

Programme Handbook 2018-19

Physical Activity, Health and Nutrition FdSc

PAN-Fd-2018



WELCOME

Welcome to Blackpool and The Fylde College and to the Physical Activity, Health and Nutrition FdSc (PAN-Fd-2018) programme.

This **Programme Handbook** aims to provide you with the key information you will need to settle into and get the most out of your programme of study here at the College leading to successful completion of your programme. It will provide you with an overview of the programme content, how individual modules are organised and delivered, how and when you will be assessed and how overall grades final results are determined. In addition there is information on the help and general support available to you as well as making it clear what you need to do if you should encounter any specific difficulties in progressing as planned on the programme.

There is also further information available in the **College Student Handbook** which includes guidance on term times, Travel to College, Attendance Expectations, College Facilities, Student Services, and Student Representation amongst other useful information.

It is strongly recommended that you keep both this **Programme Handbook** and the **College Student Handbook** readily to hand if you are to get the most out of the time you will have invested in participating in your valuable and hopefully enjoyable learning experience.

We appreciate that as students in order for materials to be fully accessible you may have a preference for a specific font size or colour of text/paper. To ensure that your needs are considered this handbook is available electronically.

GENERAL INFORMATION ABOUT YOUR PROGRAMME

Programme Code	PAN-Fd-2018
Programme Title	Physical Activity, Health and Nutrition FdSc
Teaching Institution	Blackpool and The Fylde College
Professional, Statutory and Regulatory Body (PSRB) Accreditation	None
UCAS Code	
Language of Study	English
Version	1

Programme Awards			
Award	Award Type	Level	Awarding Body
B&FC Foundation Degree in Arts	Foundation Degree (240 credits)	Level 5	Blackpool And The Fylde College

THE FRAMEWORK FOR HIGHER EDUCATION QUALIFICATIONS (FHEQ)

The Framework for Higher Education Qualifications (FHEQ) ensures the comparability of Higher Education qualifications in England, Wales and Northern Ireland. The framework describes the achievement represented by qualifications and the various awards which may be granted by a Higher Education provider with degree awarding powers. All students pursuing Higher Education programmes at Blackpool and The Fylde College are awarded qualifications aligned to the FHEQ upon successful completion of their programme.

Level	4	5	6	7	8
FHEQ Level	Certificate (C)	Intermediate (I)	Honours (H)	Masters (M)	Doctoral (D)
About this level of qualification	<p>Level 4 These qualifications are work-related (vocational) higher education qualifications. While bachelors degrees tend to focus on gaining knowledge, HNCs are designed to give you the skills to put that knowledge to effective use in a particular job.</p>	<p>Level 5 These qualifications are designed to equip you for a particular area of work – as well as giving you the general skills that are useful in any type of job. They're university-level qualifications, but are designed with work in mind, with the help of employers from that sector.</p>	<p>Level 6 These qualifications are designed to give you a thorough understanding of a subject. They help you develop your analytical, intellectual and essay or dissertation writing skills. You'll also have much more of a say about the direction your learning takes than you've had previously.</p>	<p>Level 7 These qualifications are of academic study. They can be research based, a taught course, or a mixture of both, and will take at least 12 months of full-time study to complete. You may also have to submit a dissertation at the end of your course.</p>	<p>Level 8 This level gives you the opportunity to undertake an original piece of research. It will usually take at least three years of full-time study to complete. Many doctorate courses lead to a qualification such as a Doctor of Philosophy – a PhD or Dphil.</p>
Qualifications that are available at this level	<p>Higher National Certificates (HNC)</p> <p>Foundation Studies (FS)</p> <p>Diploma</p>	<p>Higher National Diplomas (HND)</p> <p>Foundation Degrees (FD)</p> <p>Diploma of Higher Education (DipHE)</p>	<p>Bachelor Degrees (BA, BSc)</p> <p>Bachelor Degrees with Honours (BA Hons.)</p> <p>Professional Graduate Certificates in Education (PGCE)</p>	<p>Masters Degrees (MA, MSc)</p> <p>Postgraduate Certificates and Diplomas</p> <p>Post Graduate Certificates in Education (PGCE)</p>	<p>Doctoral Degrees</p>

PROGRAMME OVERVIEW

Our pioneering FdSc Physical Activity, Health and Nutrition gives you the chance to transform your passion for exercise and healthy eating into career roles where you can make a real difference to the lives of individuals and communities. You will explore the importance of physical activity and nutrition in preventing and managing disease as well as promoting optimal health and wellbeing at all stages in life. Throughout the course learn how to appraise and debate the latest scientific evidence around a range of contemporary health related subjects such as dieting, body dysmorphia and mental health.

With a strong focus on real world learning, the course enables you to apply your skills and knowledge to practical health promotion projects. You will gain experience of working with individuals to change their attitudes to exercise and nutrition. You will also take part in initiatives which aim to improve the health and exercise habits of specific communities and population groups.

The department has a strong track record for collaborative projects aimed at tackling physical inactivity and have been involved in projects around the Blackpool Healthy Towns initiative as well projects across Fleetwood and Wyre Borough. By joining this course, you will play an important role in helping

us to achieve the health targets set out by the local council whilst at the same time developing the academic knowledge and practical know-how to develop your own career direction in a specialist and growing field where high-calibre new recruits are in demand.

Using the sport science laboratory you be involved in physiology testing analysing issues such as immune system function, occupational health assessments as well as psychology-based studies relating to exercise and physical activity. Elements of the programme are aligned to the national standards for the Register of Exercise Professionals (REPs) so you will have opportunities to gain qualifications such as level two Gym Instructor Award as a bolt on courses (fees may apply)

You will acquire essential practical skills and knowledge through exciting work placements across the college's vocational links. These are embedded at each stage of the course and you will work alongside academics and health practitioners with a broad range of expertise. The placements and vocational projects we engage with will give you experience of working with various community and clinical groups and serve to enhance your interpersonal and communication skills.

PROGRAMME AIMS

- To engage students with a dynamic interchange between theory, research and practice, and to foster an exploration of health as a human experience mediated by individual, societal and global contexts.
- To facilitate and encourage acquisition of industry relevant multidisciplinary qualifications for the planning and delivery of health, nutritional and physical activity interventions, designed to provide a portfolio of traditional and vocationally focused employability skills.
- To provide students with a programme of study, including a range of specialist options that are academically rigorous, reflexive, stimulating and challenging, and relevant to vocational and career intentions within health, nutrition and physical activity settings.
- To progressively develop cognitive, key, transferable and, where applicable, practical skills through multi-disciplinary, inter-disciplinary and progressive modular content that develop an ability to engage actively in discourse around the concept of health and representations.
- To equip graduates with the ability to consider innovative and diverse approaches to research that embeds both ethical and critical reflection, providing the skills to move beyond problem solving into an exploration of the possibilities for the enhancement of health status.
- To engage students with a body of specialist health, nutrition and physical activity theory that supports lifelong professional development.
- To provide students with the opportunity to develop professional skills relevant to their programme of study, as well as attitude and behaviours necessary for employment in a diverse and changing environment

PROGRAMME LEARNING OUTCOMES

Level 5

Upon successful completion of this level, students will be able to:

1. Evaluate contested concepts of health, nutrition and physical activity and discuss the multidisciplinary way in which those principles are applied in practice
2. Evaluate and apply the appropriateness of theoretical models and perspectives of health interventions ensuring cultural and social diversity.

3. Communicate information, arguments, and analysis in a variety of forms, to specialist and non-specialist audiences using information and communication technology.
4. Use safe and effective laboratory and field based practice that includes risk assessment and the identification of emergency procedures.
5. Synthesise arguments from a range of theories relating to individual and institutional health issues which impact on the health status of individuals.
6. Critically evaluate human responses to the effects of physical activity and nutritional interventions and associated behaviour change.
7. Discuss contemporary issues at the forefront of health and well-being, outlining the relationship between health and physical activity.
8. Explain the variables involved in the teaching, instructing and leading of sport, physical activity and nutritional interventions and the controversies that attend them.
9. Critically review the links between Government policy and an individuals experience of health promotion and nutritional guidance.
10. Assess the nutritional status and the key issues associated with the human life cycle and explain the relationship between socio-demographic, economic and environmental factors on dietary behaviour and patterns.

PROGRAMME STRUCTURE & ASSESSMENT OVERVIEW

Pathway	Module	Level	Credits	Coursework	Practical	Written Exam
Stage 1: Year 1						
All	BFC402-T: Academic and Digital Literacy (Science) (Mandatory)	4	20	50%	50%	
	PAN401: Introduction to Health Studies (Mandatory)	4	20	50%	50%	
	PAN404: Social Perspectives of Health (Mandatory)	4	20	40%	60%	
	PAN405: Physical Activity Design (Mandatory)	4	20	40%	60%	
	PAN406: Eating for Health (Mandatory)	4	20	100%		
	SPG412: Anatomy and Physiology Fundamentals (Mandatory)	4	20	50%		50%
Stage 2: Year 2						
All	BFC502-T: Work Based Research Project (Mandatory)	5	20	80%	20%	
	PAN501: Nutritional Physiology and Metabolism (Mandatory)	5	20	100%		
	PAN503: Applied Community Health (Mandatory)	5	20	100%		
	PAN504: Health Technologies (Mandatory)	5	20	50%	50%	
	PAN505: Delivering Frontline Health (Mandatory)	5	20	50%	50%	
	PAN506: Cognitive Health (Mandatory)	5	20	40%	60%	

WHERE WILL I STUDY?

This programme may be studied at the following location:

B&FC University Centre

The majority of higher education courses are delivered at our University Centre in central Blackpool, within easy reach of student accommodation, shops, restaurants, bars and the promenade. This multi-million pound complex provides higher education students with a dedicated campus, with the major teaching and support facilities conveniently converging in an attractive central courtyard. The open-plan Central Hub houses a refectory, chill-out zones and the central learning resource centre. A unique and important addition to the Centre is our Gallery, housing works by both our own students and independent artists.

GETTING STARTED

At the start of your course, your tutors will guide you through an initial induction which is designed to ease you into university life and higher level studies. Activities generally focus on helping you to find your feet, make friends and plan your studies. It can also traditionally be the time when students get to let their hair down and familiarise themselves with both the College and the local area before getting down to the more serious business of studying.

Our annual Freshers' Fair is a fun, vibrant event and a great chance to find out more about what's on offer locally, with representatives from the B&FC Student Union, Higher Education Learning Mentors (HELMs) and our Disability team including the Disabled Students' Allowances, access arrangements and reasonable adjustments. Local attractions, restaurants, health and fitness centres, clubs, bars and more will also be there. Support organisations and charities are represented too, along with B&FC's own clubs and societies and sports teams.

COURSE OPTIONS

There are no optional modules as the current route of study has been carefully shaped and developed in conjunction with employers and sector specific organisations. The programme focuses on developing students for employment in the Physical Activity, Health and Nutrition sector, and is optimised for this through its creative design.

STUDY WORKLOAD

Attendance at the institution is spread over 2 days, enabling you to gain practical research skills alongside your developing theoretical knowledge. In addition to your time in the classroom you will need to study independently to develop a broader understanding of the concept of sports coaching and performance science. Module assessments involve production of lab work, essays, presentations and practical skills assessments. During your time on the course your studies will be fully supported by our excellent online learning platform, Moodle, which enables you to study in your own time.

LEARNING AND TEACHING

From the moment you join the programme you will be assigned a personal tutor who will be responsible for supporting your academic and personal progress throughout the course. This one-to-one support is central to helping you achieve your very best results during your time on the course. As part of your timetable you will have weekly contact with your tutor in a progress meetings and seminars and they will be on hand to discuss any course related issues or concerns you may have.

Your course will be taught through seminars, group work, practical sessions, tutorials, independent study and lectures. Assessment will include coursework, practice/ competency based learning and examinations. Whilst study time on this course is spent in lectures, seminars and tutorials our online learning portal allows you to undertake independent study in a flexible way that fits around work and family commitments. The core delivery of the programme focuses on developing your knowledge and skills by exposing you to a mix of theory and practical sports coaching environments. Your module specification/course handbook will provide full details of the assessment criteria applying to your course.

The course team will also arrange for a wide range of presentations from guest speakers, encourage

you to attend cross college workshops and seminars and give you the chance to engage with trips and visits. In the second year of the programme you will be given the chance to undertake a work placement project, the course has strong links with a range of healthcare and lifestyle improvement organisations and much of the experiential learning and practical application of coaching skills are rehearsed through these placement links. The course also work closely with a number of health clubs and students have the opportunity to undertake industry leading courses as a result of these partnerships. Experiences gained through these experiences are supplemented by more theoretically focused learning to ensure a rounded and comprehensive view of the subjects studied

Independent Learning

All higher education programmes are designed so that you are able to progressively develop independent learning skills and aptitudes. Learning independently is a key skill of all graduates when they enter the work place and one which we aim to develop further during your time with us.

As you begin your programme you will be more intensively supported to develop the skills of learning and learning how to learn. As you progress you will be given the opportunity to apply these skills and to manage your own study time and activities with the goal of becoming a truly independent learner ready to get the most out of graduate employment opportunities.

Your Personal Development planning activities are a key component in developing these independent learning skills and with support from your tutors, support mentors and peers can help you to organise and structure this aspect of your learning and development

WORK BASED AND PLACEMENT LEARNING

The course includes a compulsory work based consultancy project delivered in your second year. Working with a range of local and national organisations the project will help you to relate theory to practice and to develop skills in a real work environment. The teaching staff have developed excellent links with local employers and will provide assistance in finding a suitable placements. Previous placements and project providers have included mental health and wellness support, NHS health improvement positions and community engagement positions with the local council. Teaching opportunities at primary and secondary schools, and further education colleges may also be available.

The programme team also has strong links with local health and lifestyle directed organisations, so opportunities to work on projects with specialist and clinical populations as well as more team focused projects may be offered. You will create a presentation of your work as part of a poster showcase event – this event is attended by employers and local health authorities and gives you chance to present your work to future employers. These valuable sessions allow you to demonstrate your employability skills, in a professional, yet supportive environment and enable you to demonstrate your ability to discuss an area of your own particular interest.

GRADUATE SKILL DEVELOPMENT

The Physical Activity, Health and Nutrition programme will support a wide range of skills' development, enabling you to start or develop your career in this sector or in related areas. The programme fully supports you to develop a strong commitment to lifelong learning and signposts external CPD and volunteering opportunities as you progress through the course. You will be given opportunities to focus on your role as a global citizen, by considering ethical and professional issues related to health promotion. You will develop excellent communication skills, verbal, written and digital, so that you can engage with the wider scientific community. Whilst carrying out practical and field work, you will strengthen your leadership and teamwork skills, and also become an independent and autonomous

student.

ASSESSMENT

A variety of assessment methods link to both personal development and industry practices including the following:

- Laboratory reports and data interpretation exercises
- Critical analyses of case studies
- Seen and unseen examinations
- Individual and group presentations (whether oral and/or technology-based)
- Critical self and peer-evaluation
- Role analyses/evaluations
- Logbooks and diaries relating to professional practice/work placement and Personal Development Planning
- External placement or work-based learning reports
- Presentations and poster production

This range of methods is used to reflect the programme aims and learning outcomes, alongside supporting your development as a health practitioner. They enable us to provide feedback to you and identify ways for you to improve. They will contribute to your module grade and final award.

Assessment Methods

Some assessments may already be very familiar, such as essays, exams, and reports. However, in higher education there are a great many varieties of assessment depending on the subject, the level and the type of course. Our higher education courses often integrate academic and work-based learning so assessment may include aspects of personal reflection, portfolio building and case studies. Here's a bit more detail about some of the more common types of assessment:

Essay

An essay is an answer to a question in the form of continuous, connected prose, usually with a word limit. Often these are set by the tutors but you may also be asked to formulate your own question with the tutor's help. Essays test your ability to organise your thinking, discuss, evaluate, analyse, summarise and criticise. They also test your skills at making essay plans and reaching a robust conclusion or decision.

Assignment or brief

An assignment or brief is a learning task that allows you to cover a fixed section of the curriculum predominantly through independent study. Different methods of presenting the results can be used dependent on the nature of the task - a report (oral or written), a design solution, a newspaper or magazine article, a video, a poster, a research bid, a book review, a contribution to a debate, etc.

Group project or assignment

This is where either an assignment or project is undertaken by groups of students working collaboratively, helping to develop team working skills and other graduate attributes. In some cases, particularly where the same thing happens in industry, there are particular assignments that can by definition only be achieved in a group. Such assessments will incorporate mechanisms which allow the tutor to assess the contribution of individual members of the group or team in order to allocate individuals with a personalised assessment grade.

Exams

Exams can take a variety of different forms, with the most common sort being done under timed and observed conditions to ensure it is the student's own work. Exams test your ability to think critically, to respond in a structured way to a question and to plan on the spot as well as your knowledge and understanding of the subject. Some of the most common types of exams are:

- 'Seen' where the questions to be answered are given at a pre-specified date beforehand. The intention is to reduce the need for 'question-spotting', to reduce the anxiety and to increase the

emphasis on learning

- 'Open-book', where you will have access to specified texts and/or your notes. the intention is to reduce the emphasis on memorising facts, to reduce anxiety and allow more demanding questions to be set
- 'Unseen' where you don't know what the questions are until you sit the exam. Arguably these make you focus on the whole syllabus because anything may appear on the paper
- Multiple choice exams where you simply select from a bank of potential answers. These also assess your decision making skills

Logs and Portfolios

These are an increasingly popular kind of assessment, and involve a collection of all sorts of evidence of your work (often including others' testimony about your work, and feedback you've collected). Portfolios are intended to be a measure of the work of the 'whole candidate', rather than just particular aspects of the candidate's work. They also measure your ability to organise a collection of evidence, in a readable, navigable way. Not least, they test your ability to stick to deadlines with a big, multifaceted job.

Reports

There are many kinds of reports – laboratory ones, field-trip ones, business ones, and so on – each has its own conventions and preferred formats – your tutors will tell you more. Assessed reports measure your skills at finding out about, and adhering to, the expected report formats and conventions in your subject discipline. They also measure your ability to put forward an organised piece of writing, coming to conclusions, making suggestions for further work, and so on. They often test your skills at interpreting data, making sense of your findings, and so on.

Calculations and problem solving

Usually given in sets – with a deadline for tutor marking, or to bring along completed to a tutorial. These, unsurprisingly, tend to measure your ability to solve problems and do calculations.

Presentations

Lots of students worry about presentations – you normally build up to these as your course progresses and you'll be given lots of support and time to prepare. You may be involved in group or solo presentations, perhaps to some or all of your class, usually with the tutor present. Sometimes peer assessment is used. Presentations measure your ability to talk fluently about a topic, and to answer questions from the group. They also measure your skills at preparing visual aids (overheads, handouts, PowerPoint presentations) to support your presentation. On some courses there are very few presentations. However, in the workplace, more and more people have to be involved in them, so practising on your course is a very good way of developing your skills.

Self and peer assessment

There is strong evidence that involving students in the assessment process can have very definite educational benefits. Not so much a type of assessment like those already listed, this is something which can be done in conjunction with any type of assessment. The important aspect is that it involves the student in trying to apply the assessment criteria for themselves. This might include: a marking exercise on 'fictitious' or previous years' student work; the completion of a self-assessment sheet to be handed in with your work; 'marking' a peer's work and giving them feedback (which they can then possibly redraft before submission to the tutor); or really marking other students' work (i.e. allocating marks which actually count in some way) - a seminar presentation, for example, or a written product using a model answer. The evidence is that through trying to apply criteria, or mark using a model answer, you will gain much greater insight in to what is actually being required and subsequently your own work improves in the light of this.

When will I be assessed?

In the majority of courses you will be assessed throughout your course and you will receive on-going feedback to help you improve your future grades. This is sometimes called formative assessment and is designed to help you learn as you go through your course. Some formative assessment is quite informal; it may be your tutor asking specific questions in class, for example. Other types of formative assessment can include written reports, essays, tasks for seminars etc., some of which are handed in

so that written feedback can be provided. You will also be assessed summatively. This just means that once or twice in each module or unit, often at the end, you will complete work that is then graded, where the mark counts towards your final qualification.

At the start of your course you will be given an **assessment schedule** which details the deadlines for all the modules you will be studying that semester. This will help you to plan your work effectively. Your tutors understand that you have lots of commitments so will always try to spread the assignments out as much as they can, although inevitably many will come towards the end of each semester.

How will my work be marked and graded?

The majority of your assessments will be awarded a letter grade as outlined in the table below. Some of your assessments may however be assessed by percentages, which are converted into an aggregation score. Some assessments may also be identified as pass/fail assessments. Such assessments must be successfully passed in order to pass the module, however the aggregate score for the module will be derived from other assessments which are graded. Overall, you must achieve an aggregation score of 9 or above to pass a module.

Further information is available at: <http://www.blackpool.ac.uk/he-regulations>

Category	Grade	Aggregation Score	Grade Description
Excellent Pass	A+	24	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures
	A	21	
	A-	18	
Good Pass	B+	17	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding
	B	16	
	B-	15	
Satisfactory Pass	C+	14	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding
	C	13	
	C-	12	
Weak Pass	D+	11	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure
	D	10	
	D-	9	
Marginal Fail	F1	7	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulation
Fail	F2	4	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
Poor Fail	F3	2	Attainment of intended learning outcomes appreciably deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation
Very poor Fail	F4	0	No convincing evidence of attainment of any intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary

What if I experience circumstances which mean I will not be able to complete an assessment?

The Personal Mitigating Circumstance (PMC) procedure gives you the opportunity to inform the College of serious medical or personal circumstances, which you believe, has affected your academic performance in an adverse way before the meeting of the Board of Examiners.

You may have had genuine and unavoidable circumstances that have affected your performance in coursework. These circumstances may have prevented you from being assessed or from submitting coursework on time. In all cases, it is important that you contact the HELM team at HELMinfo@blackpool.ac.uk to say that you are having difficulty completing work and are planning to apply for PMC.

A Personal Mitigating Circumstance Application Form must be completed by you and is available via the College website / Student Administration / Reception. It is your responsibility to complete and submit the form to the HE Student Administration Manager within 10 days of the assessment deadline.

You cannot request an extension to the assignment deadline date. Assignments must be handed in as soon as possible even if they are incomplete. If your PMC application is approved, you will be given an amended deadline and the opportunity to improve your work further.

For full details of this procedure please refer to: <http://www.blackpool.ac.uk/he-regulations>

What if I miss a deadline?

Managing your time effectively is a key graduate skill and you are therefore encouraged to plan your programme workload alongside your other commitments. If you fail to meet an assessment deadline, it will be penalised. Work submitted up to three days late will receive a penalty of one full grade and zero (non-submission) thereafter.

Deadlines are normally set on Mondays and Fridays to avoid the third day occurring at a weekend. Where the third day does fall on a weekend, students will have until 10 am on Monday to hand in without receiving further penalty. The penalties associated with the late submission of percentage coursework are outlined in the academic regulations for your programme.

For more information, please refer to: <http://www.blackpool.ac.uk/he-regulations>

What happens if I fail a module?

Most students pass their work, but if your mark for an individual module is less than the minimum pass grade you will be referred on that module. This means that you will have to be reassessed in the relevant work, however a second attempt will be subject to a penalty as specified within the academic regulations for your programme.

Where Personal Mitigating Circumstances are approved, this will typically prevent any penalties being applied and usually allow the work submitted to be marked as a first attempt.

Moderation

All work that you submit for assessment is marked by your module tutor. A suitable sample is then selected to be moderated by another tutor. This is to ensure that the mark awarded is reliable and not just the judgement of one marker. All of the work you submit is retained by the College to assist our external examiners in the quality assurance of your programme. This may mean that the results you receive during the year may change and should therefore be considered provisional.

External Examiners

Every higher education programme has its own External Examiner whose role is to support the academic staff team in ensuring that the standard of your programme of study is comparable to other programmes in that subject discipline. The External Examiner will confirm that the work that you have produced is of a standard that is expected and identifies any issues that the academic staff team needs to take into account to continually improve the programme. The External Examiner also feeds back on the key strengths that make your programme a really effective and valuable learning experience.

External Examiner reports for your programme can be requested by emailing highereducation@blackpool.ac.uk

Board of Examiners

Once a module is complete, the marks for all assessments are compiled together to create an overall module mark.

The module board of examiners sits at the end of each semester to consider modules in scope. Your overall marks for the year are considered by a programme board of examiners that will make recommendations regarding your progression between levels, reassessment and eventually the award of your qualification. The majority of programmes within the college run an academic year between September and June. Reassessment work will therefore normally be completed during the summer months and submitted by the end of July (the precise date is set by the board).

The board of examiners sits again prior to the start of the next academic year in September where the results of any summer reassessment work will be considered.

Where programmes fall outside of the standard academic year, the timing of the board identified above may vary, however the general process remains the same.

PARTNERS FOR SUCCESS



The Partners for Success framework has been developed from our considerable achievements and successful review outcomes in supporting students and ensuring that they are provided with the best possible opportunities to engage fully with their learning experience and the full life of the college. It outlines how staff, students and the wider college community work to provide a seamless network of support to enable all students to achieve their potential.

Studying at University level can mean quite a life change, particularly if you have to move away from home, juggle study with work or have caring responsibilities while studying. You may also be returning to study after a period away and feel unsure exactly what to expect. Most students new to higher level study also comment on the fact that it can be quite different to their previous studies.

Our central aim is to enable all students to become confident and competent independent learners and achieve to the maximum of their potential through the development of their academic skills, personal well-being, literacies and professional employability attributes.

- We will work in partnership with all stakeholders, students, staff and others to ensure and assure personal change and development through mutual expectations, mutual agency and clear communications.
- We will provide students with a network of support to enable their development and achievement of their personal, academic and professional goals

Key partners in your success are:

- Your Progress Tutor and the programme delivery team
- Careers team
- Student Support and Wellbeing including HE Learning Mentors (HELMS)
- Learning Resource Centre teams

- Student Union
- You!

Your Progress Tutor and the programme delivery team

Here at Blackpool and the Fylde College every student is entitled to receive tutorial support on their programme of study. Tutorials are an important learning activity; they give you the opportunity to engage in dialogue with your tutor on matters of academic progress as well as personal and pastoral issues which may impact on your learning experience.

The benefits of tutorials are that they help you to individualise your learning on programme and to receive constructive feedback on your work specifically and progress generally. Tutorials are an essential component of the B&FC Partners for Success framework which aims to enable your personal and academic development, and maximize your opportunities for success, through coordinating the range of support services available to you through your progress tutor. Tutorials can help you to critically engage with your subject in a way that you may not be able to do in lectures and other forms of learning. Your tutors will encourage creativity and originality of thought that will help you to gain a better understanding of the subject discipline helping you to achieve your potential and experience high levels of success.

You can ensure that you get the most out of tutorials by:

- Proactively seeking out information before the tutorial to prepare yourself for the discussion and dialogue
- Actively engaging in discussion with your tutor.
- Using the tutorial opportunity to ask questions of your tutor and engage in critical discussion.
- Receiving feedback and using this to plan your next piece of work or setting personal and academic targets for future learning activities

The Careers Team

University Centre

Located in the Foyer, ground floor, South Building

Tel. 01253 504474

Bispham Campus

Located opposite the main Reception area in the Hub

Tel. 01253 504298

Student Advisors

Student Advisers provide you with confidential and impartial information on a range of areas, and work to matrix quality standard to ensure excellence of support, advice and guidance to all our Students and prospective Students. Quick-query interviews usually last approximately ten minutes. For example, you might want to ask about job vacancies, for help with preparing for an interview, or advice on financial assistance etc. If you have a more complex query the Student Adviser will make a mutually convenient appointment with you for a longer interview. Careers Information Advice and Guidance and financial Help Group sessions also take place throughout the academic year.

Student Advisers also provide a drop-in service at all Blackpool and The Fylde College Campuses, so you don't need to book an appointment to see an Adviser.

Financial Help and Support

Student Administration can provide you with information and advice on access to help with transport, childcare and HE bursaries.

The Careers Team can help you if you find yourself in financial difficulties and will also help with advice and guidance regarding student loans.

Accommodation

Our Student Advisers can help you find student accommodation and provide advice on costs, and other expenditure i.e. rent bond, gas, electric, TV, phone, travel etc.

Careers Information, Advice and Guidance

The Careers Team are all highly qualified in careers information, advice and guidance and can help you with UCAS applications for entry to Higher Education, with making decisions about progression to other courses, job application, CV preparation and interview techniques alongside career and further training pathways and opportunities. Our team of professional Student Advisers are available to help you with all aspects of your career planning and decision-making, such as:

- Making decisions about your future career
- Planning your job search strategy
- Curriculum Vitae (CV) writing
- Getting relevant work experience - including volunteering
- Making applications and preparing for interviews
- Researching postgraduate study options

At Blackpool and The Fylde, our careers service extends far beyond helping you to pinpoint your ideal career. The emphasis is on tailoring a 'careers package' to your particular aims and aspirations that gives you the skills and experience needed to make you highly employable from the moment you graduate.

That's why all our degrees have a strong employment focus, with opportunities to try out your chosen career area, learn skills that employers are specifically looking for and practice interview and assessment techniques with representatives from industry. We also run an online job shop, backed up by a highly trained team of staff dedicated to making your career goals a reality.

You may be starting your course already clear about what you want to do when you graduate or you may not be sure at this stage. Our experienced and professional team of careers student advisers offer careers and progression advice to guide you towards making the right decisions about your future. Choose from e-guidance, telephone and face-to-face interviews within a small and supportive environment. We also offer pre-course advice and guidance. Underpinning all of this is a vast range of careers library resources together with access to internet-based resources, video resources and computer-aided guidance packages.

Enhancing your Employability

The opportunity for you to develop your graduate skills and attributes is built into all our courses to ensure you graduate not just with subject knowledge but with the ability to embark on your chosen career and hit the ground running. Our programmes also provide an opportunity to discover more about your chosen career area through visits from external speakers and trips to local employers and industry. Some programmes even contain a workplace learning module, where you'll get to spend time with an employer, putting your knowledge into practice and gaining valuable employability skills at the same time.

Getting Ready to Graduate

About a year before you're due to graduate we will invite you to take part in our graduate employability workshops, covering topics such as making the right career move, effective applications and successful interviews. In addition, local employers run mock interviews and facilitate role-play scenarios for students, which replicate the assessment centre experience for newly qualified graduates. These experiences are vital for developing an awareness of your strengths (and playing to them) and gaining an understanding of what graduate recruiters are looking for. Some of our students have even been offered a permanent position on the strength of them.

Student Support and Wellbeing

The Student Support and Wellbeing team will enable you to gain different approaches and techniques to reach your full potential independently through a range of study support and wellbeing strategies. Support offered includes face-to-face on a one-to-one basis, in a workshop or remotely via telephone and online. The team is based at the University Centre and provides support across all campuses Monday to Friday from 8.30am to 4.30pm. Appointments can be made outside these times by arrangement. Further information is available through the virtual learning environment, Moodle. Higher Education Student Support and Wellbeing Services include:

- Higher Education Learning Mentors (HELMs) email: helminfo@blackpool.ac.uk telephone 01253504494
- Disability Support: email dsainfo@blackpool.ac.uk telephone 01253504494
- Counselling Support: email referral only counselling@blackpool.ac.uk
- Wellbeing Support: email referral only wellbeingsupport@blackpool.ac.uk
- Support for care leavers, carers and students who do not have contact with their families: succeed@blackpool.ac.uk
- Safeguarding College Hotline 01253 504444 (9am to 5pm)

HE Learning Mentors (HELM)

The HELM team can support with aspects of student academic life, from settling into university life, helping you gain and enhance study and digital skills as well as to create your own health and wellbeing strategies to work as independent learners. Examples of some of the study skills development and enhancement that we can offer you include:

- Support in settling into Higher Education study, learn how to study effectively and improve your academic writing style.
- Academic literacy skills from grammar, sentence structure through to developing and enhancing expression, the use of language critical and reflective writing.
- Information skills development, such as research, applying theory to your practice / study and referencing.
- Other support includes effective study techniques, planning, structuring and polishing assignments, time management and organisation skills to work smarter not harder, in addition to revision and examination techniques.
- Digital literacy skills support for study
- Providing feedback on your writing style
- Support with Personal Mitigating Circumstances to help you get back on track and complete
- Keeping in touch support for Care Leavers and Carers
- Signposting to other Partner for Success services

In addition to individual support, HELMs deliver a range of study and wellbeing skills through workshops including the 'Flying Start' and 'Flying Further' programmes. These are designed to help you make the most of their course and complement the knowledge and information gained from your course. If you wish for the HE Learning Mentors to deliver a workshop for you and maybe some friends or your tutorial group, liaise with your tutor or direct with the HE Learning Mentors team.

For help, advice and information:

- Phone: 01253 504494
- Email: HELMinfo@blackpool.ac.uk
- Drop in: to the University Centre South Building Entrance

Disability Support

Disability services provide support for students with conditions that have a “significant, long-term and adverse effect” on their ability to carry out day to day activities and study. These can include on-going, long term or progressive medical conditions including mobility difficulties; mental-health conditions such as depression, anxiety, bi-polar; Autistic Spectrum disorders (ASD); Specific Learning Difficulties such as dyslexia or a sensory impairment such as visual or hearing impairments.

Examples of some of the support that we can offer include:

- Assessment for exam access arrangements such as use of a reader, a scribe, laptop, small group or separate room, assistive technologies and ergonomic devices such as an ergonomic mouse, supervised rest breaks, additional time allowance, and signed communication (please note that the final dates for approved exam access arrangements to be processed are 31st October for Semester 1 exams, and 28th February for Semester 2 exams).
- Support with gaining diagnostic evidence where appropriate.
- Information and guidance on Disabled Students' Allowances (DSA) and other funding, plus support with the application process.
- Support in implementing the recommendations from the DSA and any other reasonable adjustments appropriate for study.
- For further information on the DSA, visit: <https://www.gov.uk/disabled-students-allowances-dsas/overview>
- Liaison with curriculum areas regarding risk assessments.
- Guidance on accessibility. If you wish to check the accessibility of our facilities please visit <http://www.disabledgo.com/en/org-results/blackpool-and-the-fylde-college/college-view-all-venues>
- Signposting to financial support to cover any disability-related needs

For help and information:

- Phone: 01253 504494
- Email: dsainfo@blackpool.ac.uk
- Drop in: to the University Centre South Building Entrance

Wellbeing Support

There is a wealth of wellbeing opportunities at B&FC including:

- HeartMath, a computer programme designed to help you relax your body and mind for more effective study.
- You can borrow designated laptops with the HeartMath programme uploaded from the Loop at Bispham, University Centre and Fleetwood campuses.
- Mindfulness and resilience building techniques
- Tips to stay healthy
- Counsellors who offer short term non-emergency support and the opportunity to talk over something that may be causing you concern, is upsetting or distressing you and having a negative effect on your academic work, as well as your enjoyment of College life.

Please visit the Wellbeing area on Moodle for more information and guided self-help. For appointments please email wellbeingsupport@blackpool.ac.uk

Visit the Contemplation rooms for a place to practice HeartMath, for quiet meditation, prayer or just ‘time out’.

The Contemplation rooms can be found at:

- Bispham Campus - C307 - Third Floor Room - Cleveleys Building
- University Centre - SB130 - Second floor Room - South Building
- Fleetwood Campus- Room A33 Ground Floor- Halls of Residence
-

To use the contemplation rooms, visit the main campus reception and sign for the room key and HeartMath sensor. (We are unable to offer the HeartMath facility in the Fleetwood Contemplation room)

Need help now?

B&FC Safeguarding - If you feel unsafe or at risk at College contact your tutor or the Student Direct Safeguarding College Hotline: 01253 504444 9am to 5pm. If you require advice or assistance about disclosing a safeguarding concern you should discuss this with your Progress Tutor or any member of staff.

If you feel you are at risk of harm to yourself or others and need immediate help, contact the National Health Services (NHS) such as your GP or alternatively ring 111 as soon as possible, if you are in an emergency situation ring 999 or go to Accident and Emergency (24 hour) Victoria Hospital Whinney Heys Rd, Blackpool, FY3 8NR and request a mental health assessment.

Alternatively go to your nearest Walk in Medical Centre:

- Whitegate Health Centre, Blackpool, FY3 9ES
- Fleetwood Health & Wellbeing Centre, FY7 6HP

Need to Talk?

The Samaritans offer a 24 hour all year confidential external support service for well-being, stress, debt, loneliness, work, family and personal issues.

- Freephone 116 123
- Texting facility: 07725 90 90 90
- Email: jo@samaritans.org
- Web: <https://www.samaritans.org/branches/samaritans-blackpool-fylde-and-wyre-branch>
- Drop in 16 Edward Street, Blackpool, FY1 1BA (usually until 9.00pm)

Other support network outside college hours includes the Mental Health Helpline telephone: 0800 616171

SUCCEED is Blackpool and The Fylde College's package for Higher Education care leavers, carers and students who do not have any contact with their families.

The Children (Leaving Care) Act 2000 defines a Care Leaver as someone who has been in the care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday and is under the age of 25 years at the start of a HE study programme.

A Young Adult Carer is defined as carers between the ages of 18 and 25 who care, unpaid, for a family member who, due to disability, chronic/terminal illness, mental health problem or an alcohol or drug addiction/dependency cannot cope without their support.

Care leavers and carers are able to apply for the B&FC Access Scholarship to help pay for their studies. You may also be eligible to apply on the grounds of estrangement if you have not had verbal or written contact with both of your biological, adoptive parents or your only living parent for a significant period of time and your estrangement is irreconcilable.

<http://www.blackpool.ac.uk/support/funding/bursary>

- In addition to financial support, the SUCCEED package offers regular one-to-one support with a named HELM and regular contact to help you stay on track. For more information on support and eligibility, please contact Hannah Emery at succeed@blackpool.ac.uk

LEARNING RESOURCE CENTRE TEAMS

Whichever campus you study on, the Learning Resource Centres (The Loops) will play an important part in your studies. Our flexible learning spaces can provide you with a mixture of computer, group work and quiet study areas. You should make maximum use of this facility to log-on to a PC, access printing and copying facilities or ask the Resource Advisers for help and advice.

You will have access to a wealth of information through a wide range of physical and online resources such as e-books and full text journal databases giving 24/7 support for your academic work. Our search tool, Discovery, is linked to every course page of the college's VLE - Moodle. Our online catalogue - <https://libcat.blackpool.ac.uk> - is also available 24/7 allowing you to check reading lists, reserve titles, renew borrowed items and provide direct links to the titles in our extensive eBook library. We can also provide material from other libraries through our inter library lending scheme.

Our teams are always happy to offer help and advice. They have in-depth knowledge of your subject area and can support you in finding good quality research material, as well as developing your IT and research skills through one-to-one sessions. Interactive support materials are available through the Learning Resources area on the virtual learning environment, Moodle. More information about The Loops, including the opening hours for each centre, can also be found on the [college website](#)

Term time opening hours

The Loop at UC

Monday – Thursday 8.30 – 21.00

Friday 8.30 – 17.00

Saturday 10.00 – 15.45

Email: CentralLoopLRC@blackpool.ac.uk

Telephone: 01253 504414

The Loop at Fleetwood

Monday - Thursday 8.30 – 20.00

Friday 8.30 – 17.00

Saturday 10:00 – 15.50

Email: lrcfle@blackpool.ac.uk

Telephone: 01253 504714

The Loop at Bispham

Monday – Tuesday 8.30 – 17.00

Wednesday 8.30 – 20.00

Thursday - Friday 8.30 – 17.00

Email: lrcbis@blackpool.ac.uk

Telephone: 01253 504290

Self-issue / return facilities are available in the Bispham, Fleetwood and University Centre Loops. There are drop-in IT-based facilities with networked computers (including Macs in the Loop at UC) and wireless laptops, colour printing and scanning facilities. In addition, the Loop teams can help you get connected to the Wi-Fi and other college systems. Help with IT issues is available through an online HelpDesk.

You can access computing and copying facilities at any campus, if this is more convenient for you when engaged in independent study, but the majority of course specific materials will be located in the Loop on the campus where your course is based.

You will find the essential texts for your course available in the library stock and these are regularly updated. Relevant journals and online resources are purchased on an annual basis. For all Higher Education courses you will have access to online reading lists via the Rebus software. These online reading lists directly link you to the core eBooks and print resources in the library catalogue, thus enhancing their accessibility.

Following an initial Welcome Tour of your local Loop, your tutor will arrange for us to work with you in

follow-up in-depth sessions on key skills such as effective searching of online resources and referencing. Induction sessions are also provided at the start of your programme to help you find your way around technology in the college. Additional one-to-one tutorials are available to all students. LRC support is supplemented by a range of interactive resources on Moodle.

The services provided by the Learning Resources Centre will be an integral part of the Induction Programme for this course.

Information Technology Resources

Being able to access resources and materials to help you on your course when you need them is very important. Moodle is our virtual learning environment, and contains lots of key information about your course and is accessible 24:7. As part of your induction we will make sure you are able to make the most of this resource.

As a student at Blackpool & the Fylde College you will be provided with a web-based Microsoft Office 365 account. This account provides anytime, anywhere access to a suite of Microsoft programmes including Outlook email and web-based versions of Word, Excel and PowerPoint. You also get access to your own online storage area so you can download, edit and save your college work wherever you are.

Included in your Microsoft Office 365 account is access to our MyDay portal. The portal provides you with access to your calendar (including timetables), email and links to Moodle and eTrackr. Timetable data is updated every hour so you can see all room changes. It is accessible from a web browser and as a mobile device app on Apple and Android devices. MyDay will be launched automatically whenever you login into a College desktop computer.

To find your course materials, log-on to Moodle, the College's virtual learning environment. Moodle contains lesson notes, multimedia materials, quizzes, forums and lots of different tools to help you achieve your academic goals. You may submit your assignments through Moodle and receive online feedback from your tutors. Moodle also provides easy ways for you to communicate with your tutors and fellow students using messaging, chat rooms and forums. You can access your Office 365 and Moodle accounts by logging into one simple webpage MyDay which also contains useful college information, news and links:

<https://blackpool.mydaycloud.com/dashboard/home>

Induction sessions are provided to all students at the start of their course to help you find your way around technology in the college. 'The Loop' LRC's are located on each campus. You can pop into The Loop and log-on to a PC, access printing and copying facilities or ask the Resource Advisers for help and advice.

STUDENT UNION

The Students' Union (SU) at B&FC is *your* union. It's made up of students that *you* elect each year, who listen to the student voice and respond to *your* wants and needs. The SU represents students on a range of issues, including equality and diversity, education and social activities, with the aim of ensuring your time here is as interesting and enjoyable as possible.

As a student at Blackpool and The Fylde College, you are automatically free members of the Students' Union and you are encouraged to play an active role. Our Students' Union is actively engaged in student affairs at local and regional levels so there are opportunities for you to become involved in various campaigns and fund-raising activities. Our aim is to work for the good of the student community and to take an active interest in the development of all students. As such the Union represents the students on a number of academic and College committees where student involvement and comment is welcomed.

The Union provides the framework and financial backing for students to organise trips and events,

which can be a great way to broaden your interests and meet new people. With a wealth of information, our Students' Union can also advise you on places to go and things to see and do.

If you need to get in touch, you can contact your Student Union Sabbatical Officer by phone or email.

B&FC Student Union Sabbatical Officer

Tel: 01253 504 517

Email: studentsunion@blackpool.ac.uk

BEING A PARTNER IN YOUR OWN SUCCESS

Higher education is as much about personal change and development as it is about subject knowledge and skills development. By facilitating your development we enable you to take responsibility for your own learning. Students who are fully informed about the opportunities available to them, but who are also aware of their responsibility to engage with those opportunities, are more likely to make effective use of services and resources (QAA Quality Code Chapter B4). It is important that you take advantage of every opportunity to facilitate your success, and to creatively engage with the knowledge you encounter, constructing and reconstructing your own understanding. We will support you to set clear goals, reflect on your progress and develop key graduate skills.

ABSENCE REPORTING

If for whatever reason, including ill health, you are going to be absent from College then you will need to ensure that you make contact with us to discuss how we can support you. This is particularly important if your absence could have a significant effect on your assessment requirements. Should this be the case then you will need to consider the College Personal Mitigating Circumstances procedure the full version of which is available at the link below.

<https://www.blackpool.ac.uk/he-regulations>

Any personal mitigating circumstances, such as ill health, which may have affected your studies or performance in assessments and examinations, would need to be submitted to the HE Student Administration Manager mitigating.circumstances@blackpool.ac.uk formally by you with supporting evidence, e.g. a medical certificate, following the procedures and in accordance with the deadlines laid down in the College's Personal Mitigating Circumstances Policy.

In the event that you are unable to attend an examination because of illness or other unforeseen circumstances, you must immediately inform your programme leader before the start of the examination. If you are absent from the whole or part of an examination because of illness, a Personal Mitigating Circumstances application form together with a valid medical certificate or other appropriate independent documentary evidence must be forwarded to the HE Student Administration Manager normally within ten working days of the examination.

SAFEGUARDING

Safeguarding supports students in 'Being Safe and Feeling Safe'. If you feel unsafe, in danger of harming yourself or at risk whilst at College contact the Student Direct Safeguarding College Emergency Hotline: 01253 504444 9am to 5pm. Alternatively at any time visit your GP or local Walk in Medical Centre or Accident and Emergency (A&E) unit at the Hospital.

Other support networks also available outside College hours include the NHS crisis telephone: 0300 365 0300, the Mental Health Helpline telephone: 0800 616171 or the Samaritans 24 hours a day on the local contact number of 01253 622218 or on the national number 0845 790 9090.

If you require advice or assistance about disclosing a safeguarding concern you should discuss this with your Progress Tutor or any member of staff.

STUDENT IDENTITY CARD

You must wear your ID badge at all times whilst on College premises. Access to College facilities is dependent on Students having their ID badge. You will also be asked to show your ID badge when sitting exams. You will be challenged if you are not wearing your badge when on College premises. This is to help students and staff feel safe in College.

FOOD ON CAMPUS

When you want to take a break for refreshments on campus, you're well catered for. At the University Centre's Central Hub refectory, **Café Grads**, you can sit down and tuck into a proper meal or just grab a bite and relax in one of the chill-out areas. A **Starbucks** outlet has also just opened in South Building.

A similar-style refectory, **Retreat**, is available at our Bispham Campus or if you fancy a little treat there is also a range of freshly made sandwiches and smoothies in the **Grab and Go** and a **Starbucks**. At the Fleetwood campus the **Refectory** offers traditional breakfast, a wide range of hot food, sandwiches, snacks and beverages. Visit <http://www.blackpool.ac.uk/facilities/shops> for more information. At all our campuses, there are also plenty of vending points providing snacks on the go.

Get off to a great start every morning! All Blackpool and The Fylde College students are entitled to a free healthy breakfast.

SPORTS FACILITIES AND COLLEGE TEAMS

Sports facilities are mainly based at the Bispham Campus where there is a sports hall, an all-weather floodlit sports pitch and a well-equipped gym, **Inspirations**, with Fleetwood also having some facilities. We have numerous College teams, both men's and women's, with other available sports ranging from volleyball and five-a-side football to table tennis and canoeing. To find out more ask your progress tutor.

ENRICHMENT

Enrichment is about providing you with opportunities to bring your learning to life, developing your range of interests, meeting new friends and growing as a person. Some activities will be related to your area of study whilst others may not be directly linked.

Curriculum-based activities

Whilst studying your chosen subject at College, you will have the chance to see how your subject works in real life and apply that insight to your studies. We also aim, during your programme of study, to develop your employability skills and interview techniques. To provide this valuable enrichment, your programme may feature such activities as guest speakers, trips into industry and overseas visits, 'real life' assignments, competitions, work experience and work placements (some of which can lead to permanent positions).

Extra-curricular activities

College is also as much about the social side as it is about learning. At Blackpool and the Fylde College we offer a vast range of activities, from discounted theatre trips to lunchtime sports activities and book club. Activities are free to everyone enrolled on a course and in most cases, there's no need to book. For more information about what's on, view our enrichment booklet online or available in hard copy from the Careers team.

Fee-based activities

For those of you who wish to engage in a further range of activities there are fee-based sports activities. For full details please see our online [Sports Facilities](#)

The Sports Team can also organise one-off fitness activities, such as trips to Manchester's Chill Factor for skiing or outings to Grizedale Forest for mountain biking. For more information please contact the Sports Centre staff on 01253 590829. Don't forget, that the Students' Union may be able to help with funding too.

GETTING INVOLVED IN THE QUALITY OF YOUR PROGRAMME

At Blackpool and the Fylde College we believe that you are a member of our higher education and College community and as such your views and experiences are extremely important to us. We want to work in partnership with you to ensure that your experience is the best that it can be both for you and others who study with you. To this end we work hard to engage all students in dialogue about the quality of their learning experiences. You can engage by providing useful feedback on your experiences of modules through Module Evaluation Questionnaires, through being an elected course representative attending student forums and college meetings and through surveys such as the Student Perception on Course (SPOC) surveys and the National Student Survey (NSS).

ACADEMIC APPEALS

An academic appeal is a procedure which allows you in certain circumstances to ask for a review of a decision relating to your academic progress or award. You can ask for a review of a decision by one of the following:

- A Board of Examiners, both Module and Programme Boards.
- A Personal Mitigating Circumstances Panel
- An application to the College
- An Academic Malpractice Panel

It should be noted that students may only appeal against a decision if they can show that they satisfy one or more of the grounds detailed in the academic regulations. The appeal process cannot be used to challenge academic judgement or appeal simply because you disagree with the marks you have been given.

An academic appeal is different from a complaint so appeals and complaints are looked at under different procedures. A complaint is dissatisfaction about the provision of a programme or academic service or facility or any other service provided by the College.

Students studying either a:

- **Blackpool & The Fylde College Programme**
- **Lancaster University Validated Programme**
- **Liverpool John Moores Validated Programme**
- **Scottish Qualifications Authority Programme (SQA Higher National)**
- **BTECHigher National Programme**

To lodge an academic appeal, you must do so by submitting your appeal within 10 working days of the publication of your results or decision of a panel either by writing to the HE Academic Registrar, Bennett Avenue, Blackpool, Lancashire, United Kingdom, FY1 4ES or by email to: appeals@blackpool.ac.uk

The Academic Appeals regulations and application pro-forma can be found on The Blackpool & The Fylde College website <https://www.blackpool.ac.uk/he-regulations>

GRADUATION

Our annual higher education awards event is a spectacular occasion, representing the culmination of masses of dedication and hard work, and the gateway to an exciting and rewarding future. The graduation ceremonies will take place at the Winter Gardens and Opera House, 97 Church Street, Blackpool, Lancashire, England FY1 1HL.

Your graduation day may seem a long way off now, but you will be there quicker than you think! Blackpool and the Fylde College's Awards Ceremonies are a part of the celebration of your achievement and we hope you will be able to attend. You will need to budget for the cost of guest tickets, academic dress and photography. Awards Ceremonies are held each year at the Winter Gardens. If you attend the Awards Ceremonies we publish the names and awards of all graduates in the Awards Ceremony booklet and in a graduation supplement in the local press. If you do not wish your name to appear, you must contact Student Administration to inform us. We will print the name we have recorded for you on your degree certificate, so it's important that you tell us in advance of any spelling or other changes. After we have printed the certificate we will not be able to change it for you.

This is a very special day for all our graduates and their friends and families and is a marvellous opportunity to share and celebrate your academic achievement and accomplishments.

MODULE OUTLINES

The following module outlines provide you with a brief overview of the modules and their contents, together with the intended learning outcomes and the recommended reading lists.

BFC402-T: Academic and Digital Literacy (Science) Level 4 - Mandatory

Module Abstract

This module will support the development of your academic and digital literacy skills which are not only the key features of successful undergraduate study but will contribute to your achievements across all other modules in your programme. You will, as you work through the module, be expected to; develop knowledge of digital software to improve how you work with digital and traditional information sources and to enhance your Information Communication Technology (ICT) computer skills.

The module will introduce you to strategies for locating, interpreting, evaluating and manipulating information to support academic study. You will review academic stimulus material in order to integrate information from traditional and digital sources. You will interpret statistical data to produce information in both written and graphical forms and apply statistical analysis techniques to explore relationships and significance. A key component of academic and digital literacies is to research and enquire digitally and present and record information professionally and ethically appropriate to your subject discipline. You will also develop critical reading and thinking skills which will be applied to your assessed work in all your modules. You will work with data sets applying mathematical constructs to work with data and representing data through graphical formats.

This module will use the subject content of another module delivered in that semester to support the development of academic and digital process skills which are directly relevant to your studies. This will not only help reinforce knowledge in your chosen subject discipline but will equip you with graduate abilities that are transferable for scientists, computer scientists and engineers and will be an asset to your future employability. It is expected that as you work through the module you will develop your confidence in and ability to use digital sources and academic literacy techniques to enable you to study and learn effectively in your subject discipline context.

Learning Outcomes

- 1 Use digital devices, applications and services to identify digital and information needs, solve problems and assess information sources

- 2 Produce written communications and verbal presentations appropriate to audience and level of complexity
- 3 Locate, interpret, evaluate, manipulate, share, present and record information professionally and ethically
- 4 Reflect on own skill levels and identify further learning needs to support future studies and enhance transferable skills for employment
- 5 Analyse data sets applying statistical analysis techniques to produce graphical representations of data

Indicative Content

Academic Writing

- Conventions
- Terminology
- Paraphrasing
- Summarising
- Reports / Essays
- Referencing

Ethical Research and Practice

- Confidentiality, anonymity, secure storage, vulnerable participants, netiquette

Secondary Research

- Use of digital and traditional tools for discovery; open access journals
- Referencing and in text citation, plagiarism, reliability and validity of sources
- Comparison, contrast and critical evaluation
- Critical reading and note making

Data Collection

- Working with raw datasets, cleaning and processing
- Spreadsheet tools

Data Analysis

- Statistical analysis Mean, median, mode, standard deviation, correlation
- Accuracy, precision, error and uncertainty
- Reporting data (graphical methods, tabular grouped vs ungrouped etc.)
- Interpreting data (confidence intervals and p values)

Reflective Practice and Writing

- Models of reflection

Critical Reflections

- Academic formality voice / academic, personal and prof

PAN401: Introduction to Health Studies **Level 4 - Mandatory**

Module Abstract

The module will examine the theoretical concepts of health promotion and practical evidence based health improvement principles that could be used to elevate the health status of individuals and communities and enable people to have more control over their health behaviour choices. The field of Health Promotion builds on the areas of public health and health education and acknowledges that behaviours are shaped by personal cognitions, societal norms and environmental influences.

Students will consider a range of health interventions that will include those based in health care, (e.g. physical activity in mental health services. exercise referral schemes. falls prevention exercise

programmes and weight loss referral programmes) and community based settings (e.g. workplaces, walking programmes, green gyms, and weight loss schemes). Students will then build on this content and design an intervention (physical activity or nutrition) targeted towards a local community population.

Learning Outcomes

- 1 Explain the key developments within contemporary physical activity and health policy.
- 2 Describe the social and political changes that have facilitated the development of a relationship between physical activity and health.
- 3 Define key barriers that influence and impact upon the health and well-being of various populations.
- 4 Assess how the role of a practitioner helps to promote the health and well-being in various population groups.
- 5 Analyse a range of health promotion interventions across a variety of settings and how they can be evaluated;

Indicative Content

What is Health?

Examine the consequences of 'lifestyle' choice.

What is Sport and Physical Activity and is it good for you?

Basic nutritional requirements and needs.

Barriers and benefits to physical activity and healthy eating.

Identifying local health initiatives aims and objectives.

Analyse current government guidelines in relation to health promotion.

Examine the different roles a health practitioner may be expected to undertake.

PAN404: Social Perspectives of Health Level 4 - Mandatory

Module Abstract

This module critically considers the extent health and illness are affected by social factors. Social processes and structures impacting on individuals and social groups are explored and contemporary healthcare practices, within political and cultural contexts including power relationships and systems of knowledge will be examined. Students will engage in a sociological exploration of critical issues around participation in physical activity and will discuss the various social determinants which affect an individual and can often result in physical inactivity. The module will draw on a historical framework to consider issues of inequality, especially in relation to issues of gender and social class and to consider change and continuities between the past and present in relation to physical activity, ill-health and structural issues of inequality. Furthermore qualitative and quantitative empirical research will be explored from the social sciences to understand the practical and social issues relating to both physical activity participation and sedentary behaviour.

Learning Outcomes

- 1 Analyse Government led initiatives on physical activity, including the Active People Survey
- 2 Assess social and economic factors influencing the health promotion and physical activity
- 3 Analyse contemporary issues around physical inactivity from a sociological perspective in different populations (e.g. children, older adults, ethnic minority groups, etc.)
- 4 Evaluate the role of physical activity and other influential active experiences and examine how these experiences may channel young people into or away from leading a physically active lifestyle
- 5 Appraise the social determinants of health and physical activity and inactivity.

Indicative Content

Sociological perspectives on health promotion and physical activity participation(eg critical, functionalist, conflict, post-modern)

Issues of health inequalities

Biomedicine and medicalisation in modern society

Social and cultural aspects of promoting health and physical activity interventions

the environmental and social determinants of physical activity and physical inactivity

Issues regarding global health and gender

social and economic factors influencing the promotion of physical activity

PAN405: Physical Activity Design Level 4 - Mandatory

Module Abstract

This module aims to develop subject knowledge in order to coach participants in physical activities and inspire in a variety of contexts, across various populations, in response to current needs and agendas. This module will enable students to recognise the relationship between theoretical concepts of physical activity and health and the role of sport and physical activity to promote active lifestyles. You will develop this underpinning theory into coaching practical lifestyle activities. Coaching practical activities in outdoor, fitness and sporting environments will be explored.

Learning Outcomes

- 1 Display professional delivery of physical activity appropriate to influence adherence to participation.
- 2 Prepare appropriate leadership assets to support a physical activity session.
- 3 Explain current societal trends and published recommendations in physical activity
- 4 Appraise various strategies used by health practitioners to increase physical activity levels.

Indicative Content

Definitions of sport, health, fitness, physical activity and exercise

Current trends in physical activity and sedentary lifestyle

Pathways in the development and delivery of physical activity

The development of personal competence and subject knowledge in the chosen physical activities

Introduction to Coaching pedagogies

Coaching practice to promote physical activity and health

Safe, ethical, sustainable and professional practice in selected physical activities

PAN406: Eating for Health Level 4 - Mandatory

Module Abstract

The aim of this module concentrates on reviewing current governmental guidelines concerned with all aspects of healthy eating. This module further aims to help you develop an understanding of the role of dietary components in maintaining human health and the effect of dietary imbalance on an individual's susceptibility to life threatening diseases. You will learn about how nutrition plays a key role in the health of modern day society and how both micro, meso and macro factors impact upon a populations approach to nutrition.

Learning Outcomes

- 1 Differentiate between the different forms of eating or weight disorder, and types of eating behaviour
- 2 Delineate and compare the various causal developmental processes for different forms of eating disorder and obesity
- 3 Differentiate between and critically compare the usefulness of the different models of recommended diet.
- 4 Summarise and compare the likely treatment regimens for different patient groups regarding unhealthy eating
- 5 Assess the likely diagnosis of a specific form of eating or weight disorder based on a set of behavioural symptoms and anthropometric data

Indicative Content

Determinants of Eating Behaviour

Clinical Definitions of Eating Disorders

Body Image, Media and the 'Ideal' Body

Conceptual models and causal risk factors for Eating Disorders

The Assessment and Treatment of Severe Eating Disorders

Neurocognitive Impairment in Eating Disorders

Disordered Eating in Children and Adolescents

Obesity and Body Image in Children and Adolescents

Weight Stigma

SPG412: Anatomy and Physiology Fundamentals
Level 4 - Mandatory

Module Abstract

The aim of this module is to provide knowledge on the fundamental concepts of human anatomy and physiology which underpin the physical activity and sports performance. The module will provide you with sound knowledge of the mechanisms associated with the control and regulation of the major systems of the body. The material covered, in lectures and practical classes will provide a foundation for more advanced study of applied and clinical exercise physiology and physical activity prescription. This module will also develop your independent study skills and the ability to obtain and assess scientific information.

Learning Outcomes

- 1 Employ the correct use anatomical terminology and conventions.
- 2 Assess the anatomical and physiological workings of the human body from a systems perspective.
- 3 Apply theory and practice in a laboratory setting

Indicative Content

Levels of organisation of the human body

Anatomical terminology

Homeostasis and acute response to exercise

Structure and function of the skeletal system

Structure and function of the muscular system

Structure and function of the circulatory system

Structure and function of the nervous system

Structure and function of the endocrine system

Structure and function of the respiratory system

Structure and function of the digestive system

Immunology and physical activity response

BFC502-T: Work Based Research Project
Level 5 - Mandatory

Module Abstract

This module will provide you with the opportunity to explore current methodologies which underpin research activities; research design, data collection instruments and data analysis. You will be able to pursue a research interest which is related to your work context which will support your understanding

of professional strategies, operations and activities in context. This is an investigative module which will develop your skills in ethical understanding, research conduct and practices and enable you to generate conclusions which are evidence based. You will be supported to use your academic and digital literacies to research secondary published data relevant to your chosen area of investigation as well as collecting primary data sensitively and ethically in the field. This module will support you in developing the research and enquiry skills required for lifelong learning, employability and further under and post graduate study.

Learning Outcomes

- 1 Plan, design and implement ethical secondary and primary data collection.
- 2 Analyse and reflect on secondary and primary data in order to draw conclusions.
- 3 Evaluate the process and outcomes of research activities.
- 4 Communicate the outcomes of the research project to selected audiences.

Indicative Content

Using secondary sources of data

Research proposals

Research paradigms – positivist, interpretivist, critical

Quantitative and qualitative data

Research designs

Sampling and generalisability

Ethical practice

Data collection instruments: Design, pilots, construction

Quantitative and Qualitative Data Analysis

Drawing conclusions from research

Communicating the outcomes of research

PAN501: Nutritional Physiology and Metabolism Level 5 - Mandatory

Module Abstract

This module examines the core principles in physiology and biochemistry with a specific emphasis on the physiology of the gastrointestinal tract and the metabolism of macronutrients. Specific focus is given to how different physical activity modulates human metabolism and explains major clinical and pathophysiological processes and underlying mechanisms positively adapt with the onset of exercise and physical activity. You will learn about how a decrease in sedentary behaviours, reduction in physical inactivity and adaptation of nutritional intake improves both physiological and psychological components of human health.

Learning Outcomes

- 1 Evaluate the mechanisms for the integration and regulation of metabolism and maintaining internal equilibrium.
- 2 Critically evaluate the processes of digestion, absorption and excretion using appropriate terminology.
- 3 Critically appraise different methods of measuring human energy expenditure and physical activity.
- 4 Evaluate contemporary literature around recommended nutrient intake and exercise modalities.

Indicative Content

Homeostasis and the maintenance of internal equilibrium

Integration and control of metabolism

Structure and function of the gastrointestinal tract and its accessory organs

The metabolism of macronutrients

Methods of measuring energy expenditure and physical activity

Nature and extent of metabolic demand for macronutrients

The impact of exercise on digestive processes

Circadian Rhythm and Metabolic Processes

The role of the endocrine system in Metabolism

PAN503: Applied Community Health Level 5 - Mandatory

Module Abstract

This module will develop your understanding of community and public health so enabling students to appraise how contributions of epidemiology, contemporary aspects of practice, related policy and multi-agency working can influence the health of both individuals and wider society. Health promotion and physical activity initiatives are increasingly recognised as powerful tools for building community cohesion and improving both individual and community wellbeing. This module critically examines the complexities of developing, delivering and evaluating health initiatives and physical activity within community settings. The contested meanings of 'community' and 'development' will be explored from sociological, political and cultural perspectives alongside issues relating to empowerment and sedentary lifestyles. Furthermore the effectiveness of service delivery through various governmental agencies will be examined, such as Public Health England, in relation to various specialist population groups.

Learning Outcomes

- 1 Appraise contested meanings of 'community', 'health', and 'development' and social capital.
- 2 Evaluate community development principles, practice and theories, and articulate how these apply to health and physical activity development
- 3 Review the underpinning of difference and diversity in community settings in the context of health and physical activity development
- 4 Analyse contemporary health promotion strategies within a community setting

- 5 Review the emerging public health agenda, taking into account the wider determinants of health and differing populations

Indicative Content

The socio-political context of community sport and physical activity development

The interrelationships and contested meanings of 'community', 'sport' and 'development'

The principles and practice of community development

Equalities and social cohesion

Theories of social capital

Contemporary issues in community sports and physical activity development

Review tools and methods used in planning and delivery of community and public health

PAN504: Health Technologies Level 5 - Mandatory

Module Abstract

This module will examine the concept of human factors and will provide the theoretical framework to understand how changes in the environment and technology can elicit different human responses in healthy populations. The module will explore the human technology interface and the emerging psychological, social, ethical and clinical debates and dilemmas and aims to give you an in-depth understanding of how technology can be used to support health. Digital health encompasses, but is not limited to, telecoaching, telerehab and telehealth. Examples of technology include activity tracking, video-links for remote consultations, digital monitoring systems, mobile application development, software to support rehabilitation and environmental technology.

Learning Outcomes

- 1 Critique the roles, uses and impact of technology in health and physical activity
- 2 Review the evidence to support the use of technology in practice
- 3 Critically evaluate a variety of evidence based measurement and analysis tools to appraise the usability of sport, exercise and health technologies
- 4 Propose how specific TH, TC and TR initiatives may contribute to the achievement of personalised health and physical activity objectives.

Indicative Content

Terminology within tele-assisted health and physical activity

Introduce and define the concept of human factors in relation to technology design

The relationship between people and technologies, tools, environments and systems

The role of technology- prevention and self-management, augmentation and substitution

A systematic application of theory and evidence to designing and evaluating behaviour change

interventions at both individual and system levels

Predictors of technology use- perception, cognition and psychomotor performance

Technology diffusion, acceptance, usage and adoption

Usability - definition, design, testing and analysis methodologies

Future perspectives on digital technology

National and international perspectives on TH, TC and TR

PAN505: Delivering Frontline Health Level 5 - Mandatory

Module Abstract

The module aims to introduce students to the range of approaches taken towards encouraging, leading and coaching sport and physical activity in various community settings. Working with external partners you will be challenged to consider how and why we develop activities such as informal play, sports leadership, health and well being focused activities. Students will consider the different issues that people and communities face and how this might affect your design and delivery approach. The module will include both independent led research and peer discussion and practical engagement with partner agencies in community settings. Students will be given the chance to lead activity sessions to a range of groups and community projects.

Learning Outcomes

- 1 Differentiate a range of approaches to sport and physical activity leadership and coaching
- 2 Critically evaluate the aims and objectives of different agencies involved in the promotion and delivery of sport and physical activity experiences.
- 3 Deliver a practical session in a community setting.
- 4 Apply interpersonal and communication skills to clarify tasks and identify and rectify issues in a range of practical contexts.

Indicative Content

School teaching and delivering physical activity

Community based activity coaching

Youth settings

Play settings

Sport and physical activity for health and wellbeing

Sport and physical activity for older populations

Sport and physical activity for people with physical and learning disabilities

Roles of leadership when delivering physical activity

PAN506: Cognitive Health Level 5 - Mandatory

Module Abstract

Mental health disorders make a significant contribution to the burden of disease worldwide (WHO, 2011), although mental health is a contested issue. Working within a biopsychosocial framework, the module explores ideas, models and psychological practice in mental health – encouraging students to review their own beliefs and experiences. The interacting five dimensions of the person – social, emotional, physical, psychological and spiritual will be referred to in consideration of why people become distressed and how these dimensions influence the life course and life events. Dominant themes will include recovery, stress-diathesis, and stigma. The module works through a journey drawing on understandings about mental health in children through to older age.

Learning Outcomes

- 1 Evaluate a range of mental health disorders and the evidence base of current psychological approaches to working with mental health issues
- 2 Critically evaluate the contemporary debates and the complexity of diverse theories and models in the fields of mental health and wellbeing
- 3 Assess the complex relationship between physical and psychological health and psychological treatments of various mental health disorders
- 4 Examine the increasing emergence of physical activity as a preventative intervention for depression and anxiety.

Indicative Content

Common mental health problems and their symptoms, including: anxiety-related conditions; depression; schizophrenia; eating disorders; personality disorders and addictions.

Biopsychosocial's model in the treatment and care of people who experience mental health problems (e.g. biological, psychological, and social models)

Positive Mental Health

Mental Health Supports and Services

Working with and/or caring for People who experience Mental Health Problems

Individual personal Perspectives

ADDITIONAL COSTS

As part of the programme, you are strongly recommended to attend residential field trips, which provides an opportunity to develop practical skills and embed theoretical concepts. Costs involved with this trip cover food, transport and accommodation and typically comes to around £300, although this is calculated yearly and is subject to change. Travel for local field trips is paid for by the college. There may be additional costs to consider such as printing and photocopying.

EQUIPMENT REQUIREMENTS

Due to the number of practical and physical activity sessions, you will need to supply your own warm, waterproof clothing and appropriate footwear.

Furthermore it is likely that transportation costs may be incurred as the majority of practical sessions will be held at the College's Bispham campus. It is critical that resources at Bispham, such as the 3G pitch, Sports hall and gym are available for timetabling.

Also students have the option of purchasing a college tracksuit for practical sessions where different priced packages are available – typically the tracksuit costs £70.

Bolt on courses are also available and are offered at reduced costs: Students will be expected to choose at least 1 course from the following:

UKCC Level 1 Award in Coaching Badminton

UKCC Level 1 Award in Coaching Cycling

UKCC Level 1 Award in Coaching Football

STUDENT PROTECTION PLAN

1. An assessment of the range of risks to the continuation of study for your students, how those risks may differ based on your students' needs, characteristics and circumstances, and the likelihood that those risks will crystallise

Blackpool and the Fylde College (B&FC) has been providing high quality career focussed education for over 125 years; the risk that B&FC is unable to fulfil its obligations and duties to you is very low because our financial performance is consistently strong. B&FC provides a range of services to a diverse student population and this economy of scale provides security that our financial position presents low to zero risk of non-continuation or closure.

The risk of campus closure is very low because B&FC has a rigorous business planning process that ensures that all our resources are matched against curriculum need. Whatever programme you are studying you can be assured that it is fit for purpose, meets the needs of industry and aims to secure long term sustainable employment. This level of planning and forecasting mitigates any risks associated with course or campus closure. In addition, new courses or those due for refreshing and updating through revalidation, conduct significant levels of market research ensuring curriculum and resources are fit for purpose, informed by employers and are subject to the highest level of scrutiny.

B&FC delivers highly specialised courses including honours degrees, foundation degrees, higher national diplomas and certificates all of these are co-created with employers. The risk that B&FC will no longer deliver courses at a specified campus is very low and as a mixed economy provider our economies of scale provide you with the added security that continuation of study will not be adversely effected.

The risk that we are no longer able to deliver material components of a course is low because courses are designed to be taught by integrated teams of academic staff who have levels of expertise matched against modules and levels, each module has at least two convenors attached thereby mitigating risks of dependency on individual members of staff. The breadth of provision at B&FC, where academic teams may deliver across multiple programmes and levels, provides highly effective continuity of service. This mitigates reliance on individual team members. In some areas where there are highly specialised skills, Marine Biology for example, we engage with a range of professional bodies, The Environment Agency and The Institute for Marine Biology for example, this provides an added layer of security to mitigate against any local skills shortage.

2. The measures that you have put in place to mitigate those risks that you consider to be reasonably likely to crystallise.

In the unlikely event that we were unable to deliver a course at a specified campus, where possible, the provision would be relocated to another campus and appropriate transport would be provided for you to ensure your studies would not be interrupted. The flexibility of our estate makes relocation the most likely and positive outcome.

It may be that over time, a course in a specialised programme may be superseded by newer provision, and together with declining recruitment may need to close. Such instances are anticipated through highly effective curriculum planning and arrangements are made to ensure that all students currently enrolled to the programme continue to receive the teaching and learning opportunities that enable them to succeed. If B&FC were unable to continue to deliver courses in such circumstances, we have a commitment to 'teach out' the existing programme. This means that we commit to ensuring your course of study will be completed within the time scale specified at enrolment.

Many programmes are designed with shared pathways and modular components, this provides enhancements to the student experience and mitigates against the negative impact of small group sizes. There have been instances where programmes have continued with small group numbers and in these cases the overall student experience has been positively sustained. Highly effective business planning ensures this delivery model is sustainable.

In the highly unlikely event that B&FC were unable to deliver material components of a course in any subject our breadth and depth of academic expertise would enable us to provide secure continuation of study. Our partnership organisations would be an additional support in this regard and would extend our existing highly effective recruitment processes. One of our core values is to place the student at the heart of all we do and this value ensures you are a respected partner in all learning activities.

3. Information about the policy you have in place to refund tuition fees and other relevant costs to your students and to provide compensation where necessary in the event that you are no longer able to preserve continuation of study.

B&FC is in a strong financial position with significant fixed asset values. This means we are a financially stable organisation and in the highly unlikely event of a claim for non-continuation and associated compensation you can be assured that resources are in place to meet our obligations. If you are in receipt of loans from the SLC, in receipt of sponsorship or privately funded, refunds will fall within scope of the policy document attached.

In the unlikely event that significant changes to study locations are encountered, B&FC will provide you with flexible and appropriate arrangements to ensure that continuation of study is not adversely impacted. This may include the provision of bespoke transport arrangements between sites. Where possible a minimum of 5 weeks' notice will be given for any instances of relocation.

B&FC has a well-established bursary package: These are applied for and awarded annually. The eligibility criteria is specified in the link below. There is no precedent, within B&FC, for bursary payments being suspended without fault or breach of the terms and no instances of compensation claims in light of course closure or non-continuation.

The B&FC refunds and compensation policy is available through the College website.

4. Information about how you will communicate with students about your student protection plan

We will communicate the provision of the student protection plan to you and future students through the college website.

All published prospectus materials will include a link to this web site.

For new and existing students the plan will be included in all student handbooks and accessible through the virtual learning environment.

The student protection plan will be communicated to all staff through a programme of HE fora, including bespoke staff development sessions, conference activities and curriculum planning

sessions. It will be considered through initial validation and revalidation events. Although B&FC may make improvements and minor adjustments to modules any changes which will trigger the student protection plan must be authorised by the Higher Education Academic Standards and Development Committee acting through delegated authority of the Higher Education Academic Board.

The student protection plan will be reviewed through a range of student engagement groups with formalised feedback from the Student Union. This will be managed through the normal quality cycle where the plan will be a standing agenda item on a Quality Assurance Meeting. This level of engagement will establish a partnership approach to the formation and review of the student protection plan with you as a key stakeholder.

Where possible you will be given a minimum of 5 weeks 'notice, in writing, for material changes to your chosen course. The Directorate for Students will provide individualised support through 1:1 meetings to ensure effective support is in place. Heads of Curriculum will be available to support groups of students and the Higher Education Learning Mentors will provide an additional layer of support to ensure academic progression is not adversely affected. A minimum of three individual and two group meetings will be available during any transition period.

Independent advice will be delivered through the Student Union Executive and their elected representatives.

An open and transparent process of review will be conducted annually. Student representation will be managed by the Student Union Sabbatical Officer and the Student Union President with a formal report submitted to the HE Academic Board for consideration. The partnership arrangements already in place at B&FC will add a layer of cooperation to this process.