

UKBC

**UK BUSINESS
COLLEGE**



2024 STUDENT HANDBOOK



ukbusinesscollege.org



01164670202



1A St Georges Way, Leicester,
LE11SH

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1. Introduction

UK Business College (UKBC) offers unique opportunities for students to study Business orientated courses. Our HND students not only are well prepared for continued education but are also sought after by industry. We take pride in our extraordinary students and in our graduates who have excelled, and continue to excel, in many different places across the United Kingdom and throughout the world. We take satisfaction in our faculty and staff who are working hard to ensure the best quality learning and teaching experience for our students.

2. The Student Voice

Students are at the heart of UK Business College (UKBC) which collaborates with the accrediting body for your course to enhance quality improvement. UKBC believes in enhancing the learning experience and aspires to impart more learning relevant to the business world. That is why, UKBC consults with students in the development and delivery of these qualifications and will seek to achieve this through student course representatives, student membership of committees and other feedback mechanisms and add their voice and views to those of other stakeholders.

This handbook is a student guide as to how the college delivers education and what you will need to do to achieve success, recognising that the college will continue with student collaboration to enhance that experience.

3. **Why Study with UKBC?**

The aim of UKBC is to develop students as professional, self-reflecting individuals able to meet the demands of potential employers in the business sector and adapt to a constantly changing world.

The qualifications we offer aim to widen access to higher education and enhance the career prospects of those who undertake them. The courses we run are designed to help students secure the knowledge, skills, and behaviours needed to succeed in the workplace. They represent the latest in professional standards and provide opportunities for you to develop behaviours for work, for example by undertaking a group project, or responding to a client brief.

The levels of study we offer are intended to keep doors open for future study should you wish to progress further in their education. They do this by allowing space for higher education study skills, such as research. Clear alignment of level of demand with the Framework for Higher Education qualification descriptors means that students wishing to progress to further study should feel better prepared. This is achieved by courses providing:

- ♦ A range of general and specialist units, both core and optional, each with a clear purpose, so there is something to suit each student's choice of programme and future progression plans.

- Fully revised content that is closely aligned with the needs of employers, professional bodies, and higher education for a skilled future workforce.
- Learning outcomes mapped against Professional Body standards, where appropriate.
- Assessments and projects chosen to help you progress to the next stage of your learning journey.
- An approach aligned with the Framework for Higher Education Qualifications (FHEQ).
- Support for student and tutors including Schemes of Work and Sample Assessment Materials (SAMs)

4. Awarding Institution

UK Business College (UKBC) Ltd works in partnership with Pearson awarding body, specialising in the delivery of HND Business Management qualifications.

BTEC Higher Nationals are internationally-recognised higher education qualifications at level 4 and 5 that are equivalent to the first and second years of a university degree. These qualifications seamlessly pave the way for progression to both higher education and employment opportunities. Delivered at universities and colleges across 60 countries globally, they offer an ideal pathway for students pursuing a cost-effective and relevant route towards achieving a degree or entering the workforce.

5. Key Features

- A stimulating and challenging programme of study that will be both engaging and memorable for students.
- The essential subject knowledge that students need to progress successfully into further study or the world of work.
- Refreshed content that is closely aligned with Professional Body, employer, and higher education needs.
- Assessments that consider cognitive skills (what you know) along with effective and applied skills (respectively, how you behave and what you can do).
- Module specific grading and set assignments.
- A varied approach to assessment that supports progression accommodating and enhancing different learning styles.
- Quality assurance measures ensure that all stakeholders (e.g., professional bodies, universities, businesses, colleges, and students) can feel confident in the integrity and value of the qualifications.
- A qualification designed to meet the needs and expectations of students aspiring to work in an international business environment.

Qualification frameworks

All the courses we provide, and the subsequent qualifications are designated higher education qualifications in the UK. They are aligned to the Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland, and Office for Students (OfS) and adhere to the relevant quality benchmarks.

Collaborative Development and Progression

Students who complete their course with UKBC will be aiming to go on to employment or progress to further study. Therefore, it is essential that we select the qualifications that match your expectations of the courses and course expectations.

A successful completion of your course will offer you a horizon of career development in following choices via:

- entering employment.
- continuing existing employment.
- taking advantage of current professional body recognition.
- committing to Continuing Professional Development (CPD).
- progressing to university.

6. Student Portal

UKBC has invested resources in e-learning technologies to improve the learning experience of its students and effectiveness of its staff efforts. The UKBC Connect project is focused on:

- 
- Producing reading materials for each module taught as part of the course.
 - Deploying the UKBC Connect e-learning platform to be used as a teaching aid for each module and especially in seminar and lab sessions.
 - Integrating the e-learning functionalities offered by UKBC Connect with existing support functions available in the UKBC portal.
 - Providing alternative modes of study as UKBC Connect may support
 1. In-class teaching,
 2. self-paced learning

It is expected that you would focus on the assignment brief and the achievement of the module learning outcomes from early on in your studies. UKBC Connect supports your work towards the assignment brief and focuses on:

- Ensuring that you are aware of what is required for each assignment.
- Aligning topics covered in class with assignment brief requirements.
- Providing a structured approach for constructing the assignment through interactions.
- Reflecting your progress in regular interviews through self-assessment.
- Engaging you in peer support and group discussions.
- Provide a platform for assessment submission.

The UKBC Connect is a student portal that not only consist of the above but also have other information for students for example:

- Policies and Procedures
- Details of Workshop
- Important notifications
- Staff-student Communication platform
- Student Feedback

7. Academic Regulation

Assessment at UK Business College is an integrated and integral part of learning and teaching. It is the principal instrument with which the college recognises and rewards student progress; provides motivation for further achievement; identifies areas for development in both teaching and student learning monitor levels of achievement and maintains academic standards.

The college recognises the importance of assessment in the student experience and expects it to be integrated into all curriculum planning and to be directly aligned with intended learning outcomes.

The college regulations on assessment support these principles and aim to make the processes of assessment inclusive, fair, and consistent and clear to both staff and students. The regulations also reflect the expectations and indicators expressed in the QAA Quality Code.

The UKBC "Assessment Regulations and Procedures" defines the process for Retakes, Assessment decisions and all other academic decisions.

8. Library

In addition to the UKBC library and online facilities that include an extensive online library, you can access the local Council Library. Both libraries house plenty of computers and comfortable informal learning spaces and a large range of up-to-date information and resources.

The libraries have open access networked PCs and printing and copying facilities to support your studies. In designated areas you can get wireless access to the Internet using your own laptop. The libraries offer group and silent learning zones, and group study rooms can be booked. To save your time, there are many self-service facilities including borrowing and returning items, renewals, and reservations.

9. Student Rights

Recognition of Prior Learning

“Recognition of Prior Learning (RPL) is a method of assessment [leading to the award of credit] that considers whether Learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so not need to develop through a course of learning.” (Ofqual)

It is important that RPL should not be confused with exemption, unit equivalency or credit accumulation and transfer. RPL enables recognition of achievement from a range of activities using any appropriate assessment methodology. Provided that the assessment requirements of a given module(s) or qualification have been met, the use of RPL is acceptable for accrediting a module, modules, or a whole qualification. Partial module completion is not acceptable. The college have setup a complete guideline on RPL.

See "Recognition of Prior Learning (RPL) policy" for more details. All these policies can be accessed via UKBC Connect.

Academic Malpractice

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. This refers to acts and omissions made by staff or students involved with the assessment process. This may include the following:

- Plagiarism / Referencing
- Collusion and cheating
- Substitute Writing

The college has set out different policies to deal with the above different types of malpractices e.g., Plagiarism Policy and Assessment Malpractice. The details of the process can be found in these policies available via UKBC Connect.

Mitigation Circumstances

The College defines 'Mitigating circumstances' as the consideration of any circumstances which were not within the foresight and control of the student and which the College believes might adversely affect the academic performance of a student during the assessment period for which they are claiming.

Mitigating circumstances may include illness or personal problems such as a serious medical condition, bereavement, trauma, or other miscellaneous reasons such as jury service.

It is the College's aim to ensure that, as far as possible, such unforeseen circumstances do not affect students' grades or achievements. Therefore, the college has established the guidelines in "Mitigating Circumstances policy" available through UKBC Connect.

Complaints

The College seeks to maintain high standards in its provision of courses, services, and facilities to students. The College has established its student complaints procedures to deal with legitimate complaints from students in a fair, prompt, and efficient manner. We at UKBC try to resolve all complaints through a two-stage process

- Stage I: Informal Resolution of Complaints and
- Stage II: Formal Complaints Procedure.



All complaints will be dealt with without recrimination, and no student will be disadvantaged due to raising a complaint. Students may complain individually or collectively, where appropriate. Complaints will be investigated objectively. Anonymous complaints will not be accepted.

For more detail on how to make a complaint or understand the process see the "Student Complaint Policy" on UKBC Connect.

Appeals

An appeal is a request for a formal reconsideration of a decision the College has made about a student. Thus, a decision is a precursor to an appeal and a decision will have been made on either an academic matter, following a complaint or other matters. A review is a student's request to the principal regarding the appeal result.

Appeals will be investigated objectively. Anonymous Appeals will not be accepted. For more details on process and limitation see Appeals policy on UKBC Connect.

10. Transferable employability Skills & Academic Study skills

Students need both relevant qualifications and employability skills to enhance their career prospects and contribute to their personal development. The qualifications embed throughout the programme the development the key skills, attributes and strengths required by employers, refers to skills in three main categories:



Cognitive and critical thinking skills: critical thinking, approaching non- routine problems by applying expert and creative solutions, use of systems and digital technology, generating and communicating ideas creatively.

Intra-personal skills: self-management, adaptability and resilience, self- monitoring and self-development, self-analysis, and reflection, planning and prioritizing.

People skills: effective communication and articulation of information, working collaboratively, negotiating, and influencing, self- presentation.

Students can also benefit from opportunities for deeper learning, where they can connect units and select areas of interest for detailed study. The course you are studying can enable you to develop the knowledge and academic study skills required for progression to university degree courses, including:

- Active research skills
- Effective writing skills
- Analytical skills
- Critical thinking
- Creative problem-solving
- Decision-making
- Team building
- Exam preparation skills
- Digital literacy
- Competence in assessment methods used in higher education.

11. **Assessment**

At UKBC, our business courses are assessed in accordance with the benchmarks set by the Quality Assurance Agency (QAA) framework for Higher Education Qualifications (FHEQ). Our academic teams boast extensive experience in ensuring precise and fair assessments. The assessment criteria are structured hierarchically and holistically to provide a comprehensive evaluation of student performance.

Upon completion of all module assessments, the assessment team assigns a grade or mark based on the highest level at which the student has met all criteria.

Aims of the Assessments

The Academic department aims to achieve the following through summative and formative assessment:

- Provide appropriate and timely feedback to students on assessed work.
- Promote learning and facilitate improvement without increasing the burden of assessment.
- Offer feedback within four weeks of submission to ensure students receive guidance promptly.
- Offer formative assessment to provide advice on improving performance during the course.
- Ensure fairness and consistency for all students through carefully designed assessments.
- Adhere to the requirements of all awarding bodies within the assessment process.





The assessment process is closely monitored as part of our quality assurance procedures to maintain high standards and ensure the integrity of our qualifications.

What Students Can Expect

All students enrolled in our business courses can expect the following:

- ♦ Guidance and support on assessments tailored to their program of study provided by tutors through timely feedback.
- ♦ Familiarization with assessment policies as part of their induction process.
- ♦ Understanding of their responsibilities concerning the assessment process and requirements. Students are encouraged to self-assess their work whenever feasible.
- ♦ Assurance that assessments will be scheduled by subject tutors to prevent overlapping deadlines.
- ♦ Receipt of written and, if applicable, oral feedback on the outcomes of all assignments.
- ♦ Explanation of the internal verification process and its purpose.
- ♦ Provision of the Academic Appeals Procedure to all students during the induction process.

Student Obligations

In terms of assessment, students are expected to:

- Complete assessments as directed by their tutors.
- Adhere to assessment deadlines.
- Follow guidelines on referencing conventions.
- Maintain academic integrity regarding collusion and plagiarism, as outlined in the Student Handbook and covered in the Student Induction.
- Actively engage with both formal and informal assessment feedback.
- Collaborate with tutors to ensure understanding and effective addressing of assessment criteria and unit contents.

Approach to Assessment

Our approach to assessment is centered on transparency, accessibility, and student empowerment. Before their modules start, students will receive detailed information about the assessment procedures specific to their program. This information will be consistently reinforced throughout their studies.

It is crucial for students to grasp the purpose of assessment as a tool for evaluating learning and understanding, aligned with the learning outcomes and assessment criteria established by the awarding body. Students should recognize that assessment and feedback are not merely evaluative measures but opportunities for personal and academic growth.



Our assessment framework is designed to uphold best practices and comprises the following key elements:

- ♦ **Assessment Planning:** Careful planning ensures that assessments are strategically aligned with course objectives and student learning outcomes.
- ♦ **Diverse and Engaging Assessments:** Assessments are crafted to be stimulating, challenging, and reflective of real-world scenarios relevant to the subject matter.
- ♦ **Integration of Essential Skills Testing:** Assessments may include testing of fundamental skills as deemed appropriate.
- ♦ **Comprehensive Feedback Mechanisms:** Both summative and formative feedback are provided to students, offering insights into their performance and areas for improvement.
- ♦ **Accurate Grade Recording:** Grades are recorded meticulously to maintain transparency and accountability.
- ♦ **Quality Assurance through Internal Verification and Moderation:** Rigorous quality assurance measures are implemented to ensure the fairness and consistency of assessments.
- ♦ **Ongoing Tutor Monitoring:** Tutors actively monitor student performance, providing support and guidance as needed throughout the assessment process.

By embracing these principles, we aim to create an assessment environment that fosters learning, encourages personal development, and empowers students to excel in their academic pursuits.



Benchmarking of Grades

To maintain consistency and appropriateness of student achievement evidence across the program, a range of approaches is employed. These include:

- **Video Recording of Presentations:** Presentations may be recorded via video to ensure accurate assessment and provide evidence of student performance.
- **Witnessing of Presentations by Lead Internal Verifier or Others:** The lead internal verifier or designated individuals may witness presentations to validate assessment outcomes.
- **Internal Verification:** Rigorous internal verification processes are conducted to ensure assessments align with established standards and criteria.
- **Third Marking:** In cases where significant differences of opinion arise between markers following internal verification, third marking is conducted to resolve discrepancies.
- **External Examination:** External examination is employed to validate and ratify marking, ensuring alignment with external standards and requirements.
- **Potential Remarking:** Marked work may undergo remarking if required by the external examiner to address any concerns or discrepancies.

These approaches collectively contribute to the assurance of the quality, consistency, and fairness of assessment outcomes, ultimately upholding the integrity of the grading process.



Assessment Outcomes

At UKBC, learners' evidence is rigorously assessed against published learning outcomes and assessment criteria. BTEC National units are graded individually as 'pass', 'merit', 'distinction', or 'refer'. To attain a pass grade, learners must successfully meet the assessment criteria outlined in the unit specifications. This approach ensures transparency in the assessment process and maintains adherence to national standards.

SUMMARY OF GRADES:





Assessment Submissions

Students are required to submit their assessments through the Virtual Learning Environment (VLE) platform. All assessments will undergo a Turnitin review to ensure academic integrity. Detailed instructions regarding submission deadlines, file formats, and any additional requirements will be provided within the respective course modules on the VLE at www.portal.ukbc.ac . It is imperative that students adhere to these guidelines to facilitate smooth assessment processing.

Assessment Resubmissions

If module assignments fail to meet the required standards upon initial submission, they are categorized as 'referred'. In such cases, students are granted access to a designated window for assessment resubmission. Advanced notice of these resubmission opportunities is provided to ensure students can adhere to deadlines effectively.

Students have the opportunity to access additional support to assist them in improving their submissions during the resubmission process. This support will be provided through respective Academic Tutors and Academic Support Tutors, who ensure that students receive assistance tailored to their specific needs.

Maintaining academic integrity and upholding ethical conduct in assessments are fundamental principles at UKBC. We recognize the importance of ensuring fairness, honesty, and trustworthiness in all academic endeavors.

12. Ethical Considerations

Any form of academic misconduct, including plagiarism, collusion, or cheating, undermines the integrity of the learning process and compromises the value of qualifications obtained. To uphold these principles, we have implemented robust policies and procedures to address instances of academic misconduct. These policies outline clear expectations for students regarding proper citation practices, collaboration guidelines, and the consequences of violating academic integrity standards.

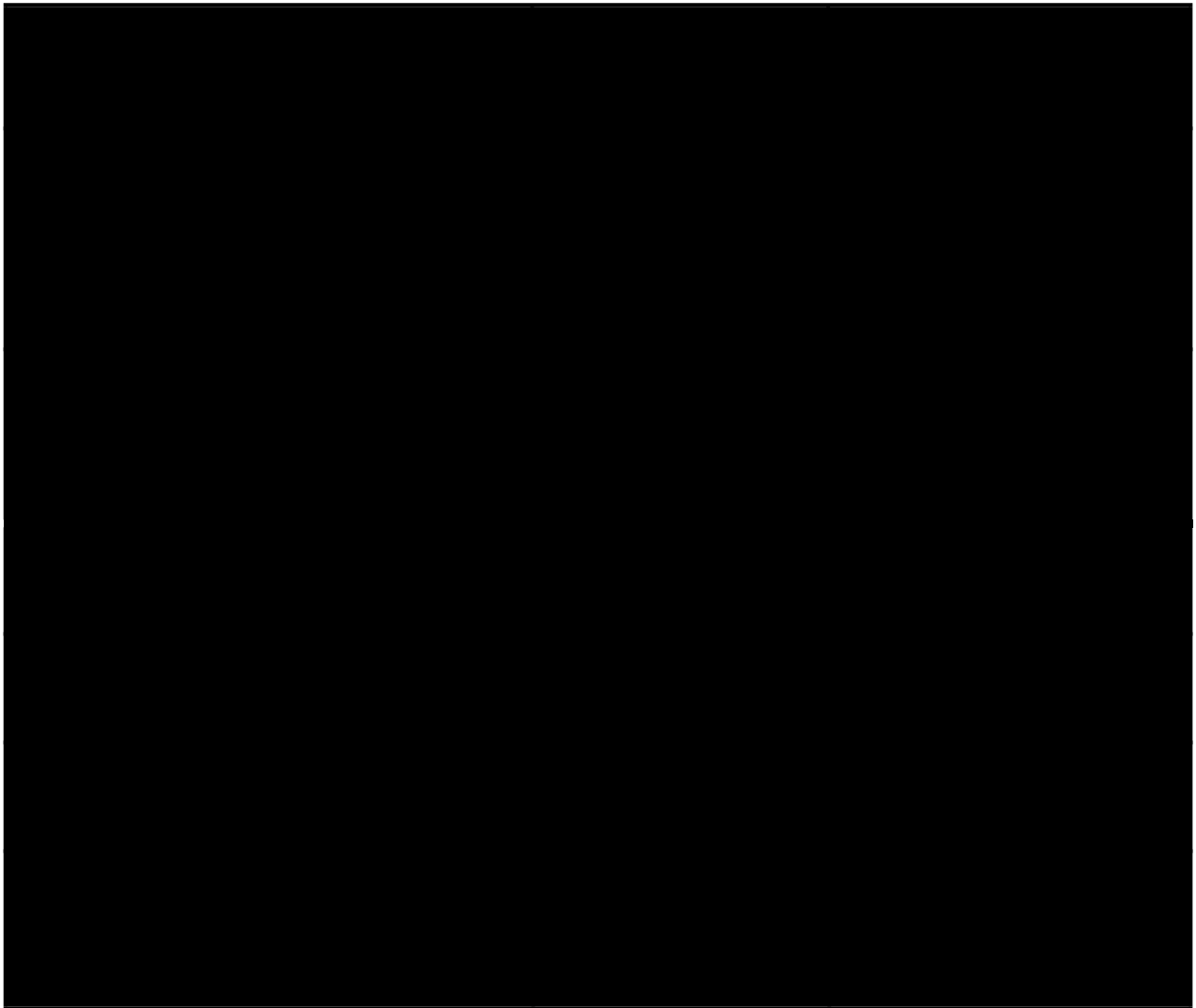
Additionally, we provide support and guidance to students to ensure they understand the importance of ethical conduct and the potential consequences of engaging in academic misconduct. By promoting a culture of honesty and integrity, we strive to foster an academic environment where all students can succeed based on their merit and dedication to learning.

Accessibility and Support for Students:

At UKBC, we are committed to ensuring that all students have equitable access to assessments, regardless of their individual needs or circumstances. We offer a range of support mechanisms and accommodations to assist students with disabilities or specific learning needs. This may include providing additional time for assessments, offering alternative formats for materials, or arranging for assistive technology resources. Our dedicated student support team works closely with students to identify their needs and develop personalized support plans to facilitate their academic success. We believe that by removing barriers to learning, we can create an inclusive and supportive environment where every student can thrive.

13. Semester Key Dates

Semester Dates for 2024/25



14. Student Services, Help and Support

IT Support

IT support at UKBC provides you with several services including:

- Issuing ID cards.
- Providing you with a UKBC Email account.
- Assignment submission support.
- IT Software support.
- Maintaining internet and Wi-Fi access

If you have a problem with a computer at UKBC, please report it to IT by either visiting the office on your campus or email helpdesk@ukbusinesscollege.org

UKBC Student ID/Username

Once your registration for your course is completed, you will be assigned a UKBC student ID, also known as a username. Your UKBC username will start with H and be followed by a series of numbers, e.g., H1234567

Your UKBC username/Student ID will be required to log into your UKBC online services via our online platform. Here you will be able to access UKBC connect/portal, UKBC student email (i.e., StudentID@ukbusinesscollege.org). All assessments submissions are uploaded online (NOT handed in in person). You will need to be able to log in to access submission links for your assignments and assessments and to use other online facilities.



It is important that you always keep this ID number safe and accessible during your studies. Please make sure you login and check your UKBC email account every day as this is where we will send important information, communications, and updates e.g., timetable, social activities, etc.

UKBC Student ID card

All students will be issued with a UKBC Student ID Card when they have successfully enrolled. This is a multifunctional campus card, which can be used for:

- Proof of identity on campus.
- Access to campus; Borrowing books from the library.
- Access to printing facilities.
- Electronic attendance registration and monitoring on the Student Management System (SMS).
- National student benefits and discounts for clothes stores, cinema etc.

If you lose or damage your card you will need to replace your card by visiting your campus student support centre, you will need to pay £5.00 for a replacement. Your ID card is unique to you and must not be lent or given to anyone else even if only temporarily. Students who are found in possession of another student's card and/or found to be offering their card to others will be in breach of the UKBC Student Code of Conduct Regulations and may be subject to disciplinary procedures.



Personal Identification

Your ID card is important for your identification. You may be asked at any time by a member of staff to show your UKBC Student ID Card to prove your identity within the College. Failure to produce your card when asked may result in you having to leave the College premises. You will also need your card to attend classes, where you need to swipe your card for attendance.

Student status and the advantages

Travel Discounts

Students attending our Leicester campus area may be able to obtain a student discounted rail and bus tickets. To check eligibility students should directly contact [Student Bus Travel](#) | [First Bus](#) or [26 to 30 Railcard](#) | [EMR \(eastmidlandsrailway.co.uk\)](http://EMR(eastmidlandsrailway.co.uk))

For other travel discounts students should contact the relevant transport provider directly.

Student Discounts

Some companies and high street stores/shops may offer student benefits and/or discounts look at <https://www.savethestudent.org/student-discounts> for more details.

UKBC Form Request System

Because we need to know any changes about your circumstances and contact details we have introduced 'UKBC Paper Forms'.

The quickest and easiest way to make a request is using Forms. However, you can always visit your campus student support team who can assist you and answer any questions you may have. All Forms requests are sent directly to your Student Support Team. They may contact you following your request to offer support, assistance, or request evidence. Once Student Support have received everything they require, your request will be sent to UKBC Registry where we will process and update the request with the relevant awarding body.

UKBC Student Email Address

Your student email is how we will communicate with you. Please make sure that you check your inbox daily.

Log in via: [Log in to the site | UK Business College \(ukbc.ac\)](#)

Your **username is your Student ID Number (e.g., H1234567@ukbusinesscollege.org)** and your **password is your date of birth backwards (yyyymmdd)**. For example, if your date of birth is 12th April 1962 your password would be 19620412

Timetables for each semester and all relevant information is sent to your UKBC email address - If you need assistance with your UKBC email address, please email the IT Help at helpdesk@ukbusinesscollege.org or call XXXXXXXXXX ext. XXX.

UKBC Virtual Learning Environment (VLE) UKBC Connect

As a student of UKBC, you will have access to computer labs with all the latest and most relevant computer technology, software store and access to the Network Drive. Computers are available in labs, libraries, central study spaces and communal areas and provide access to the internet, a range of software packages and file stores. You can use UKBC computers for completing assignments, printing, and checking your email and class timetable.

UKBC Connect enables tutors to communicate with students via multiple methods, including the discussion board, real-time chat, and email functions. Tutors can also upload learning and teaching materials, interactive tests and audio and video content. Each course has its own space with access restricted to enrolled students. Login IDs for UKBC Connect can be obtained from the IT Support Centre. Rules for the use of IT Facilities on our Campuses

Remember as a user of IT facilities, you must behave reasonably towards other users and the facilities. A detailed guide on the use of UKBC IT Facilities is available on UKBC Connect. This rule is there to make sure your personal details are kept safe and to prevent any malware attacks that could compromise the service we offer our students. So please:

- ♦ Sign out at the end of each logged in session unless prevented by system failure. Once signed in, do not leave IT facilities unattended in an unlocked room. Failure to do so may leave the account open for others to use.

- 
- Use the IT facilities only for academic, research and administrative purposes and/or limited personal use.
 - Do not remove, borrow, or tamper with equipment without permission
 - Avoid viruses, worms, Trojan horses, or other harmful programs whilst using IT facilities.
 - Do not damage in any way the institution's IT facilities.
 - Make sure that you always keep food and drink away whilst in computer rooms, or near any public access IT facilities.
 - Remember to respect the rights of others and conduct yourself in a quiet and orderly manner when using IT facilities.

Accessing Campus Wi-Fi

Wi-Fi access is available throughout UKBC Leicester campus.

15. Attendance

Your attendance will be monitored at each teaching session, and it is your responsibility to ensure that you have signed or 'tapped' in to record your attendance. To do this, you must swipe your ID card on the card reader in the classroom allocated to your lecture. The card reader is in a small black box, often situated at the entry door to the classroom or by the lecturer's computer. You must only scan for yourself; you should not scan another student's card on their behalf.



Illness and absence

At UKBC we understand that you may miss classes due to illness. If you are unwell and unable to attend, you should:

- Inform UKBC as soon as you can
- Fill in a self-certification form (for up to 5 days of absence per semester) please use only one form per absence.
- Fill in a self-certification form from Student Support or upon your return
- Where possible, provide medical evidence or other relevant supporting evidence.
- For absence of more than 5 days please fill in a Leave of Absence form and provide evidence for the absence to be approved

PLEASE NOTE: If you fail to attend your classes or sessions regularly, you may be issued with a warning from the Attendance Officer. If we must issue you several warnings in an academic year this could lead to termination of your registration and your place on the course (see College Initiated Withdrawals).



Leave of Absence

Leave of absence covers both medical and non-medical circumstances. When applying for leave of absence, you must say which type of leave of absence you are applying for.

You will need to complete a Leave of Absence Form available from Student Support email it to the Attendance Officer at attendance@ukbusinesscollege.org

If a request is submitted without supporting evidence, the absence will not be authorised. Suitable documentary evidence:

- A medical certificate
- A medical report
- A note from a hospital
- A formal notification of a hospital or clinic appointment
- Other official paperwork

For a full list of acceptable documentary evidence, please refer to the **Student Attendance Policy & Procedure** <http://portal.UKBC.ac>



Parental Leave for main carer (applies also to adoption leave)

If you are expecting a child either naturally, via surrogacy or adoption, please let us know as soon as possible so we can make plans for your studies. Students expecting to become parents are advised to inform the Student Attendance Officer of the date they wish to start their parental-related absence before the due date. This will allow time for UKBC to consult with you and make any necessary arrangements.

If you wish to, you can continue your studies up to the due date, however, please be aware that this is your own judgement and risk.

The maximum length of main carer-related absence is four weeks. In exceptional circumstances, students may need to extend the length of parental leave that they take beyond the standard time allowed, for example in cases of prematurity, postnatal depression, serious illness of mother or child or infant death. The extended carer-related leave would be processed as a Leave of Absence procedure described above.

Please note that to apply for Parental Leave you must have already conducted a main carers interview with your campus student support team and completed a risk assessment (if necessary) with the campus operations manager. For more information, please contact your campus student support team for assistance.



Parental leave for second carer

Students who wish to take paternity-related absence are required to inform the Student Attendance Officer of their before the due date.

As a second career, students can take a maximum of two weeks parental- related absence. However, in exceptional circumstances where the student must take on full responsibility for the baby and requires a longer absence, they may apply via the leave of absence process detailed previously.

Contacting the Attendance Officer

You can contact the Attendance Officer by either emailing attendance@ukbusinesscollege.org. You can also go to your campus student support office for help, talk to them about what is/has happened, and they can help and guide you.

When emailing the Attendance Officer please make sure you include:

- Your full name.
- Your ID number (e.g., H1234567).
- The course or programme you are studying.
- The name of the class you will have missed with your lecturer's name.
- The date of your absence.
- The reason for your absence.

The more information you can provide the quicker we can help you.

16. **Student Support Services**

Student Support Services offer professional and impartial advice to any student experiencing a difficulty impacting their learning. The problem does not have to be linked directly to study, whatever the issue is, the team offers the following levels of service:

- ♦ Offer a confidential, impartial service and will not make any judgments based on behaviour, lifestyle, or personal circumstances.
- ♦ Ensure students are aware of the limits of the service and are appropriately supported within these limits.
- ♦ Work with individuals to determine the options available, which will allow the student to make informed choices and decisions.
- ♦ Work with appropriate external agencies (including charities) to ensure the student has the best level of support available.

If you have any worries or you are struggling, please contact the student's campus team via the relevant email:
StudentSupport@ukbusinesscollege.org

Support during your studies at UKBC

Student Support Services also help and give you guidance in all matters regarding your student life at UKBC, from advice on withdrawals, intermit, mitigation circumstances, attendance, academic support, appeals, and request for confirmation of student status. In the Student Support office, you will find all the relevant forms; you will also find these on UKBC Connect.



Support for Disabled Students

At UKBC we are committed to support and enabling learners with disabilities, ongoing health needs or learning difficulties to take part in all aspects of the College's academic and social programmes.

If you have declared or undeclared disability that could affect your learning, you should inform the College at the Admission stage. During the admission process, you will be asked to attend a second interview where you can discuss your support needs with a student support officer. If you require further assistance with your support needs, you will be referred to our Mental Health & Well-Being Officer

Our mental health and wellbeing officer can give you help and support with:

- Applying for DSA (Disability Student Allowance).
- Referrals to external agencies and consulting with UKBC departments and staff.
- Help setting reasonable adjustments in-line with DSAS Needs Assessment Recommendations.
- Applying for special equipment (e.g., Dictaphones, coloured overlay).
- One-to-one mental health, disability and general wellbeing support.

For more information, please contact our MH Officer at olivia.stewart@ukbusinesscollege.org or by phone at ext. 419

Specific Learning Differences (SpLD)

Students with SpLD such as dyslexia and dyspraxia will be offered one-to-one support sessions from the academic department, in the form of a Personal Academic Tutor (PAT), and wellbeing support from the MH officer. Students will also be encouraged and supported to apply for DSA and access specialist equipment, software, and non-medical support to aid their needs. Students will be referred for diagnostic assessments if needed. For more information about referral for diagnostic assessments and the associated fees please contact the MH officer on the details provided above or contact your campus Student Support Team.

Academic Needs Assessment

Since March 2022 in partnership with Educational Guidance Services (EGS) <https://www.egs.org.uk/> we have been referring students who require a full diagnostic assessment to investigate Specific Learning Difficulties (SpLDs) such as Dyslexia. The assessment cost is £347, and you will be asked to pay 50%; £173.50 cost of the assessment direct to Education Guidance Services (EGS), the remaining 50% is paid by UKBC. EGS encourages payment prior to the assessment, however, you can pay at the point of the date being arranged.

There is an additional fee of £160 for an assessment involving ADHD. Please be aware that the report will not be released until you have made your payment. The first date of assessment is offered, and if not suitable and alternative offered and agreed, and assessments will be conducted remotely until further notice.



Students with Children and Caring Responsibilities

If you have children, make sure you have informed UKBC that you have childcare responsibilities. Please make sure you have made childcare arrangements. However, UKBC understands that this may change and could affect your learning. Please do not bring babies or children under the age of 16 to UKBC campuses; unfortunately, we do not have childcare facilities and cannot safely accommodate children or young people on campus.

Academic Support Centre (ASC)

The UKBC Academic Support Centre (ASC) is dedicated to facilitating your learning journey and helping you achieve your academic goals. Our primary focus is on implementing the most effective learning and teaching methodologies while ensuring the highest quality of student learning experiences.

We understand that each student has unique learning needs. That's why we offer personalized support to help you discover the learning and study opportunities that work best for you. If necessary, we collaborate closely with student support services and the Wellbeing and Welfare Team to ensure holistic support.

As part of our commitment to your academic success, we organize and conduct workshops tailored to help you acquire and refine transferable knowledge and skills. Below are the details of the workshops and tutorials we offer:

1. Academic Writing - Essays, Reports, Factsheets

Key Objectives:

- Understanding the conventions and requirements of academic writing.
- Developing proficiency in organizing and presenting ideas coherently.
- Mastering research skills and integrating evidence to support arguments.
- Practicing effective communication through written assignments.

2. Creative Writing Skills - Blogs, Articles

Key Objectives:

- Exploring different forms and styles of creative writing, such as narrative, descriptive, and persuasive writing.
- Understanding the nuances of writing for online audiences and platforms.
- Developing skills in storytelling, character development, and thematic exploration.
- Cultivating a unique writing voice and personal brand in the digital space.

3. Communication Skills

Key Objectives:

- Enhancing verbal and nonverbal communication skills for personal and professional interactions.
- Practicing active listening and empathy to foster effective communication.
- Developing clarity and conciseness in written communication.
- Building confidence in public speaking and presentation delivery.

4. Microsoft Office

Key Objectives:

- Mastering essential features and functions of Microsoft Word for document creation and formatting.
- Developing proficiency in data organization and analysis using Microsoft Excel.
- Creating engaging and professional presentations using Microsoft PowerPoint.

5. Research Skills

Key Objectives:

- Learning effective research methodologies and techniques.
- Evaluating sources critically and ethically.
- Developing skills in data collection, analysis, and interpretation.

6. Virtual Learning Environment

Key Objectives:

- Navigating and utilizing online learning platforms effectively.
- Engaging in virtual discussions, collaboration, and group projects.
- Maximizing digital resources for independent study and research.

7. Harvard Referencing

Key Objectives:

- Understanding the principles and guidelines of Harvard referencing.
- Practicing accurate citation and referencing of sources.
- Avoiding plagiarism through proper attribution and citation practices.



8. Critical Thinking Skills

Key Objectives:

- Developing analytical and problem-solving skills.
- Evaluating arguments and evidence critically.
- Applying logical reasoning and sound judgment to academic and real-world challenges.

9. Debate and Public Speaking Skills

Key Objectives:

- Mastering persuasive speaking techniques for debates and presentations.
- Constructing and delivering coherent arguments effectively.
- Building confidence in public speaking and engaging with diverse audiences.

10. Using AI Responsibly and Ethically

Key Objectives:

- Understanding the ethical implications of artificial intelligence (AI) usage.
- Learning to utilize AI tools responsibly in academic and professional settings.
- Exploring best practices for data privacy, bias mitigation, and transparency in AI applications.

11. Canva for Students

Key Objectives:

- Mastering the basics of Canva for creating visually appealing graphics and presentations.
- Developing design skills for creating engaging digital content.
- Applying Canva tools effectively for academic projects, presentations, and social media content creation.



12. Stress Management and Well-being

Key Objectives:

- Identifying sources of stress and learning effective coping strategies.
- Practicing mindfulness techniques for stress reduction and relaxation.
- Promoting mental and emotional well-being through self-care practices.
- Understanding the importance of work-life balance and setting boundaries.

13. Professional Skills: Resume Writing and Interviewing Skills

Key Objectives:

- Exploring career pathways and setting short-term and long-term professional goals.
- Developing essential professional skills such as networking, interviewing, and workplace communication.
- Learning to create a professional online presence through platforms like LinkedIn.
- Understanding the importance of continuous learning and skill development for career advancement.
- We are open during all teaching hours and conveniently accessible on campus. Whether you need assistance with coursework, study strategies, or personal support, our dedicated team is available to help.

You can reach us at any time via email at: **Academic.Support@ukbusinesscollege.org**. Don't hesitate to contact us for guidance, resources, or to schedule an appointment. Your success is our priority, and we are committed to providing you with the support you need to thrive academically.

17. **Personal Academic Tutoring (PAT)**

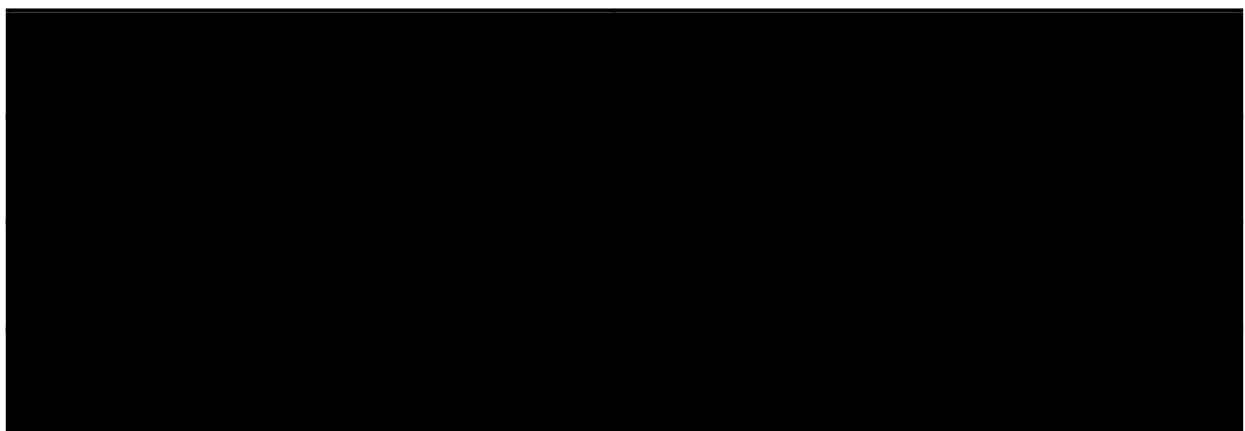
UKBC provides the best possible support to all our learners – every learner matters. Our PAT system aims to ensure that you have regular opportunities to meet the academic staff relevant to your course to discuss and enhance your personal, academic, and professional development. Most students, regardless of age, find that at some point at UKBC they need help, guidance, or reassurance. The Personal Academic Tutor is the first port of call for such support.

Attendance Monitoring

At UKBC we recognise that learners' attendance and engagement is important in helping you reach your study goals. We want to make sure that our learners are given the right help and support to continue their studies at the time when they may need it most. So, your PAT is there to identify early on if you are not engaging regularly with your studies and can sign up for you to provide any support and help you might need to keep you on track.

18. UKBC Academic and Support Team

If you wish to directly contact our staff, below you will find the contact information



19. Prevent Extremism and Radicalisation

The College has a duty under the Counterterrorism and Security Act (2015) to be vigilant to the risk of people being radicalised and drawn into terrorism.

The College has policies and procedures in place to protect the safety and welfare of our academic Community; if you have any concerns relating to persons who may be at risk of harm or radicalisation please refer them immediately to the College's Designated Prevent Officer:

Natalia Debek : natalia.debek@ukbusinesscollege.org

For more information please refer to the College's Preventing Extremism and Radicalisation Policy, and its Safeguarding Policy.

Useful contact details of a local Safeguarding and Prevent teams in Leicestershire.

Prevent Team on 101 extension 6770

National police Prevent advice line 0800 011 3764

NSPCC Radicalisation Helpline 0800 800 5000 or email: help@nspcc.org.uk.