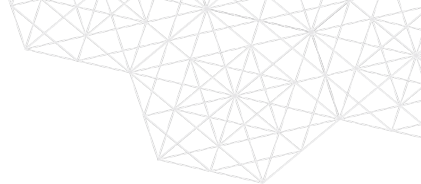


**START
TOMORROW
TODAY**

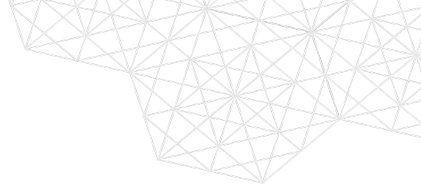
COURSE HANDBOOK

Skillsbuilder 2





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Welcome and Overview

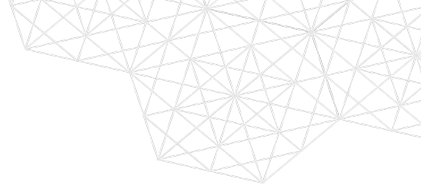
We are delighted that you are coming to study for the Skillsbuilder 2 part-time course at Inverness College UHI and we'd like to take this opportunity to warmly welcome you. We've produced this course handbook to help you make the most of your time with us and to help familiarise you with your course.

Key Contacts	
Your Course is:	Skills Builder 2 (Part Time)
Your Academic Course leader is:	Anne-Marie Harmsworth
Your PAT's phone numbers are:	 07921 819494 01463 273236
Your PAT's email address is:	 anne-marie.harmsworth.ic@uhi.ac.uk
Your Course is:	Skills Builder 2 (Part Time)

Aims of your Course

The aims of your course are:

- **To promote independence**
- **To develop social skills**
- **To develop personal skills**



Structure of your Course

Skills Builder 2 Part Time is a three year course for students with moderate learning difficulties.

The college welcomes enquiries from potential students, schools, parents, key workers, community nurses etc.

Students that apply for Skills Builder 2 Part Time should have a degree of independence as there will be times in the college day when they have unstructured time, such as lunch and morning break.

Students will have Personal Learning Support Plans that assist in identifying individual needs, goals and objectives. Progress is monitored regularly.

Students can attend college up to three days per week. Classes operate between 9.00 and 3.00pm.

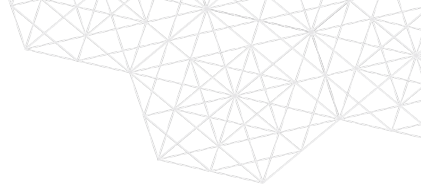
The units that make up this qualification are approved by the Scottish Qualification Authority (SQA).

Unit Code	Unit Title	Credit	Semester
H1G442	Safety & Security (Wed AM)		1 - 2
H1GV42	Personal Finance (Wed PM)		1 - 2
H26F72	Making a Decision (Thurs AM)		1 - 2
H8LY72	Life in Another Country (Thurs PM)		1 - 2
H25E72	Working with Materials (Fri AM)		1 - 2
H26E72	Managing an Environmental Area (Fri PM)		1 - 2

All classes have support from classroom assistants. An assistant will also be in the canteen as a point of contact in the morning and lunchtime breaks.

Progression Routes to Further Study and Employment

Students can return to Skills Builder 2 Part Time. However, any returning students do so after discussion and review with their Personal Tutor. This is to ensure that a return to the same course will adequately meet the learning needs of each individual student.



Personal Support Whilst Learning

Congratulations on taking a brave step onto a new pathway to learning! We understand that through the course of your learning journey you may experience personal difficulties or life events which make studying more challenging. Our aim is to offer the care, support and guidance required to help you achieve your goal of successfully completing your studies.

You will be assigned a **Personal Academic Tutor (PAT)**

Your **PAT** should be **your first point of contact** for any support needs, queries or concerns you may have.

Your PAT (s)

Your Personal Tutor is your key point of contact. They will be available to give you advice and guidance regarding your chosen course, specific units and your progress. They will also be able to point you in the right direction if for any reason they don't have the information you need.

You can contact me on:



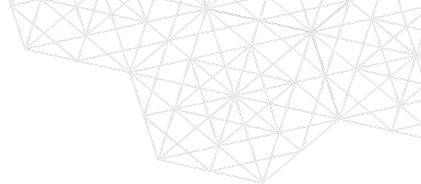
01463 273236 / 07921 819494



anne-marie.harmsworth.ic@uhi.ac.uk

Unit Tutors

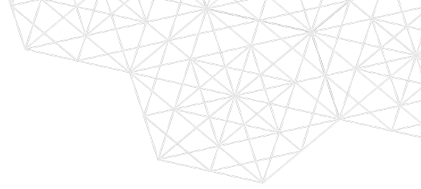
You're likely to have several different tutors who will give you information and guidance on individual units.



Assessment of your Work

Throughout each unit you will be continually assessed using written responses and observational methods such as photography or filming.

Please sign the consent form attached at end of handbook



Malpractice

Malpractice – definition

Malpractice means any act, default or practice (whether deliberate or resulting from neglect or default) which is a breach of SQA assessment requirements including any act, default or practice which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any SQA qualification or the validity of a result or certificate; and/ or
- Damages the authority, reputation or credibility of SQA or any officer, employee or agent of SQA.

Malpractice can arise for a variety of reasons:

- Some incidents are intentional and aim to give an unfair advantage or disadvantage in an examination or assessment (deliberate non-compliance);
- Some incidents arise due to ignorance of SQA requirements, carelessness or neglect in applying the requirements (maladministration).

Malpractice can include both maladministration in the assessment and delivery of SQA qualifications and deliberate non-compliance with SQA requirements.

Candidate Malpractice

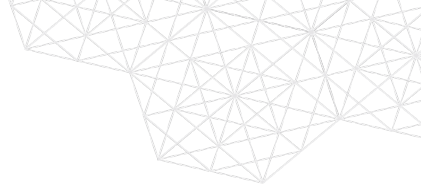
‘Candidate or student malpractice’ means malpractice by a candidate in the course of any examination or assessment.

Candidate malpractice can occur in, but is not limited to:

- the preparation and authentication of coursework
- the presentation of practical work
- The compilation of portfolios of candidate/assessment evidence
- Conduct during an internal assessment

Allegations of candidate malpractice will be dealt with using the Student Malpractice Procedure. The Student Malpractice Procedure applies to all students. Where a student is registered on a programme validated by another awarding body, including SQA, the specific action to be taken may be influenced by the requirements of that body.

Candidates will be notified about the Student Malpractice Procedure, their right to appeal and additional guidance through the student induction process.



Non-Academic Misconduct

Where other issues arise which need to be dealt with in a formal manner and in order to protect the student involved and in line with College processes the Student Disciplinary Procedure must be followed.

Reporting Requirements

Candidates should report any suspected case of malpractice:

- By candidates to the delivering lecturer, their Personal Academic Tutor, or other member of teaching staff
- By members of staff to the delivering lecturer, their Personal Academic Tutor, or other member of teaching staff

Appeals

Candidates have the right to appeal any malpractice decision made against them. The appeals process is contained within each of the procedures noted above. This includes the timescales for appeal.

In the case where SQA, or other awarding body, is investigating the allegation of malpractice, ICUHI has the right to appeal a decision where a case of reported malpractice by the centre has been confirmed.

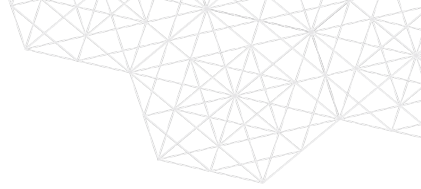
There is also the right to appeal a decision in the case of suspected malpractice by a candidate reported by ICUHI to SQA.

Candidates have the right to appeal to SQA where:

- ◆ the centre has conducted an investigation, the candidate disagrees with the outcome and has exhausted the centre's appeals process
- ◆ SQA has conducted an investigation and the candidate disagrees with the decision

For regulated qualifications only:

Candidates have the right to request a review by the appropriate regulator (SQA Accreditation, Ofqual or Qualifications Wales) of the awarding body's process in reaching a decision in an appeal of a malpractice decision for qualifications subject to regulation.



Complaints

Complaints Process – Students

The College provides two opportunities to resolve complaints internally: frontline resolution (non-complex issues) and investigation i.e. the issues raised are complex and require detailed investigation.

You can discuss your complaint with any member of our staff, by phone, in person or if you prefer in writing to quality.ic@uhi.ac.uk.

If we can, we hope to resolve all complaints in 5 working days. If your complaint is more complex, we may need to take longer in order to investigate it thoroughly. This can take up to 20 working days, if we need any longer we'll let you know.

Complaint Guidelines

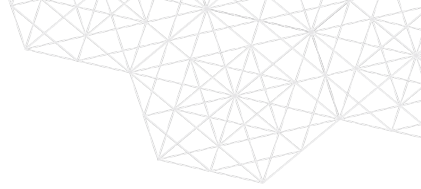
A student may not complain about academic judgement; the College has an internal appeals process which can be used for this purpose.

Candidates on regulated qualifications, also have the right to complain to SQA Accreditation or other regulatory awarding bodies once they have exhausted both the College's complaints procedure and the SQA awarding body's complaints procedure. Students may escalate their complaint to SPSO if it relates to issues other than assessment related matters.

Partnership Agreement

Students who enroll on courses with Inverness College UHI are entering into a partnership. Our *Partnership Agreement* involves a commitment from you, the learner, to engage positively with your studies and a commitment from the College to provide appropriate support to you throughout your course. Working in partnership we hope to create an excellent experience for all involved.

Your PAT or Personal Academic Tutor, will discuss our *Partnership Agreement* and will outline the entitlements students of Inverness College UHI have along with our collective responsibilities.



General Advice and Guidance

The Student Support Team are here to support you during your learning journey from pre-entry to exit, including providing information and advice on a range of services and provision. The team provide a client centred guidance service on all aspects of college and any issues you may face.

During your time at college you may have questions that you need some help with. Drop into the Student Services Centre behind reception and the team will try hard to provide the answers – or find someone who can.

Alternatively you can contact us:



01463 273208



student.support.ic@uhi.ac.uk

Wellbeing Support

There is a clear link between your wellbeing and academic success. To help you make the most of your time at College, we provide a wide range of support. We provide a service that is tailored to your needs, as a student.

As a Wellbeing Support we want to provide you with:

- A confidential and non-judgmental space to work through your difficulty.
- To help you to understand yourself better and find better ways of managing your life, inside and out of college.

More information can be found at:

<https://www.inverness.uhi.ac.uk/students/student-support/health-and-wellbeing-1>



01463 273224

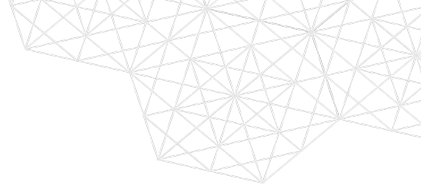


counsellor.ic@uhi.ac.uk

The Students' Association and Class Representatives

You can find the Highlands & Islands Students' Association (HISA) to the right hand side of the front entrance in the Atrium. HISA's main role is to represent students and therefore it is so important. Students are represented largely through the role of class representatives. Class reps are chosen for each class by the class and will act on their behalf to represent their views and opinions at the Student Representation Committee (SRC). This is a crucial role and excellent experience for anyone. Full training is provided for this role which many find valuable for their CV and future employment.

There is also a fun side to student life that HISA helps to facilitate. This is done through charity fundraisers which are held throughout the year such as Pink day and MFR Cash for Kids. HISA also have term time sports clubs, these include Badminton, Fitness Kick Boxing, Basketball, Football, MMA and Volleyball. There are also societies including Anime and Manga Society, Alliance, Dramatic Society, Games Development Society and the campus Debating Society. There are always opportunities to create new clubs or societies too so we welcome any suggestions! HISA also cater to your stationary needs by selling everything from pens and pencils to pen drives and note pads, all available in the Inverness College shop.



Photograph and Video Consent Form

USE OF IMAGES and RECORDINGS FOR ASSESSMENT PURPOSES

Name:.....

Student ID Number:.....

Course:

Academic Year:.....

How We Use Your Information

Inverness College UHI is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the College's business. The College collects and uses information (data) about its students and stores it in accordance with the EU General Data Protection Regulation and the UK Data Protection Act 2018.

As part of your college course work your image and voice may be recorded as evidence for assessment purposes. This may be shared with others within the class for teaching and learning purposes. It will also be shared with a limited number of staff who assess and verify student work. As part of The Scottish Qualifications Authority (SQA) quality assurance processes evidence may also be reviewed by external representatives.

All film recordings will have a short life of 6-9 months and will be deleted at the end of the 2018/19 academic year.

In addition to this, we might like to use recordings of your image and voice for promotional purposes. However, the law says we cannot do this without your expressed permission. Even if you give your consent now, you can withdraw it at any time in the future by contacting the college's Data Controller.

Please tick the appropriate boxes below to indicate your preferences for your image/voice recordings to be used in the following ways.

I am happy for my image and voice to be used on the student portal to promote my course to current students Yes No

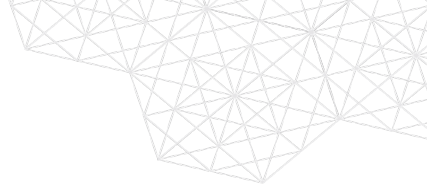
I am happy for my image and voice to be used on the college website to promote my course to prospective students Yes No

Signature:..... **Date:**.....

Name (please print):.....

College Representative

Signature:.....



Opening Times – Main Campus

During term time –

Day	Open	Close
Mon & Thurs	08.00	18.00
Tues & Wed	08.00	20.30
Fri	08.00	17.00
Sat & Sun	Closed	

During academic holidays amendments to opening times are notified through MyDay and displayed at main reception.