

Grantham College
Committed to Your Education and Training
Charter Summary

Information for learners, both prior to starting and on-programme

College publications, paper and electronic, will contain up to date information on entry requirements and associated costs. Once on programme, course specific information will be provided via the course handbook. Applicants will be made aware at interview and/or induction if there is significant expenditure required.

Dealing with Applications

All applications are dealt with in accordance with the College Admissions Policy, copies available from Information, Advice and Guidance (IAG) and from the website. Places will only be offered after checking applicant's suitability, and careers advice will be offered if deemed appropriate.

Quality of Teaching and Learning

The College has a robust Quality Assurance system which ensures that every effort is made to provide a learning experience of the highest possible quality. This includes preparation, delivery and marking and assessment procedures. Learners are assessed for any learning needs which are met by the College to ensure the best possible outcome for the learner. Staff undertake regular continuous professional development. If work experience is appropriate for the learning programme, staff will ensure that this also meets those standards.

Guidance

All learners, regardless of mode of delivery, have a named personal tutor who will meet with them at appropriate intervals to review progress. All learners will be supported in their transition from their current course to either the next stage of their education or work. The careers adviser is available to assist if needed. All learners are entitled to access the full range of support services in college.

Equality of Opportunity

The College is fully committed to ensuring appropriate equality of opportunity by making reasonable adjustments to allow participation, and dealing immediately with any discriminatory behaviour. Detailed policy information is available from the IAG desk and the website.

Praise and Complaints

Copies of the policy are available from IAG and the website. Anyone wishing to make a comment about College services is encouraged to do so in writing using the form provided.

Provision of a Safe and Secure Environment

This has a high profile in College, with a wide range of policies and procedures in place which cover both the safety of the person and the safety of the buildings and the estate. Policies are available from IAG and the website and named responsible officers contacted through IAG. Data is held and dealt with in accordance with the relevant acts and the MIS manager can be contacted with any queries.

Provision of Information to Parents/ Guardians, Employers and other bona fide enquirers

As stake holders in the education of young people or employees, regular reports are provided in a manner appropriate to the course and the recipient. Copies of general examination results and annual reports can be obtained by contacting the Principal's office in the first instance. References for those studying with the college can be provided on application to the Director of Learner Support. Sharing of all information is in accordance with the relevant data protection act and any queries regarding data handling should be directed to the MIS manager.