

## UHI West Highland's Further Education Guidance Entitlements for Students

	<b>Full-time (including distance learners)</b>	<b>Part-time (including distance learners)</b>	<b>Apprentices / work-based learners</b>	<b>Online learners</b>
<b>Pre-entry</b>	<ul style="list-style-type: none"> <li>• Access to timetable information</li> <li>• Access to broad course information / course handbook</li> <li>• Awareness of key point of contact – Guidance Tutor / lecturer / assessor</li> <li>• Access to clear, current and relevant information around wider services / support / student life: Nursery info; funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; accommodation; FAQs</li> <li>• Awareness of how to get in touch with the college if you have any queries or need support before you start</li> </ul>	<ul style="list-style-type: none"> <li>• Access to timetable information</li> <li>• Access to broad course information / course handbook</li> <li>• Awareness of key point of contact – Course delivery team / lecturer / assessor</li> <li>• Access to clear, current and relevant information around wider services / support / student life: Nursery info; funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; accommodation; FAQs</li> <li>• Awareness of how to get in touch with the college if you have any queries or need support before you start</li> </ul>	<ul style="list-style-type: none"> <li>• Access to timetable information</li> <li>• Access to broad course information / course / apprentice handbook</li> <li>• Awareness of key point of contact – Work Based Assessor / lecturer</li> <li>• Access to clear, current and relevant information around wider services / support / student life, including where appropriate: Funding availability and support; campus orientation; HISA; library and study support; additional learning support; wellbeing support; FAQs.</li> <li>• Awareness of how to get in touch with the college if you have any queries or need support before you start</li> </ul>	<ul style="list-style-type: none"> <li>• Access to timetable information</li> <li>• Access to broad course information / course / apprentice handbook</li> <li>• Awareness of key point of contact – Course delivery team / lecturer / assessor</li> <li>• Access to clear, current and relevant information around wider services / support / student life, including where appropriate: Funding availability and support; HISA; library and study support; additional learning support; wellbeing support; FAQs.</li> <li>• Awareness of how to get in touch with the college if you have any queries or need support before you start</li> </ul>
<b>Start of programme / Induction</b>	<ul style="list-style-type: none"> <li>• Given a student card as part of your enrolment</li> <li>• Awareness of the Student Code of Conduct / expectations of me</li> <li>• Given a comprehensive overview of support services highlighting - wellbeing services; funding availability and support; learning support; signposting and</li> </ul>	<ul style="list-style-type: none"> <li>• Given a student card as part of your enrolment</li> <li>• Awareness of the Student Code of Conduct / expectations of me</li> <li>• Given a comprehensive overview of support services highlighting - wellbeing services; funding availability and support; learning support; signposting and</li> </ul>	<ul style="list-style-type: none"> <li>• A student card will be made available to you as part of your enrolment</li> <li>• Awareness of the Student Code of Conduct / expectations of me</li> <li>• Given a comprehensive overview of support services highlighting - wellbeing services; funding availability and support; learning support; signposting and</li> </ul>	<ul style="list-style-type: none"> <li>• A student card will be made available to you as part of your enrolment</li> <li>• Awareness of the Student Code of Conduct / expectations of me</li> <li>• Given a comprehensive overview of support services highlighting - wellbeing services; funding availability and support; learning support; signposting and</li> </ul>

<p><b>Start of programme / Induction continued</b></p>	<p>referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> <li>Engagement in a programme of Induction led by the course team</li> <li>Engagement with your Guidance Tutor / lecturer / assessor</li> <li>Feel well orientated around the campus</li> <li>Issued with relevant PPE / kit</li> <li>Awareness of HISA / opportunities for class rep / wider student life</li> <li>Awareness of the online Student Hub</li> <li>Engagement in ICT orientation including email, Bright Space and MyDay</li> <li>Opportunity to provide feedback through the Early Experience Survey</li> </ul>	<p>referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> <li>Engagement in a programme of Induction led by the course team</li> <li>Engagement with your Course delivery team / lecturer / assessor</li> <li>Feel well orientated around the campus</li> <li>Issued with relevant PPE / kit</li> <li>Awareness of HISA / opportunities for class rep / wider student life</li> <li>Awareness of the online Student Hub</li> <li>Engagement in ICT orientation including email, Bright Space and MyDay</li> </ul>	<p>referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> <li>Engagement in a programme of Induction led by the course team</li> <li>Engagement with your Work Based Assessor / lecturer</li> <li>Where appropriate: Feel well orientated around the campus</li> <li>Where appropriate: Issued with relevant PPE / kit</li> <li>Access to regular 'check-ins' with Engagement with your Work Based Assessor / lecturer</li> <li>Awareness of HISA / opportunities for class rep / wider student life</li> <li>Awareness of the online Student Hub</li> <li>Engagement in ICT orientation including email, Bright Space and MyDay</li> </ul>	<p>referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> <li>Engagement in a programme of Induction led by the course team</li> <li>Engagement with your Course delivery team / lecturer / assessor</li> <li>Access to regular 'check-ins' with Engagement with your Course delivery team / lecturer / assessor</li> <li>Awareness of HISA / opportunities for class rep / wider student life</li> <li>Awareness of the online Student Hub</li> <li>Engagement in ICT orientation including email, Bright Space and MyDay</li> </ul>
<p><b>During programme</b></p>	<ul style="list-style-type: none"> <li>Engage in a range of activities which develop my employability skills</li> <li>Access to regular 'check-ins' with Engagement with your Guidance Tutor / lecturer / assessor</li> <li>Access to 1:1 support from Guidance Tutor / lecturer / assessor / Student Services around progression / next steps</li> <li>Ongoing tailored support, advice and guidance from relevant staff</li> <li>Access to responsive support services through staff or self-referral system;</li> </ul>	<ul style="list-style-type: none"> <li>Engage in a range of activities which develop my employability skills</li> <li>Access to regular 'check-ins' with Engagement with your Course delivery team / lecturer / assessor</li> <li>Access to 1:1 support Engagement with your Course delivery team / lecturer / assessor / Student Services around progression / next steps</li> <li>Ongoing tailored support, advice and guidance from relevant staff</li> </ul>	<ul style="list-style-type: none"> <li>Engage in a range of activities which develop my employability skills</li> <li>Access to 1:1 support from Work Based Assessor / lecturer / Student Services around progression / next steps</li> <li>Ongoing tailored support, advice and guidance from relevant staff</li> <li>Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling.</li> </ul>	<ul style="list-style-type: none"> <li>Engage in a range of activities which develop my employability skills</li> <li>Access to 1:1 support from Course delivery team / lecturer / assessor around progression / next steps</li> <li>Ongoing tailored support, advice and guidance from relevant staff</li> <li>Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling.</li> </ul>

	<p>signposting and referral to specialist services e.g. mental health support and counselling.</p> <ul style="list-style-type: none"> <li>• Opportunity to be involved in the life and work of the college</li> </ul>	<ul style="list-style-type: none"> <li>• Access to responsive support services through staff or self-referral system; signposting and referral to specialist services e.g. mental health support and counselling.</li> <li>• Opportunity to be involved in the life and work of the college</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to be involved in the life and work of the college</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to be involved in the life and work of the college</li> </ul>
<b>Pre-exit</b>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on your college experience through the Student Satisfaction Survey</li> <li>• Access to references for future jobs / education applications</li> <li>• Opportunity to discuss progression and/or career options with Guidance Tutor or Student Services</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on your college experience through the Student Satisfaction Survey</li> <li>• Access to references for future jobs / education applications</li> <li>• Opportunity to discuss progression and/or career options with Course delivery team / lecturer / assessor / Student Services</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on your college experience through the Student Satisfaction Survey</li> <li>• Access to references for future jobs / education applications</li> <li>• Opportunity to discuss progression and/or career options with Work Based Assessor / lecturer / Student Services</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on your college experience through the Student Satisfaction Survey</li> <li>• Access to references for future jobs / education applications</li> <li>• Opportunity to discuss progression and/or career options with Course delivery team / lecturer / assessor / Student Services</li> </ul>