

# WELCOME TO DUDLEY COLLEGE

School Leaver  
Parent & Carer Guide

**2024/25**

[dudleycol.ac.uk](http://dudleycol.ac.uk)



# CHIEF EXECUTIVE AND 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 College of Technology learner to be better informed about the choices available.

Providing a friendly and supportive environment to learn, is important to us. 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 College of Technology is a great place to study. We have a huge range of support services in place to help all learners reach their full potential. We also have excellent facilities, including libraries, computer centers 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 programs too, as they allow learners to combine further study with employment.

For learners following an A Level program 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.

But it's not all work and no play at Dudley College of Technology. 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 Students' Union and many of our courses offer trips and visits. We also provide the opportunity for learners to hear from guest speakers, undertake work experience and participate in activities that will enhance the learner's 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 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,**  
Chief Executive and Principal

# STEPS TO STARTING AT COLLEGE



## 1 APPLY

Go to our websites [dudleycol.ac.uk](http://dudleycol.ac.uk) or [dudleysixth.co.uk](http://dudleysixth.co.uk) and make an application for the course of your choice.



## 2 GET AN OFFER AND ATTEND A WELCOME MEETING

When we receive an application, we will send you a conditional offer letter. The offer of a place at college will depend on the GCSE grades you get and the Level and/or type of study you want.

As well as the conditional offer letter we will invite you to attend a welcome meeting as we know the more opportunities you have to talk with us, the more confident you will be about choosing the right study option. It's not compulsory to attend but it is a good idea as you can meet with tutors and generally get a feel for the college.



## 3 RESULTS DAY AND FACE-TO-FACE ENROLMENT

From Thursday 22nd August when GCSE Results are published, we will begin enrolling new students.

If a learner has matched the offer we gave as the entry requirements for a chosen course, enrolment will be a straightforward process. If, however, things haven't gone to plan **DON'T WORRY** we will help applicants look at other options.

Everyone will be invited to come and enrol at a personal appointment. Learners will be asked to bring their GCSE results with them, so we can place them on the right course. It's a good idea to bring some form of personal ID too and if an applicant has a National Insurance number they should bring that too.

## 4



## START YOUR COURSE

All full-time courses will begin either 9th September 2024 or 11th September 2024. Learners will begin college on one of these dates depending on their course of study. All new learners will receive their timetable when they come to enroll.

# OUR EXPECTATIONS

We want every learner to achieve great things and to ensure this happens we have some basic rules that are non-negotiable.

## **Show Respect**

We want everyone to feel part of a community which supports each other. Basic good manners and mature behavior are expected. This is a workplace, and we don't tolerate anyone who shows a lack of respect to fellow students, staff or visitors. It follows that that we expect learners to demonstrate acceptance of other's values, show kindness and create a positive environment.

## **Wear Your ID**

Everyone across all of our sites must wear their Identification at all times. Wearing ID is part of our safeguarding rules and whilst we know it's not the coolest fashion accessory it's part of everyday life at college. So, we will enforce this rule and ask you to support us by encouraging the person you care for to develop good habits about looking after their ID card and having it with them.

## **Make the most of what we offer**

College is a place of great opportunity, so we simply ask that everyone makes the most of their time here. We expect 100% attendance but know people get ill from time to time, so this isn't always achievable, but we will contact parents/carers if we spot a pattern of non-attendance or if we see a student falling behind with their work.

We believe as parents/carers you want to know about the progress of those you care for so we will invite you to attend events where you can find out more about individual attainment. We also want to celebrate success and will make awards throughout the year to recognise achievements.



# 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 educational 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 action plan together to support them throughout their studies.



Find out more about our support services. Scan now or visit [dudleycol.ac.uk/student-life/learner-support](http://dudleycol.ac.uk/student-life/learner-support).

## 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
- Accessibility software
- Access to other assistive technologies – for example recording devices or reading pen
- 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. The College contract with Dudley's Sensory Impairment Service who provide advice, guidance and equipment and employ a dedicated sensory practitioner.

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:

- Accessibility Software
- Hardware - large font keyboards/magnifiers
- Texts in alternative formats - for example large and easy read fonts and recorded materials.



# LEARNER WELFARE

## Safeguarding

We are committed to safeguarding and promoting the well-being of all learners.

We do this by ensuring that all staff are subject to satisfactory enhanced criminal checks with the Disclosure & Barring Service (DBS) and complete safeguarding training to an appropriate level. It is the responsibility of all staff to ensure that everyone in their care feels safe in the college environment.

There is a designated Safeguarding Coordinator and a designated member of Corporation responsible for safeguarding.

## Counselling

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.

## Mental Health Support

The college has a number of mental health champions who can offer support to learners in their curriculum areas who face psychological challenges. We also provide online support 24/7 through the Together All App, which all learners can have free access to.

## Equality and Diversity

Dudley College of Technology is committed to creating a culture in which equality of opportunity and diversity are actively promoted and in which no form of discrimination is tolerated. We recognise the benefits of having a diverse community of staff and learners and continue to work towards maintaining an environment which values and celebrates diversity.



Scan now or visit [dudleycol.ac.uk/student-life/safeguarding](http://dudleycol.ac.uk/student-life/safeguarding).

# CAREERS GUIDANCE

We provide high quality Careers Education, Information, Advice and Guidance (CEIAG) on education, training and employment opportunities to prospective, current and past learners. We believe high quality guidance raises aspirations and attainment, supports learners to accomplish their potential, and meets the requirements of a fluctuating labour market.

Each year we help our learners progress to some of the top Russell Group universities, as well as supporting learners into employment and onto Apprenticeships.

Our expert staff can help your young person plan their next steps, apply to university, pursue their dream career, or explore their options if they are unsure of what career path to follow. You can book an appointment with our qualified Career Advisers online!



Scan now or visit [dudleycol.ac.uk/student-life/careers-guidance/](http://dudleycol.ac.uk/student-life/careers-guidance/)

There is also a range of Local Market Intelligence (LMI) data on our website that gives information on the types of jobs that are available now and, in the future, and the expected salary an employee can expect. Please encourage your young person to explore this before joining college.

## Work Experience and Work Placements

Many of our full-time programs have compulsory work placement or work experience elements to them. These are designed to help learners fully understand what employment in these roles will be like day-to-day and will help them test out whether their chosen profession really is for them. We would love you to talk about this with the young person you care for as you can pass on your own working experiences to help them settle in and make the most of these opportunities.

For many of our courses a learner must successfully complete the work experience element of their studies to achieve their qualification. Learners can help find their own placements which are endorsed by college. Learners will be monitored during their placement and feedback will be taken from the employer they are working with.

# FINANCIAL SUPPORT

To help with the costs of studying Dudley College has a range of support available:

## Free Bus Pass for every full-time learner

We will provide a free bus pass for 16/18-year-olds on full-time programs for the first term to help with travel costs. To keep a bus pass in terms two and three each learner must complete an eligibility form so that we can determine their individual circumstances. All learners must have good attendance of a minimum of 90% to be eligible for a pass.

Learners with learning difficulties or disabilities, who are unable to access public transport, may still be able to receive help. If you want to discuss individual circumstances, please contact our learner finance team.

## Financial Support for Free Meals

The college is able to offer support for free meals for learners who live with parents/guardians with a very low income, or who are in care.

To be eligible, learners must be aged between 16 and 18 years of age on 31 August 2024. Learners who turn 19 during their study program will still be eligible until the end of the academic year in which they turn 19, or to the end of their study program, whichever is sooner.

**To be able to provide free meals the college must be able to see one of the following forms of evidence:**

- 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 guaranteed 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.

## Additional Financial Support for costs of studying

The college manages a support fund from the government, which it uses to help with additional costs of studying. In the past students have used this money to cover the costs of uniforms, learning materials or travel to university interviews. The fund is means tested but open to everyone. If you want to know if you qualify please contact Our Learner Services Department.

## Care to Learn

Learners aged under 20 who are parents and need help with childcare may be eligible for help with costs. More information is available from [gov.uk/care-to-learn](https://www.gov.uk/care-to-learn) or call: **0300 303 8610**.

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

## 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 those 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 90% attendance record.



Find out more about financial support. Scan now or visit [dudleycol.ac.uk/student-life/financial-support](https://dudleycol.ac.uk/student-life/financial-support).



# STUDY OPTIONS

Coming to college offers each person a chance to build their skills from their own personal starting point. By the end of school, we hope that individuals have some self-knowledge about their own strengths and weakness and have an idea as to what type of study they want to follow. As a Further Education college, we offer a broad choice including the following:



## Vocational Technical Qualifications (VTQs)

We offer a range of qualifications at Level 1, 2 and 3 depending on what a learner has achieved at school.

To study at Level 1 a learner needs a genuine interest in the subject they intend to study. At Level 1 a learner will study continue to study English and maths and work towards a GCSE qualification in both.

To study at Intermediate Level 2 a learner will need two or more GCSEs at grade 3 or above, in subjects relevant to the study area they have chosen. If they do not have both maths and English GCSE at grade 4 or above, learners will continue to study these alongside their vocational subject.

To study at Advanced Level 3 a learner will need two or more GCSEs at grade 4 or above, in subjects relevant to the subject they have chosen. In some sectors employers ask for a minimum of grade 4/5 in maths and English.



Explore our range of courses for school leavers. Scan the QR code or visit [dudleycol.ac.uk/school-leaver](http://dudleycol.ac.uk/school-leaver).

## Apprenticeships

### Intermediate Level 2 or Advanced Level 3

Apprenticeships are great if you want a job with training. As an apprentice you are in paid employment and your training will normally take place both at work and during dedicated time at college.

To study at Intermediate Level 2, you will need two or more GCSEs at grade 3 or above, in subjects relevant to the Apprenticeship you have chosen. In some sectors employers ask for a minimum of grade 4/5 in maths and English.

To study at Advanced Level 3, you will need two or more GCSEs at grade 4 or above, in subjects relevant to the Apprenticeship you have chosen. In some sectors employers ask for a minimum of grade 4/5 in maths and English.

## T levels

A T level is a two-year qualification that is an alternative to A levels. It will involve an extended industry placement of at least 45 days and combines both academic and practical skills. T levels are available at Level 3, so the minimum entry criteria are 5 GCSEs at grade 4 or above including English and maths.

## A levels

An A level is a two-year program of study that gives you detailed academic knowledge of a specific subject. We offer over 30 different subject choices and most learners who choose to study at our Dudley Sixth center choose to combine three subjects. Three A level passes is the usual entry requirement to progress to university or a higher Apprenticeship.

# ENGLISH AND MATHEMATICS

English and Mathematics is an integral part of our programmes of study.

We will provide young people with a chance to improve their English and Mathematics during their time at college.

Those who failed to achieve a GCSE grade 4 will work towards achieving this. Those with a grade 3 will be able to resit and those with grades 2 or 1 will complete an initial assessment to confirm their functional skill level.



## Specialist support could include help with:

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



# TERM DATES & HOLIDAYS

## 24/25 Academic Year

### 2024 Autumn Term

Term starts:	Monday 02 September 2024
Open Day	Saturday 12 October 2024 10 – 2.00 p.m
Half term	Monday 28 October – Friday 01 November 2024
College Conference Day (closed to students)	Friday 25 October 2024
Term ends	Friday 20 December 2024

### 2025 Spring Term

Term starts	Tuesday 07 January 2025
Open Day	Saturday 11 January 2025 10.00 – 2.00 pm
Half term	Monday 17 February – Friday 21 February 2025
Open Day	Saturday 08 March 2025 10 – 2.00 pm
Term ends	Thursday 10 April 2025
College Conference Day (closed to students)	Friday 11 April 2025

### 2025 Summer Term

Term starts	Monday 28 April 2025
Early May Bank Holiday	Monday 05 May 2025
Half term	Monday 26 May – Friday 30 May 2025
Open Evening	Wednesday 11 June 2025 4 – 7.00 p.m
College Admin Week	Monday 23 June – Friday 26 June 25
Term ends	Friday 20 June 2025



Get the latest term dates on our website. Scan now or visit [dudleycol.ac.uk/our-college/term-dates](https://dudleycol.ac.uk/our-college/term-dates).

# HIGHER EDUCATION

at Black Country and Marches Institute of Technology

Many Dudley College of Technology learners progress to universities across the country but there is also a way to continue to study for higher level qualifications locally, that is through the Black Country and Marches Institute of Technology (IoT).

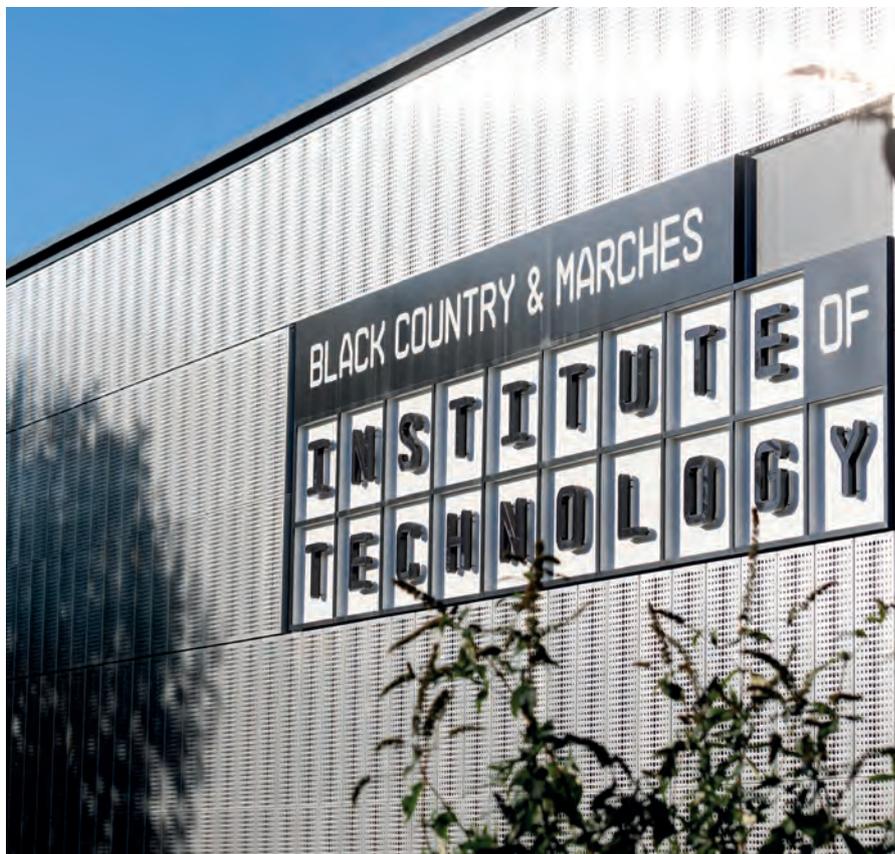
The Black Country and Marches Institute of Technology is less than a mile away from Dudley College, located on the town's science park. It offers outstanding facilities with specialist programs in:

- Advanced Engineering & Manufacturing
- Digital Technologies
- Modern Methods of Construction & Offsite
- Medical Engineering & Healthcare.

Its curriculum includes opportunities from Level 4 to degree level, including higher Apprenticeships, full-time & part-time programmes, short courses and CPD technical upskilling short courses.

With many programs developed with employer partners and leading higher education providers such as The University of Worcester and the University of Wolverhampton, it offers a broad curriculum that will provide learners with long term success both in their studies and employment.

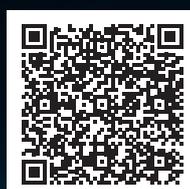
Whichever route is right for your young person, we will help them every step of the way in achieving their goals and moving forward into employment.



To find out more about our Higher Education provision visit:



[dudleycol.ac.uk/university-level](http://dudleycol.ac.uk/university-level)



Black Country & Marches Institute of Technology  
[blackcountryandmarchesiot.ac.uk](http://blackcountryandmarchesiot.ac.uk)

# EXPLORE OUR LEARNING QUARTERS



Scan the QR code to get directions to our campuses or visit [dudleycol.ac.uk/our-college/find-us](http://dudleycol.ac.uk/our-college/find-us).

We have come a long way since 1931! Our Dudley & Brierley Hill Learning Quarters are packed full of exciting technology and social spaces. We offer our learners, and the local community, the very best facilities to inspire their learning and thrive in their studies.

Here's the exciting range of courses that you'll find at each campus:

## THE DUDLEY LEARNING QUARTER



Advance I



The Black Country & Marches Institute of Technology



Advance II



Evolve



Aspire Dudley



Wolverhampton Street



The Broadway



Dudley Sixth

## THE BRIERLEY HILL LEARNING QUARTER



Construction Apprenticeship Training Centre (CAT)



Inspired



Aspire Brierley Hill

**Dudley College has a wide range of full-time vocational courses which provide training and qualifications related to specific jobs and sectors, including:**

- Accountancy, Admin, Business, Law
- Animal Science
- Automotive
- Barbering, Hair & Beauty
- Computing & IT
- Construction: Brickwork, Carpentry, Electrical Installation, Painting & Decorating, Plastering, Plumbing, Surveying & Design
- Creative: Art & Design, Media, Music, Performing Arts, Photography, Production Arts
- Early Years
- Engineering
- Health & Social Care
- Marketing
- Public Services
- Science
- Sport
- Travel & Tourism

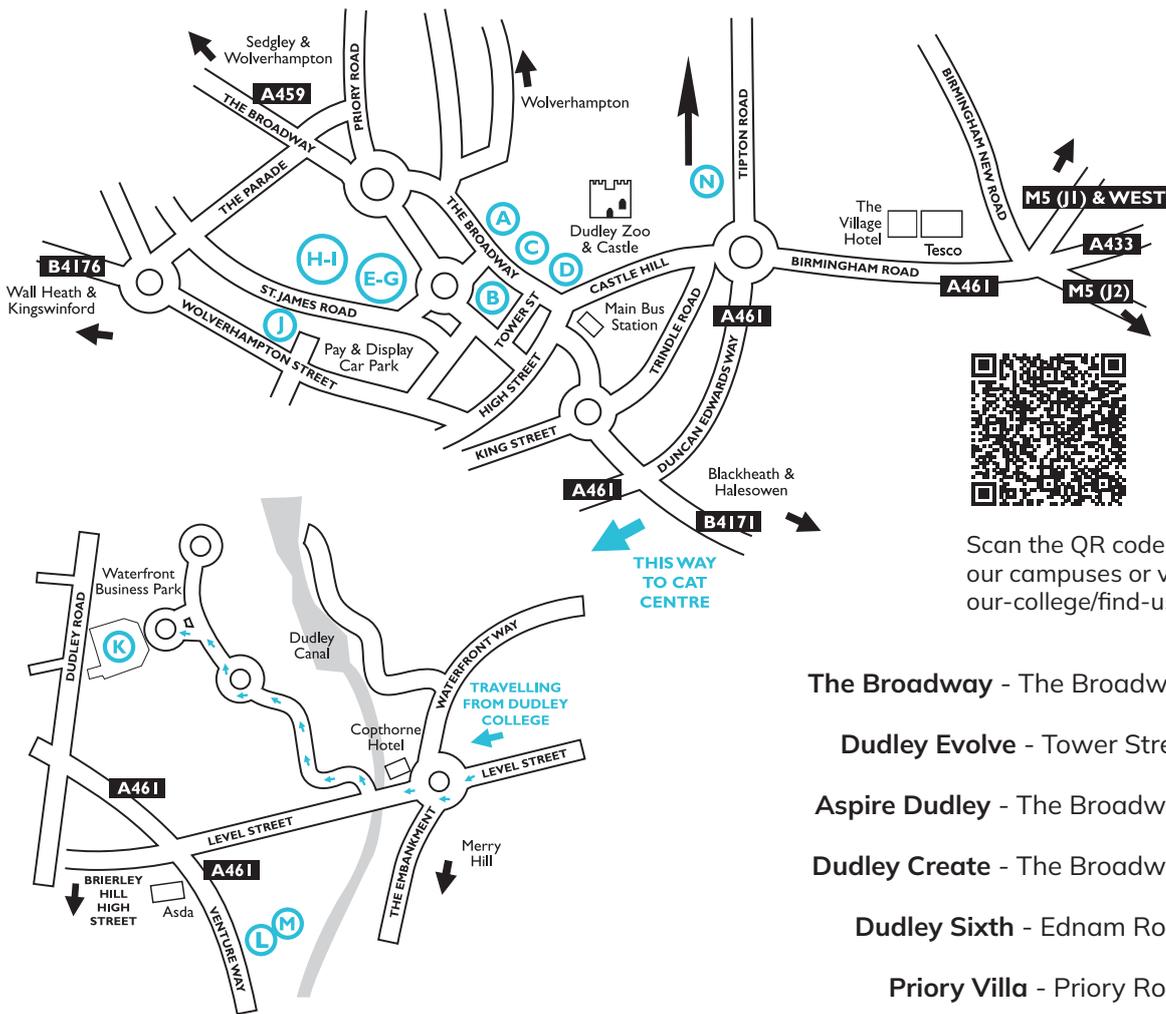
**T Levels available at Dudley College:**

- Accounting
- Animal Management & Science
- Automotive
- Business and Administration
- Childcare and Education
- Construction Design, Surveying and Planning
- Cyber Security
- Design and Development for Engineering and Manufacturing
- Digital Production, Design and Development
- Digital Support Services
- Electrotechnical Engineering
- Fabrication and Welding
- Hairdressing, Barbering and Beauty Therapy (from September 2024)
- Healthcare
- Legal Services
- Media, Broadcast and Production (from September 2024)
- Onsite Construction – Brickwork
- Onsite Construction – Carpentry and Joinery
- Plumbing and Heating Engineering
- Science (Laboratory Sciences)
- Supporting Teaching and Learning
- Textiles and Fashion (from September 2024)



# THE LEARNING QUARTERS

Our campuses on the Dudley & Brierley Hill Learning Quarters have seen an investment of £52 million in the last 8 years alone, offering innovative facilities that help our students thrive in their studies.



Scan the QR code to get directions to our campuses or visit [dudleycol.ac.uk/our-college/find-us](http://dudleycol.ac.uk/our-college/find-us).

- The Broadway - The Broadway, DY1 4AS **(A)**
- Dudley Evolve - Tower Street, DY1 1AF **(B)**
- Aspire Dudley - The Broadway, DY1 4AR **(C)**
- Dudley Create - The Broadway, DY1 4AR **(D)**
- Dudley Sixth - Ednam Road, DY1 1HL **(E)**
- Priory Villa - Priory Road, DY1 1HL **(F)**
- Dudley Enhance - Priory Road, DY1 4AD **(G)**
- Dudley Advance - Centre for Advanced Engineering and Manufacturing Technology, Priory Road, DY1 4AD **(H)**
- Dudley Advance II - Centre for Advanced Building Technologies - Priory Road, DY1 4AD **(I)**
- Wolverhampton Street - Wolverhampton Street, DY1 3AH **(J)**
- Construction Apprenticeship Training (CAT) Centre - Waterfront Way, DY5 1LX **(K)**
- Dudley Inspired - Venture Way, Brierley Hill, DY5 1RG **(L)**
- Aspire Brierley Hill - Venture Way, Brierley Hill, DY5 1RG **(M)**
- Black Country & Marches Institute of Technology - Zoological Way, Dudley, DY1 4AL **(N)**



# GET AHEAD

## PART TIME COURSES FOR ADULTS ENROLLING NOW

Whether you're looking to start an exciting new career, get a promotion at work or even start your own business, we offer a wide range of full and part-time adult courses with start dates throughout the year.

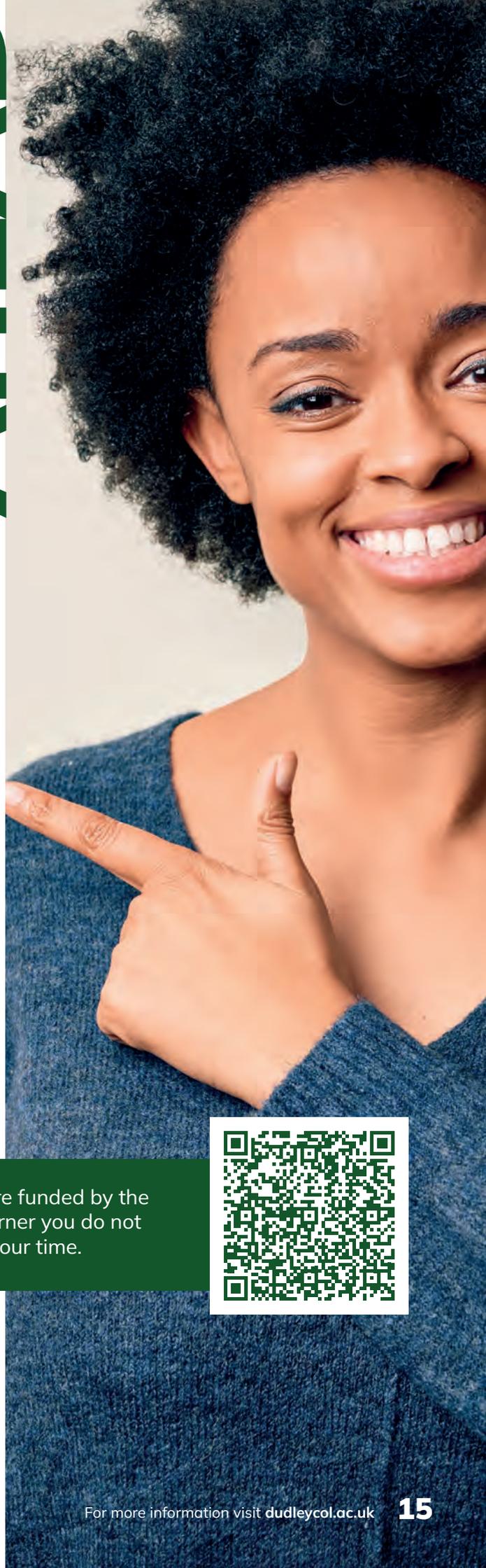
For an adult learner we recognise that returning to education can be a bit daunting, but we have a fantastic team of staff to help ease you back into college life. They can advise you on the different types of funding available, including if you're aged 19 or over and starting a Level 3 or Level 4 course, where you can apply to the government for an Advanced Learner Loan. This loan does not have to be paid back if you then go onto successfully complete a degree.

**FREE COURSES FOR ADULTS** – many of our courses are funded by the West Midlands Combined Authority that means as a learner you do not have to pay any tuition fees, the only cost is the cost of your time.

### Flexible Programmes

Our courses are designed to help fit your studying around your life and commitments, with flexible, part-time programs available now.

To see a full list of what we have to offer, scan the QR code or visit [dudleycol.ac.uk/adult-learners](http://dudleycol.ac.uk/adult-learners).



Have any questions? Get in touch

# USEFUL CONTACTS



Main College Switchboard	01384 363 000
Admissions	01384 363 333 or <a href="mailto:admissions@dudleycol.ac.uk">admissions@dudleycol.ac.uk</a>
Learner Services	01384 363 363 or <a href="mailto:learner.services@dudleycol.ac.uk">learner.services@dudleycol.ac.uk</a>
Welfare and Support	01384 363 363 or <a href="mailto:studentfinanceteam@dudleycol.ac.uk">studentfinanceteam@dudleycol.ac.uk</a>
Careers Advice and Guidance	01384 363 363 or <a href="mailto:learner.services@dudleycol.ac.uk">learner.services@dudleycol.ac.uk</a>
Library	01384 363 353
Safeguarding	01384 363 037
Counselling	01384 363 293 or <a href="mailto:counselling@dudleycol.ac.uk">counselling@dudleycol.ac.uk</a>
Student Finance Team	01384 363 555 or <a href="mailto:studentfinanceteam@dudleycol.ac.uk">studentfinanceteam@dudleycol.ac.uk</a>
<b>General Contacts</b>	
Course Enquiries	01384 363 363 or <a href="mailto:learner.services@dudleycol.ac.uk">learner.services@dudleycol.ac.uk</a>
Apprenticeships	01384 363 082 or <a href="mailto:apprenticeships@dudleycol.ac.uk">apprenticeships@dudleycol.ac.uk</a>
Hair and Beauty Appointments	01384 363 060
<b>Useful Websites</b>	
Dudley College of Technology	<a href="http://dudleycol.ac.uk">dudleycol.ac.uk</a>
Dudley Sixth	<a href="http://dudleysixth.co.uk">dudleysixth.co.uk</a>
Black Country & Marches Institute of Technology	<a href="http://blackcountryandmarchesiot.ac.uk">blackcountryandmarchesiot.ac.uk</a>
National Careers Service	<a href="http://nationalcareerservice.direct.gov.uk/advice">nationalcareerservice.direct.gov.uk/advice</a>
Apprenticeship Service	<a href="http://gov.uk/apply-apprenticeship">gov.uk/apply-apprenticeship</a>