

STANMORE COLLEGE CHARTER

Our mission is to inspire and support you to achieve success.

Admissions and enrolment

The College will make available all the information required by potential applicants to enable them to make the choice of course which best suits their needs. This includes entry requirements, course outlines, admissions policy and procedures, information on resources, information on fees, enrolment dates and other guidance.

The College will publish and make available its examination results, destination data on past students, inspection reports and information for applicants with learning difficulties and/or disabilities.

The College will acknowledge all applications for admission to full time courses within 5 working days and issue an invitation to attend an interview within a further 15 working days. There is no application process for part time courses. Enrolment takes place at the College or in the workplace for some employed learners.

Fees and charges

Different fees and charges apply depending on the course and the status of the applicant. Details are available from the College reception or in the course guides.

Financial assistance for students

Full time students may apply for assistance in cases of hardship from the College Learner Support Fund. Details of the rules and procedures governing applications to the Fund are available from the College Reception. Applications should be made to the Student Financial Support Officer and the College will respond to all applications within ten working days.

Education Maintenance Allowance is available to all eligible students aged 16-18 studying on a full time course. Adult Learning Grants are available to eligible adult students studying on a full time course.

Teaching and learning

Students will receive an outline of course requirements, including details of examination, assessment and work experience arrangements, where appropriate, at the beginning of their course.

All qualifications will be accredited by a recognised external validating body.

All full time and some part time students are initially assessed for literacy and numeracy skills and additional support is provided where appropriate.

All students have access to IT facilities and a wide range of learning resources in the Learning Centre.

Every student will have a learning programme designed to meet individual requirements, care being taken to ensure that it is appropriate to the individual's needs and ambitions and is a programme in which the student is likely to succeed.

The learning programme forms the basis of the learning agreement between the College and the student. The programme provided is agreed by the student and College staff to be appropriate to individual needs. In return for admission to the College all students will be required to conform to the College Code of Conduct and Site Rules and to attend on a regular, punctual basis.

Student involvement

Students' views will be gathered through:

- Student Parliament
- Representation on College committees.
- Annual surveys of student opinions.
- Student focus groups.

All students will be entitled to join the Student Union.

Feedback on progress

Regular progress reports will be available for students, parents and employers as appropriate.

A Parents' Consultation Evening will be held once each academic year for parents of students aged 16-18.

Guidance and counselling

In order for students to maximise their academic potential, a high level of support is provided. All students will have access to guidance onto the most suitable programme, private study facilities and learning resources, careers, employment and higher education advice, a confidential counselling service and welfare and benefits advice. In addition, full time students will have a personal tutor with whom each student will meet regularly throughout the duration of their programme of study and a tutorial programme.

Equality and diversity

The College is committed to an equality and diversity policy and code of practice which, in all circumstances, seeks to avoid discrimination on the grounds of race, gender, age, sexual orientation, religion or disability. The College has published its race equality, disability equality and gender equality schemes on its website and equality of opportunity is promoted throughout the College. The College Disability Statement is available on application to reception or on the College website www.stanmore.ac.uk

Commitment to parents and carers

The College is committed to a partnership with parents and believes in the right of parents to be involved in the education of their children.

Commitment to employers and the local community

The College seeks to play an active role within the local community and to engage responsively to the needs of employers. The College will foster constructive working relationships with local residents, community organisations, local educational institutions, employers and other stakeholders.

Jacqui Mace
Principal
September 2009