills and our inspirational facilities. For young people, adults, employers and wider partners, Dudley Sixth will be the 'college of choice'.

Our mission

"To deliver outstanding technical and professional learning, which raises aspirations, develops skills and changes lives."

College Principal's Welcome

Choosing what to do after GCSEs is a big decision for both you and the young person you care for. There are plenty of pathways to take and not everyone will feel they understand all of the options. We want you to be able to support the young person in your home and feel confident about their future study choices. That is why we've designed this guide, to help you as the parent or carer of a potential Dudley Sixth learner to be better informed about the choices available.

Providing a friendly and supportive environment to learn in, is important to us and this guide aims to give you all the information you need from financial opportunities to important dates and contacts for your diary.

Whatever choice your young person makes about their future, we want you to be assured Dudley Sixth is a great place to study. We have a huge range of support services in place to help all learner's reach their full potential. We also have excellent facilities including libraries, computer centres and learning hubs.

We understand full-time study is not always the right choice for every learner, that's why we have included information on our Apprenticeship programmes too, as they allow learners to combine further study with employment.

For learners following an A level programme of study, Dudley Sixth will be the right choice. Alongside our excellent teaching from our experienced staff, our aim is to provide our learners with the best opportunities to advance to Higher Education or employment.

Our achievement rates have been above national comparators for a number of years, with an 87.1% achievement rate for level 3 16-18 programmes. Dudley Sixth A level learners succeed at an even higher rate with 95.9% achievement rate last academic year. These are just some of the measures that led to Dudley College of Technology being awarded 'Outstanding' by Ofsted last year (May 2017).

But it's not all work and no play at Dudley Sixth, we believe it's important to promote a balanced lifestyle and we work hard to provide a range of recreational and enrichment activities for

our learners. We operate a Student's Union and many of our courses offer trips and visits. We also provide the opportunity for learners to hear from guest speakers and participate in activities that will enhance the learners overall experience.

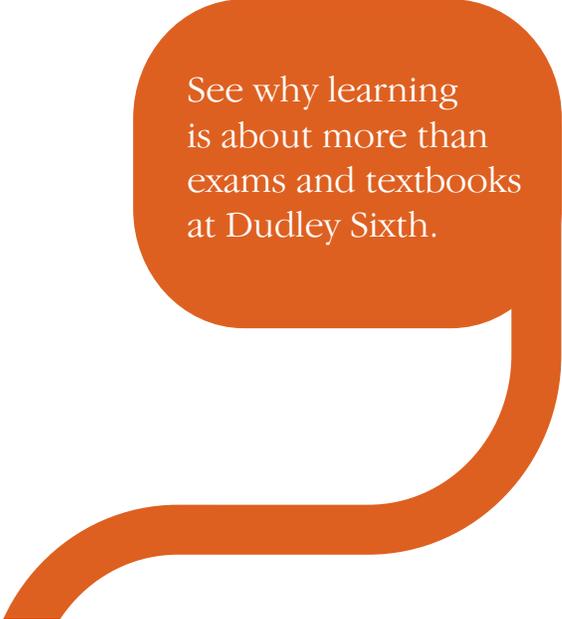
We are keen to promote the highest aspirations amongst our learners and build individual confidence, as experience shows us these are two key aspects of unlocking future employment prospects.

If you have any specific individual concerns please use this opportunity to talk to us. Our tutors and subject specialists are available to chat through any issues you might have. We want every learner to start their studies with enthusiasm for their course and every parent or carer to have peace of mind about the next phase of their young person's life.

We look forward to providing an outstanding educational experience for your young person and delivering on the trust you have placed in us.

Neil Thomas, BEng (Hons), MA BA (Hons)

College Principal



See why learning
is about more than
exams and textbooks
at Dudley Sixth.

Learner Support

Learner support

Every learner is unique and will have their own specific set of circumstances that will shape the type of learner they are. Some learners will be self-sufficient and need little support, whereas other learners may need a little bit more help throughout their time with us. Whatever the needs of your young person, we are able to provide the support and guidance they need to succeed.

Learning support

Whether your young person needs support with skills such as maths and English, time management or specialist support because they have a visual impairment, special education need or disability, we have expert staff who can offer help during their time with us.

We provide an initial assessment of an individual's learning needs and then work with the learner to put an individual action plan together to support them throughout their studies.

Dyslexia/Dyscalculia/Dyspraxia

Dyslexia is a learning difference that affects reading, spelling, writing and sometimes numeracy. No two people are affected in the same way so if you think your young person may be dyslexic and they have never been formally assessed, we can arrange for them to have an initial interview and Dyslexia Adult Screening Test (DAST).

We can then provide the following support throughout their time with us:

- 1:1 or small group sessions working on coping strategies and study skills
- Read/write gold software
- Access to other assistive technologies - dictaphone
- Access to a laptop - if appropriate and following assessment
- Examination Access arrangements - extra time, a reader or scribe - following an assessment
- Support with visual stress.

Sensory specialist support

Deaf and hearing impaired learners, blind and partially sighted learners, or those with low levels of vision, can sometimes need support to help address barriers to learning and be able to access the curriculum.

Our support enables access to curriculum materials, participation in learning and enrichment activities, and safe movement around the college.

Support for learners with hearing impairment include:

- Sign Language Support Worker
- Support in class from an Educational Support Assistant
- A scribe in class
- Hearing Loop.

Support for learners with visual impairment include:

- Software packages - JAWs, Supernova and Guide
- Hardware - large font keyboards/magnifiers
- Texts in alternative formats - MP3 document, large print etc.
- Support in class from an Educational Support Assistant
- Sighted Guide - where appropriate.



Financial Support

Financial support for learners aged 16-19

Help with the cost of travelling to college and studying with us is available from a number of funds including:

- 16-18 Bursary
- College Travel Support
- Free Meals

The Bursary

The bursary is a Government Scheme to help young people facing financial hardship stay in education. This includes learners either in care or are receiving benefits in their own right. If you are supporting a young person who falls into this category they may be entitled to a minimum bursary of £1,200 a year.

In all cases financial help to learners will be dependent on learners meeting the “College’s Code of Conduct” and their learning objectives as well as having a 100% attendance record.

Free bus pass

We will provide a free bus pass to help with travel costs for 16-18* year olds on full-time programmes, based on individual circumstances**. To qualify for a free bus pass***, you must not already be in receipt of other financial support, such as Care to Learn funding.

* Under 19 as at 31 August 2018.

** Learners with learning difficulties or disabilities who are unable to access public transport may still be able to receive help - talk to our student finance team.

*** Evidence of family income will need to be provided.



Free meals

Some learners who claim benefits or who live with parents/guardians who have a very low income may be eligible for free meals whilst at college.

To be eligible, learners must be aged between 16 and 18 years of age on 31 August 2018. Learners who turn 19 during their study programme will still be eligible until the end of the academic year in which they turn 19, or to the end of their study programme, whichever is sooner.

The learner or their family must also be receiving one of the qualifying benefits listed below:

- Income Support
- Income-based Job seekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.

Care to learn

Learners aged under 20 who need help with childcare may be eligible for help with costs. More information is available from gov.uk/care-to-learn or call: **0300 303 8610**.

Please note: applications cannot be accepted until the young person has completed their enrolment onto their course of study.

Welfare

We offer a confidential counselling service for all learners. Private appointments can be made with our fully qualified counsellors who can offer support with any issues that might be affecting their studies, such as relationships, exam anxiety, eating disorders or coping with stress.

Careers guidance

Our specialist careers staff are on hand to help our learners make informed career decisions, to help them improve their CVs and move into employment or prepare for higher education application and interviews. We offer an impartial, advice and guidance service with access to a wide range of resources both on and offline.

Careers guidance sessions can be booked on a one-to-one basis throughout the year.

...Learners and apprentices make significant progress in achieving their qualification goals and in gaining excellent professional, vocational and wider work-related skills.

Ofsted - Outstanding 2017

To find out more about qualifying for any of the types of financial assistance available please contact the Student Finance Team, call **01384 363 555** or email studentfinanceteam@dudleycol.ac.uk.



Understanding course levels and qualifications

There are a vast range of different qualification types to study, all of which fall into a framework of levels, with level 8 being the highest level it is possible to study.

Wherever your young person starts on the learning ladder, we have a course that will suit their learning needs. It is important to remember modern employers and all universities, value all types of qualifications equally. It is no longer the case that you can only move on to Higher Education if you have studied A levels, as all courses at level 3 are equally valued.

We believe the most important thing is for the young person in your home to be on the right type of course for them. Their chosen course is designed to help them acquire new skills in the way that best suits their learning style and most of all, is one which will allow them to achieve a positive outcome.



Level	Examples
Level 3	<ul style="list-style-type: none"> • AS and A level • Advanced Extension Award • Cambridge International award • International Baccalaureate • Key Skills level 3 • NVQ level 3 • Advanced diploma • Progression diploma • BTEC award, certificate and diploma level 3 • BTEC National • Cambridge Technical level.
Level 4	<ul style="list-style-type: none"> • Certificate of Higher Education • Key Skills level 4 • NVQ level 4 • BTEC Professional award, certificate and diploma level 4 • Certificate of Higher Education (HNC)
Level 5	<ul style="list-style-type: none"> • Higher National Diploma (HND) • NVQ level 5 • BTEC Professional award, certificate and diploma level 5 • Diploma of Higher Education • Diploma of Further Education • Foundation degree.
Level 6	<ul style="list-style-type: none"> • BTEC Advanced Professional award, certificate and diploma level 6 • Bachelors degree • Graduate certificate • Graduate diploma.



Level	Examples
Level 7	<ul style="list-style-type: none"> • BTEC Advanced Professional award, certificate and diploma level 7 • Fellowship and fellowship diploma • Postgraduate certificate • Postgraduate diploma • BTEC Advanced Professional award, certificate and diploma level 7 • Masters degree
Level 8	<ul style="list-style-type: none"> • Vocational qualifications level 8 • Doctorate.



English and Mathematics

Specialist support could include help with:

- Spelling strategies and vocabulary
- Understanding assignment briefs
- Planning and proof reading your work
- Structuring your assignments
- General reading and writing skills.

Learners clearly understand the message that good English and mathematical skills are essential for their next steps and future opportunities, and achievement rates in both English and maths have continued to improve significantly.

Ofsted - Outstanding 2017



If your young person's GCSE English or mathematics is below a grade 4, they will study these subjects as part of their programme of study and will resit their exams with us.

Enrolment

Admissions

Once your young person has applied to us it is very important that their application and eventual enrolment progresses smoothly. If you have any questions about the application process please contact us on 01384 363 363.

A letter will be sent out during early August to confirm the date and time of enrolment.

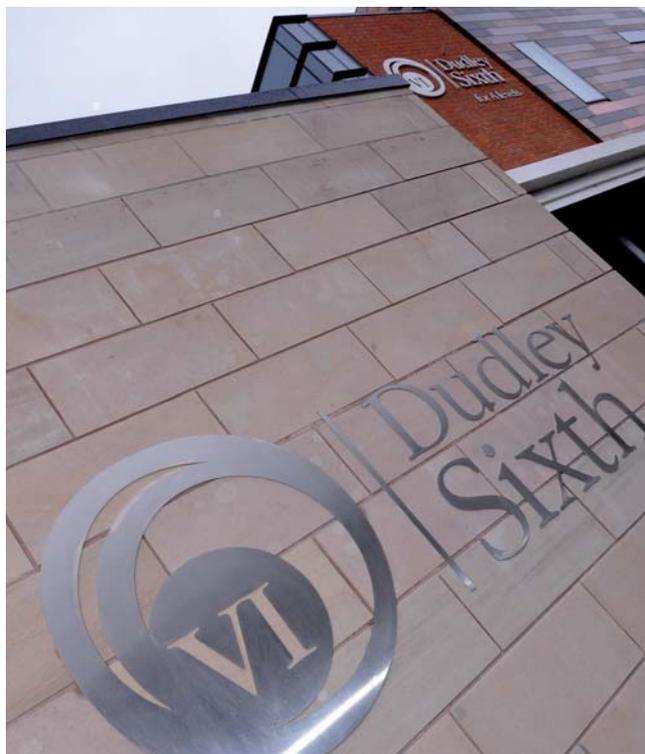
We look forward to your young person joining us in September and we wish them every success in their summer examinations.

What if results day does not go to plan?

Results day can be a very anxious time for everyone in the household, but whatever the outcome we are on hand to provide advice and guidance, making sure everyone who wants to come to Dudley College of Technology can find an appropriate course of study.

Hopefully, everyone who has applied to us will get the entry qualifications they need to secure a place on their first choice course. If this isn't the case and your young person gets some unexpected exam results - don't panic! Whatever their grades are, there will be choices about what they can do next.

So offer reassurance and make sure they come into Dudley College of Technology to talk through their next steps with a tutor or one of our Advice and Guidance Team. We aim to place every learner on a programme that best fits their skills and one they will be able to achieve on.



Term dates and holidays

A level results day	Thursday 16th August 2018
GCSE results day	Thursday 23rd August 2018
Dudley Sixth enrolment	Thursday 23rd August 2018 - Friday 24th August 2018
Dudley Sixth induction (AS)	Wednesday 29th August 2018 - Thursday 30th August 2018
Dudley Sixth induction (A2)	Friday 31st August 2018
Dudley Sixth classes start	Monday 3rd September 2018
Open day	Saturday 20th October 2018
Study day (no classes)	26th October 2018
Half term	Monday 29th October 2018 - Friday 2nd November 2018
Term ends	Friday 21st December 2018
Term starts	Monday 7th January 2019
Open day	Saturday 19th January 2019
Half term	Monday 18th February 2019 - Friday 22nd February 2019
Open day	Saturday 16th March 2019
Study day (no classes)	12th April 2019
Term ends	Friday 12th April 2019
Term starts	Monday 29th April 2019
May Day Bank Holiday	Monday 6th May 2019
Half term (inc Spring Bank Holiday)	Monday 27th May 2019 - Friday 31st May 2019
Open evening	Wednesday 12th June 2019
Term ends	Friday 21st June 2019

The learner code of conduct

All college members share responsibility for creating a positive learning environment. For college life to run smoothly and for everyone to work and learn in a safe and secure environment we expect everyone to follow the College Code of Conduct.



This means we expect everyone to:

- Treat members of our college's diverse community and the college environment with respect and consideration
- Work hard to achieve your targets for aspiration, attitude, attendance and achievement
- Attend, all timetabled classes, activities and individual/group tutorials/learning support on time
- Be equipped for all lessons with relevant materials and stationery
- Meet deadlines set for handing in work
- Actively engage with any work experience opportunity within your programme
- Observe appropriate dress code for your subject area which may require the removal of hats/caps/hoods
- Contribute to college life and the wider community
- Report any absence as directed by your personal tutor by phone or email no later than 8.30am on the day of absence
- Report unsafe, discriminatory or bullying behaviour
- Visibly wear your ID badge at all times whilst in college
- Observe all college Health, Safety, and Fire precautions and procedures
- Use mobile phones, MP3, tablet or other portable digital devices responsibly
- To not bring food or drink into lessons although bottled water may be allowed.

Learner progress

Making sure every one of our learners achieves to the best of their ability is our principle focus. We want the young person you care for to make good progress throughout their time with us and to meet and in most cases, exceed their projected targets based on their results from school.

We also want each individual to develop a range of “soft skills” such as decision making, adaptability, time management, leadership and problem solving skills which will allow them to be better prepared for employment, university and general life outside of the college environment.

Parental support

We appreciate that it is only by working together with you, that we can jointly monitor and keep you updated about your young persons progress. We formally do this at our Parents Evenings which take place in both the first and second term of any academic year. These events will allow you to talk through performance plans and discuss any concerns you may have with relevant course and personal tutors.

If you are unable to attend, a copy of the progress report will be sent to you, and you are welcome to contact Personal Tutor's to discuss any information you receive in detail.

For A level learners we also have a meet the Tutor evening which runs in the second week of the first term. Your young person will be given notice of this event and will be able to provide you with further information about the date and time during their induction week.

We see this as a valuable opportunity to establish a positive relationship with parents/carers from the start of an A level programme of study and would be grateful if you can attend.

Proportal and Mark book- online tracker systems

The college has a number of electronic recording systems that allow appropriate staff and learners to access online records of an individual's progress. This means at any time your young person can, through any internet connection, log on and show you their attendance and punctuality record as well as tutor notes regarding their academic progress. The tracker can be

viewed at any time online at dudley.ac.uk and provides you with an easy way to see if good progress is being made.

Performance Improvement Programme

Throughout the college we operate a performance improvement programme that focuses on raising levels of aspiration, attitude, attendance and achievement (The 4As). As part of this (PIP) programme there will be a variety of cross-college activities including:

- HE careers fayre
- Career progression and next steps events
- Equality and Diversity days
- Participation in skills competitions including the Skills Show.

Feel free to ask your young person about these activities during the course of the year as this will help you feel involved in their learning life.

UCAS and progression weeks

Because we want to enable every learner to have successful outcomes from their studies with us, we devote a week at the end the first academic year to supporting everyone who wants to apply for a university place through UCAS. This not only includes writing personal statements and completing the UCAS application form but also preparing for selection interviews and open days.

For learners not choosing to move into Higher Education, we run focused events in Progression Weeks that will allow them to think about their future employment prospects and provides guidance as to possible ways they can secure their first full-time job.

Feel free to ask your young person about these activities during the course of the year as this will help you feel involved in their learning life.

Apprenticeships and employer services

Hundreds of young people choose to study for an Apprenticeship with us each year. Apprenticeships are a job with a substantial level of training as part of the day-to-day work. Studying an Apprenticeship programme allows people

of all ages to earn while they learn, gain skills and build an employment history. Apprentices are employed and will receive a wage like every other member of an employers workforce.

It usually takes between one and four years to complete an Apprenticeship depending on the level of study. Apprenticeships are available at all levels:

Intermediate Apprenticeships	(level 2 – equivalent to five A-C GCSE's)
Advanced Apprenticeships	(level 3 – equivalent to two A levels)
Higher Apprenticeships	(level 4-7 – equivalent to a foundation degree or above)
Degree Apprenticeships	(level 6 & 7- equivalent to a bachelors or master's degree)



If your young person has chosen to apply for an Apprenticeship they will be part of a pool of young people, who will go through a process like every other job hunter. There will be vacancies they can apply for and they will compete for a role, usually by an interview with their potential employer.

If your young person is intending to take an Apprenticeship, they should talk to a member of the team in the Employment Hub, who will be on hand to guide them through their application and support them at their interviews. If there is not an immediate employment opportunity, all potential apprentices will be supported throughout this period and may be encouraged to complete a short course of pre-employment training to give them the best possible chances of securing an Apprenticeship place.

Higher Education

Thinking about enrolling at university or staying at college to continue a Higher Education study programme might seem a long way off, but for many learners, this is their aim from their first day of full-time study with us.

We support all learners to achieve the highest level of qualification and are proud of the huge number who study at advanced levels.

We will do everything we can to help our learners reach their aspirations and goals. We have dedicated staff who will support them in making their university choices and will provide help when the time comes to apply through the UCAS system. We even offer one-to-one help in writing personal statements and preparing for interviews as well as supporting learners in attending open days and visiting universities. We bring local university partners in to college and in to classes to give all learners the opportunity to fully understand and consider furthering their studies.

For learners who wish to continue their Higher Education at Dudley College of Technology we offer a number of programmes as full or part-time study or as Higher Apprenticeships, allowing learners to work whilst studying. We focus on developing skills for employment as well as academic skills within all of our Higher Courses and encourage work placement alongside study.

We are constantly expanding our course options to ensure that we have the best choices for our learners. Almost all of our areas of study across college have a Higher study option, with course choice including:

- Engineering
- Construction and the built environment
- Animal management
- Sport
- Business studies
- Music.

All of our courses are available in our friendly supportive environment with smaller class sizes and more individual attention than a traditional university can offer.

We have great arrangements with local universities to allow learners to progress from our courses to top up to a full degree, so you can study for 2 years at Dudley College of Technology and a final year at Wolverhampton, BCU, Worcester or others and finish with a full degree qualification. We work closely with these partners to make sure that the experience learners have at Dudley College of Technology sets them up for long term success both in their studies and in employment.

With our lead learner representative and the Students' Union, we ensure that learners have a great experience with the staff and resources that they need for success.

Whichever route is right for your young person, we will help them every step of the way in achieving their goals and moving forward into employment.

For more information
on Higher Education
courses visit:
[www.dudleycol.ac.uk/
Higher-Education](http://www.dudleycol.ac.uk/Higher-Education)

Welcome to...

The Dudley learning quarter

Dudley Learning Quarter has changed the face of Dudley by creating a dedicated campus for learners right at the heart of the town. Packed full of exciting technology and social spaces the elements of Dudley Learning Quarter provide learners and the local community with the very best facilities to inspire their learning, improve their skills and guarantee fun.



The Broadway

As Dudley College of Technology's main site established in 1862, the Broadway campus offers a range of learning facilities at the heart of the Dudley Learning Quarter. The Broadway provides dedicated spaces for learning and socialising. It is also the home of the college's Learners' Union - membership of which is free to all learners.

Dudley Evolve

Dudley Evolve houses fantastic learning facilities for travel and tourism, sport, public services, performing arts, hair and beauty, media, graphics, art and design, music and photography learners.



Dudley Enhance

The home of STIR Bistro and Café, a learner run facility.

Dudley Sixth

Dudley Sixth offers AS and A level courses in fabulous new facilities, backed up with excellent support and teaching.

Dudley Sixth provides an environment that is happy, warm and supportive, with well-equipped teaching rooms and laboratories as well as computer zones and quiet, study areas.





Dudley Advance

Dudley Advance brings first-class engineering training facilities to the region and offers individuals and employers the best opportunities to develop their skills and businesses.

At a cost of £9million, Dudley Advance offers 2,800m² of specialist teaching space spread over four floors. The building contains facilities for the study of engineering and advanced manufacturing including mechatronics, electrical engineering and engineering science, as well as traditional machine tool based engineering and CNC.

...Learning facilities are of an exceptional standard.

Ofsted - Outstanding 2017

Open Days

Saturday 20th October 2018 10am - 2pm

Saturday 19th January 2019 10am - 2pm

Saturday 16th March 2019 10am - 2pm

Wednesday 12th June 2019 4pm - 7pm

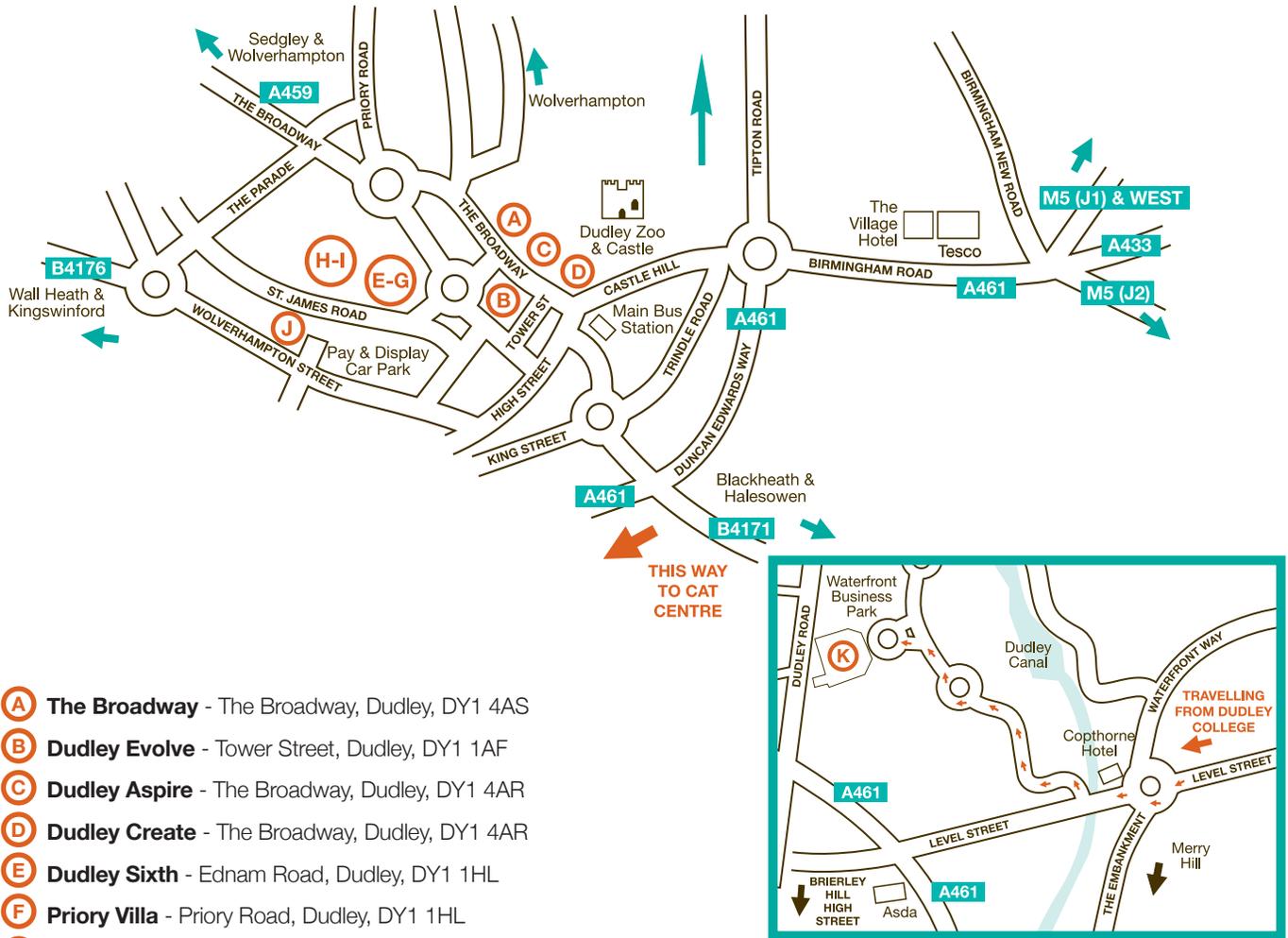
Dudley Advance II

The construction industry is changing and needs a workforce that is trained in new and innovative construction methods to meet the industry's future needs.

Having recognised the challenges facing the sector, Dudley College of Technology has invested over £12m in Dudley Advance II, it's our new Centre for Advanced Building Technologies. If you are serious about a career in the construction industry, then you seriously have to consider Dudley Advance II as the place to get the skills and hands-on thinking you need. Advance II provides skills development in high level Building Services Engineering, Civil Engineering, Construction Design and Building Information Modelling. It is the first of its kind in the FE sector offering learners training in the latest construction techniques.



How to find us



- A The Broadway** - The Broadway, Dudley, DY1 4AS
- B Dudley Evolve** - Tower Street, Dudley, DY1 1AF
- C Dudley Aspire** - The Broadway, Dudley, DY1 4AR
- D Dudley Create** - The Broadway, Dudley, DY1 4AR
- E Dudley Sixth** - Ednam Road, Dudley, DY1 1HL
- F Priory Villa** - Priory Road, Dudley, DY1 1HL
- G Dudley Enhance** - Priory Road, Dudley, DY1 4AD
- H Dudley Advance** - Centre for Advanced Engineering and Manufacturing Technology, Priory Road, Dudley, DY1 4AD
- I Dudley Advance II** - Centre for Advanced Building Technologies - Priory Road, Dudley, DY1 4AD
- J Motor Vehicle Centre** - Wolverhampton Street, Dudley, DY1 3AH
- K Construction Apprenticeship Training (CAT) Centre** - Waterfront Way, DY5 1LX

Contact details

Key contacts

Main college switchboard	01384 363 000
Admissions	01384 363 333
To report an absence	Please contact personal tutor
Personal tutor	
Learner services	01384 363 363
Welfare and support	01384 363 363
Careers advice and guidance	01384 363 363
Counselling	01384 363 293 or 363 counselling@dudleycol.ac.uk
Learner finance	01384 363 555 learnerfinanceteam@dudleycol.ac.uk.
Library	01384 363 353
The Learning Hub	01384 363 279
Safeguarding	01384 363 037 safeguarding@dudleycol.ac.uk

General contacts

Course enquiries	01384 363 363
Learning support	01384 363 302
Employer services (Apprenticeships)	01384 363 808 employerservices@dudleycol.ac.uk
To book an appointment in the hair and beauty salon	01384 363 060

Useful websites

Dudley College of Technology	dudleycol.ac.uk
National careers service	nationalcareerservice.direct.gov.uk/advice
Find an Apprenticeship service	gov.uk/apply-apprenticeship

Individual contact details will be provided to your young person once they begin their studies. We've left some gaps for you to fill in yourselves.

Dudley Sixth
Ednam Road
Dudley
West Midlands
DY1 1HL

Email: info@dudleysixth.co.uk
Freephone: **0800 783 6095**
Visit our website: www.dudleysixth.co.uk

Get Involved

Tweet: @DudleySixth

Find us on Facebook: search 'Dudley Sixth'

