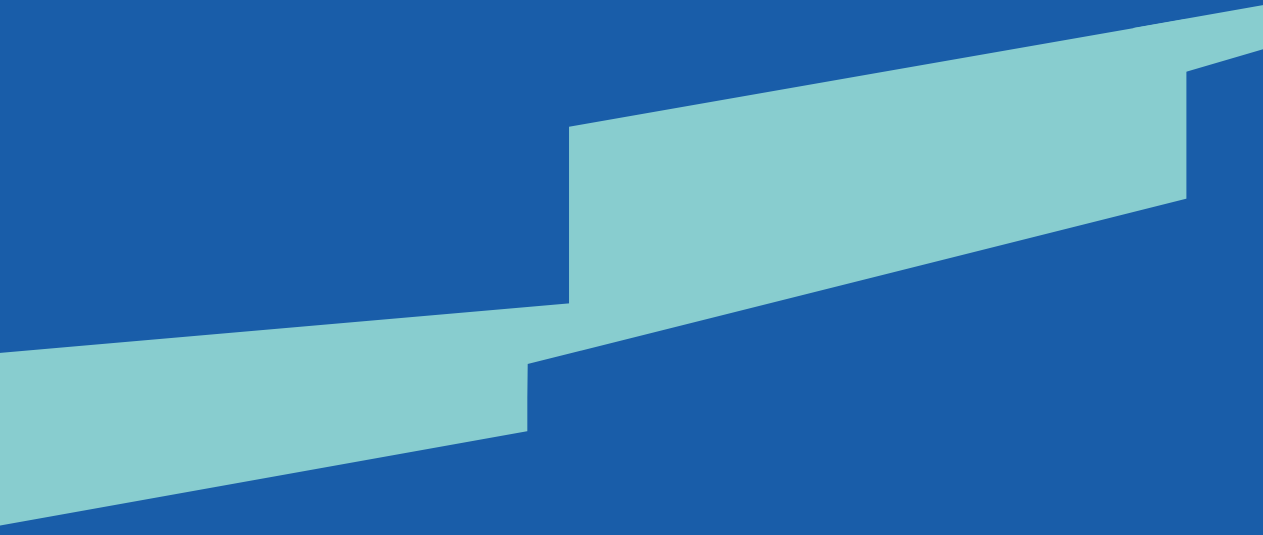
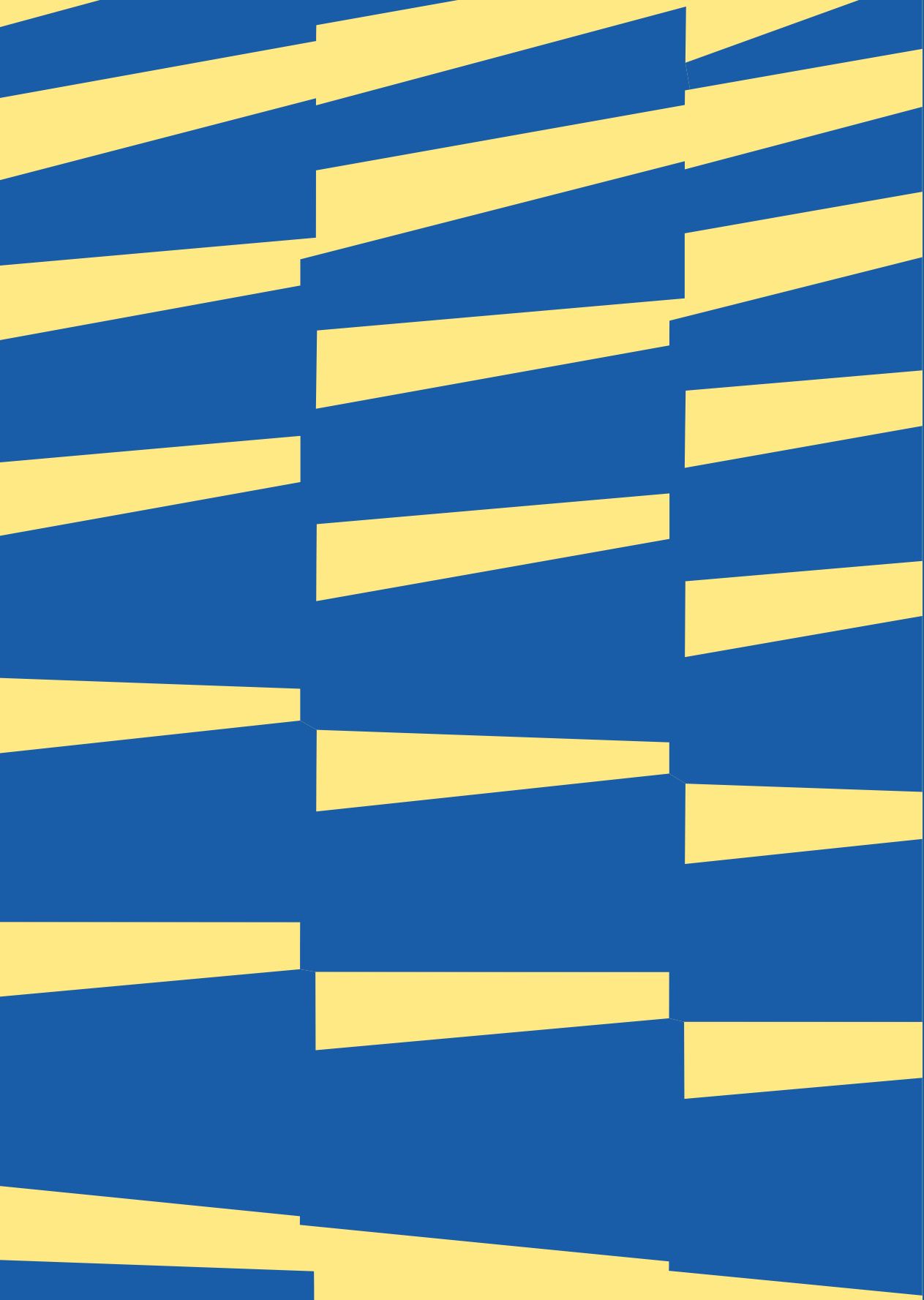


**The
Sheffield
College**

GO FURTHER



**YOUR
TRANSITION
TO COLLEGE**



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Chief Executive & Principal**

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WELCOME

Welcome to The Sheffield College! Whether you are starting with us this year or returning to study with us again, we are delighted that you have chosen The Sheffield College as the next stop on your career journey. We will do everything that we can to help you go further and achieve your dream career.

We know that your final months at school may not have been quite what you were expecting, so we want to help make the transition from school to college as easy as possible.

It is important to remember that we are here for you during these difficult times. We have taken special measures to ensure that your student experience will not be hampered by Covid-19. We will continue to work hard to ensure that you are safe and able to learn to your full potential.

Whatever your ambition, we can help you to achieve it. We have high aspirations for you and want to see you all Go Further! We want you to enjoy yourself, make new friends, work hard and get as much out of your time at college as possible.

I wish you all the very best for your time with us at The Sheffield College and hope that you have an amazing year.

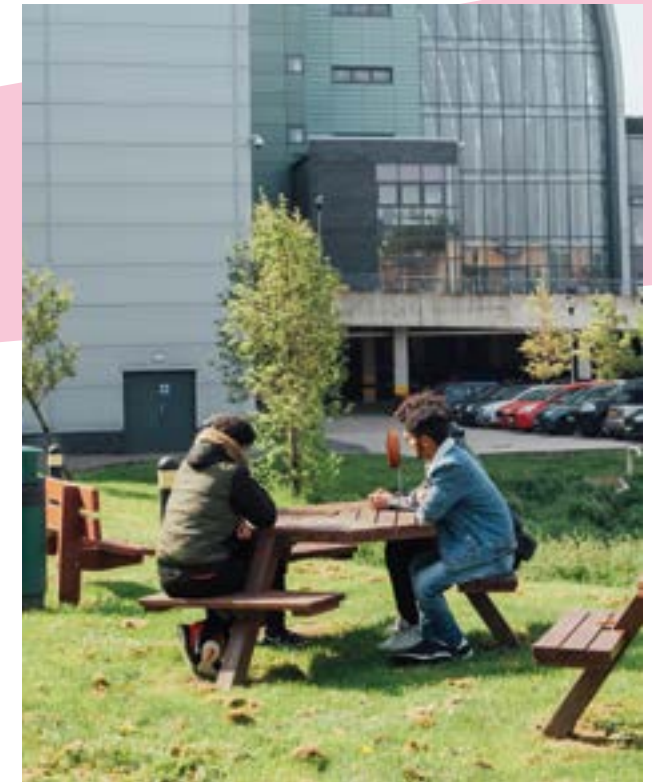


Angela Foulkes
Chief Executive and Principal,
The Sheffield College

WHAT CAN I DO NOW?

We know that the transition from school to college can be a little challenging, not to mention when your last few months of education probably weren't quite what you were expecting!

Luckily, there are loads of things that you can be doing now that will make starting your new course in September that bit easier.



What are the main differences between school and college?

School	College
Lessons 5 days a week, 9am – 3pm	Your classes may be spread out over the week, or you might find that your timetable is busier over 2 or 3 days, leaving you with free time to study on the other days
Attended by students aged 11 – 18	Whilst a lot of college students will be aged 16-19, there is no upper age limit
Uniform is mandatory	Unless there is a uniform required for your course (such as chef whites for catering) you can wear your own clothes, as long as they're within the college dress code!
Limited choice in what you study	College is your first chance to study a subject that is entirely your choice and something that you're passionate about
Workload is managed by teachers	Whilst your tutors will help you, ultimately you are responsible for managing your workload and completing your assignments

Being proactive at home

Whilst you're waiting to start your new course at college, there are loads of things you can be doing at home to help yourself prepare.

Complete your pre-enrolment activities

We've worked with our teams across the college to bring you a variety of fun activities that you can get stuck into at home.

These activities will:

- give you a taster of what to expect when you start
- provide some background information about what you'll be studying
- get you thinking about careers
- make sure you're ready to hit the ground running come September

To have a go at your pre-induction activities, visit www.sheffcol.ac.uk/college-life/pre-induction-activities and click on the area you will be studying to find your course.

Make a start on your reading list

If your pre-induction activity hasn't quite quenched your thirst for knowledge, you could get a head start on reading for your study programme.

Contact your tutor for suggested books, or even do your own independent research.

Find yourself an Apprenticeship employer

If you've applied to do an Apprenticeship with us, you'll need to have an employer or company lined up to work with, as you won't be able to start your Apprenticeship without one.

Why not use your free time to contact relevant local employers and ask about Apprenticeship opportunities? You can read our **guidance on finding an Apprenticeship employer here**, or you can also check out our live Apprenticeship vacancies.

Brush up your CV

If you're thinking of looking for part-time work whilst you're studying, or you want to undertake a work placement as part of your course, you'll need to have a CV ready to send out to local employers.

Spend a few days writing and perfecting your CV now (**check out our guide** to creating the perfect CV) so that when you're ready to start looking for job opportunities, you can hit the ground running and head off the competition!

Our top tips for preparing for college

Familiarise yourself with the college – use our **360 tours** and **virtual open days** to get familiar with the campus you'll be studying at, and find out more about your curriculum area

Plan your journey to and from college – we recommend walking or cycling to college if you can, but however you decide to get to college it's a good idea to figure out your route and how long it will take so you can be on time for those days you are invited in to campus

Get your supplies ready – make sure you have pens, paper and a folder to keep all of your college work organised. If you need to order any specialist equipment (such as PPE, uniforms or equipment kits) then make sure you speak to a tutor so you know what you need and how to order it

Set up your at-home workstation – if you haven't already, make sure you have a dedicated space at home where you can complete your assignments and attend any online classes when required

Click here to sign up for a FAQ Webinar with the Schools and Community Engagement Team - they have a breadth of knowledge about the college and are happy to help with any questions you may have

Ask for help if you need it – we don't want anything to get in the way of your success at college, so if you need support with money (buying books or equipment, travel to college etc.), childcare, additional support or just have a question that needs answering, get in touch with us!

Think about work experience - is there a particular organisation you would like to work for or sector you would like experience in? Have some ideas in mind and when you enrol our Careers and Industry Placement Teams can support you in finding work placements

Take care of yourself and have a good summer – start your study programme feeling refreshed and ready for the year ahead!

Your college action plan

Before you start with us in September, use this action planner as a checklist to make sure you are ready to go further on your study programme or Apprenticeship.

Action	How will you achieve this?	When will you do this by?	Tick when completed
Accept your offer from The Sheffield College			
Follow The Sheffield College's social media accounts for announcements and updates			
Check emails regularly for updates and instructions			
Keep any letters and emails from The Sheffield College in a safe place			
Start gathering evidence for any applications for additional support (e.g. financial support, childcare etc.)			

Action	How will you achieve this?	When will you do this by?	Tick when completed
Complete the online pre-enrolment activities for your study programme			
Organise your equipment, stationery and study space			
Update your CV or create one from scratch if you don't have one already			
Research local work experience opportunities			
Think about which extra-curricular activities you want to get involved with at college – which ones might help you with your career goals?			

WHAT CAN I DO NEXT?

When September arrives and it's time to start your study programme or Apprenticeship, there will be loads of activities you can get involved with – whether you want to join a club or society just for fun, or become a member of our Business & Enterprise Academy so that you can start learning how to set up your own business, there's so much more to college life than just your qualification!



What to expect as a student at The Sheffield College

Being a college student is so much more than just attending lessons to get a qualification. Our goal is to help you go further in everything that you do, so we're committed to providing a range of activities designed to help you develop academically and socially.

On your study programme or Apprenticeship, you will be supported by your tutors to learn new skills, acquire the relevant knowledge for your area and put this into practice in environments that mirror the real world.

Alongside this, our tutorials, work related activity programmes, careers advice and extra-curricular activities will help you to build your CV and become a stand out applicant when it comes to applying for jobs.



How will I be learning in September?

There are three main ways that you will learn:

1. Face-to-face, on campus learning sessions

As your health and safety is the most important consideration you will likely spend less time in traditional face-to-face on campus learning sessions next year than usual so that we can help maintain social distancing and keep you safe. The proportion of "on-campus" learning you do will depend on the nature of your study programme, for example some vocational courses (such as hairdressing, catering or construction) may require more on-campus time than A Levels.

2. Online learning sessions

To help keep everyone safe, minimise unnecessary travel and help maintain social distancing on campus, there will be more sessions where you will be expected to log on and participate in online sessions led by your teacher.

3. Virtual learning

Some study programmes will expect you to complete some virtual learning. You will need to log on (using your college account) and complete the work set by your tutors, although you will work independently.

We will expect you to engage fully in all virtual learning, online classes and on-campus activities just as you would during any other time.

What to expect as a student at The Sheffield College

Tutorials and progression

Every student on a full-time study programme is assigned a Tutorial Mentor. Their role is to provide expert support designed to ensure that you achieve and progress by:

- Welcoming you to college and helping you settle in during your induction period
- Providing ongoing 1:1 pastoral support and guidance regarding any personal matters that might be affecting you during your time at college
- Providing academic support and helping you to resolve any issues regarding your study programme
- Helping you to plan your time and helping you to set yourself achievable targets
- Advising on your wider development, such as helping you to find work experience
- Supporting you to decide your next steps before you finish your current study programme (be that on to a more advanced course, an Apprenticeship or finding employment)



it should say SHAPE is an extensive programme of events and activities under the themes of:

- Staying safe
- Health and well-being
- Active citizenship
- Progression and careers
- Equality matters

Each of these themes will encompass a wide range of activities (such as guest speakers, workshops, masterclasses and trips) that will help to build up your skills and experiences – something that we believe is crucial in preparing you for your future career.

Staying safe

- Guest speakers
- Citizenship projects

Active citizenship

- Duke of Edinburgh
- National Citizen Service
- Students' Union

Health and well-being

- Sport and fitness
- 24/7 mental health support

Progression and careers

- Careers advice and events
- English and Maths support
- Study support
- Work readiness events

Equality matters

- Clubs and societies
- Equality, Diversity and Inclusion focused events
- Competitions

Work-related activity

Work-related activity at The Sheffield College aims to enhance all students' employability skills and support them to go further in their careers. In order for you to develop these skills, we encourage and support all students to spend time with an employer in a real life or simulated work environment.

There are a number of ways in which you can do this:

Get Ahead

This online programme is designed to develop your employability and transferable skills so that you can 'get ahead' of the competition when it comes to applying for jobs.

We will help you to identify the skills you need for your chosen occupation or industry and then support you develop these skills through:

- Interactive online work packages
- Employability Skills programmes (delivered by an industry experienced Employability Skills Coach)
- Industry tasters and experience of work
- Employer led masterclasses
- One-to-one support sessions and action plans

After completing this scheme you can progress on to the 'Stay Ahead' programme, which will help you to stay ahead of the game by undertaking an Industry Placement with a local employer to further develop your employability skills.

Employer Skills Academies

Our Employer Skills Academies offer students exclusive opportunities for career experience with some of the best local and regional employers. Each academy has its own branded learning space on campus, and students are able to participate in events such as masterclasses, workshops, workplace visits and even work placements.*

Click [here](#) for more information.

Industry Placements

An industry placement is an opportunity for students to gain practical experience of the workplace by undertaking a placement with a local employer. Whilst the placement is not quite the same as an Apprenticeship (where you are actually employed by the company for the duration of your qualification), it is a longer term arrangement than the work experience you likely participated in whilst at school.

An industry placement will usually last for around 9 weeks (or a total of 315 hours if you complete the placement in smaller chunks), and you will be placed with an employer who operate within the industry or sector you want to work in.*



The Sheffield Chamber of Commerce Business & Enterprise Academy

Preparing you for work doesn't necessarily mean preparing you to work for somebody else! If you want to set up your own business, we can support you to develop the knowledge and skills you'll need to make your company go further.

Our Business & Enterprise Academy is dedicated to helping budding entrepreneurs by giving them opportunities to engage with local business owners so that you can learn from people who are already in the world of work, running their own businesses. Opportunities include activities such as:

- Guest speakers who run their own business or have developed their own products
- Masterclasses with local entrepreneurs
- Workshops to develop your essential business skills, such as resilience and problem solving



Student participation

We are committed to encouraging all of our students to participate and get involved with college initiatives and the wider community. It's what really makes your college experience the best it can be, not to mention enhancing your CV and making you more employable.

Student Voice is at the heart of everything that we do. We will ensure you are heard loud and clear, and there are loads of ways you can get involved, including:

- Student ambassadors
- Student representatives (Reps)
- Surveys and focus groups
- The Students' Union (SU)
- Clubs and societies
- Campaigns and fund raising
- Social enterprise

Students' Union

The Sheffield College Students' Union represents every student at the college, both locally and nationally. The SU represents your views to the college's Executive Team, managers and staff. The Students' Union is led by a sabbatical President, with the support of 14 part-time Student Officers (all of whom are elected by you, the students!).

The Students' Union:

- Represent the views of all students at the college, including groups such as BAME, LGBTQ and disabled students
- Lobby college staff, the Executive Team and college governors to make changes that are important to you and will improve the student experience
- Run campaigns – for example, registering students to vote in the run up to elections
- Raise awareness of issues facing young people, including mental health, sexual harassment and youth unemployment
- Assist with societies that support students and bring together like-minded people e.g. the LGBTQ+ Society, debate teams etc.



Clubs, trips and societies

We go further to ensure that you get the best learning and cultural experiences possible to enhance your time with us. Recently, we've taken students to New York, Beijing, London, Berlin, Morocco, Iceland, Bruges, behind the scenes at East Midlands Airport, Whitby and even Florence in Italy.*

There's a club and society for almost everything, from Chess through to our Media Society – perfect for pursuing hobbies new and old, and meeting like-minded people who share your passions. Remember, if we don't have what you're looking for, we'll help you to set up your own! Here's a list of a few below:

- Arts club
- Athletics
- Book club
- Chess
- Dance club
- Fitness classes
- Football
- LGBTQ society
- Netball
- Table tennis
- Tennis
- Volleyball
- Volunteering



Student support

SEND support

Moving from school to college can be daunting, but one thing we don't want you to worry about is accessing any additional support you might need to succeed on your study programme.

Our SEND team are here to help with a variety of support needs, including:

- Extended deadlines
- Extra time in exams
- Learning Support Assistants
- Communication support (e.g. BSL)
- Note taking/reading and writing aids
- Assistive/adaptive technology
- Personal care

If you're worried about accessing support and want to speak to a member of the team you can contact them via email - als-sendadvice@sheffcol.ac.uk.

Mental health and well-being

Your mental health and well-being is vital to your success at college – that's why we have a variety of support mechanisms in place to ensure that help is on hand whenever you may need it.

If you feel that you need some support with your mental health, there are lots of different places you can turn to, including:

◆ UniHeads

UniHeads is a virtual training program which has been set up by a blend of tech experts, mental health professionals, GPs, and academics. It is designed to develop your well-being and resilience.

◆ Kooth

Kooth is a virtual support forum and journal space which is managed by qualified health professionals. The service also offers online counselling from qualified health professionals.

◆ Tutorial Mentor one to one sessions

Students will have access to one to one support via their Tutorial Mentor (TM) throughout the academic year. Your TM can help you with a range of issues, both academic and personal.

◆ Mental Health First-Aiders

If your mental health or emotional well-being requires immediate support, we have a number of mental health first-aiders based across the college who are trained to offer emergency mental health support. Whilst they are not trained counsellors, they can offer a friendly ear and help signpost you to longer term support systems.

WHAT CAN I DO IN THE FUTURE?

Getting you ready to go further in your career is our ultimate goal. At The Sheffield College, we're all about careers, not just courses, so during your time with us we'll make sure you have access to as many opportunities as possible so that you're ready to pursue your dream career.



Careers advice

Throughout your time at The Sheffield College, our expert Careers Team will be available to support you with careers advice and guidance.

The Careers Team has dedicated staff to help you with your progression through college and into your future career. This double award-winning service means you will have access to some of the best impartial careers education, information, advice and guidance available.

The Careers IAG Advisers work across all four of our main campuses to ensure you can get help when you need it and can support you with:

- Personal careers guidance appointments (you can book online and choose a date and time that suits you)
- Advice about study programmes and Apprenticeships available at The Sheffield College
- Guidance regarding Higher Education and UCAS applications
- Information about employment, different industry sectors and job roles, and what qualifications you may need for these jobs
- Tips on creating a CV, acing interviews, running your own business and much more

The Careers Team run a packed programme of careers events (including careers fairs, CV workshops and university information sessions) throughout the year to help you figure out your next steps.

Not to mention some of the large-scale events including:

UP Fest

A weeklong schedule of events dedicated to helping you decide what you want to do after your current study programme, whether that's a more advanced course, an Apprenticeship or finding a job.

HE week

Everything you ever needed to know about higher education! Find out which university level courses are offered at The Sheffield College, speak to reps from other HE institutions from across the country, get help with your UCAS applications and advice on applying for student finance.

National Careers Week

Delve into a full week of careers advice and support – from workshops and seminars, to taster sessions, visiting speakers and more!

Career planning

We know that not everyone will know exactly what they want to do once they leave college, but having a rough idea of your future career plans can really help you when it comes to getting experience and building up the right collection of skills for the job you want.

Why not try our **Career Coach tool** or the **Prospects website** to help you decide? Each quiz will ask you questions about your skills, interests and preferences and then recommend careers that you might enjoy.

Once you have a better idea of the type of job you'd like to pursue, use our career planning activity below to help you work out your next steps after you've completed your study programme at college!

Where am I now?	Where do I want to be?	How do I get there?
<p>Things to consider:</p> <ul style="list-style-type: none"> – Current level of education – Qualifications achieved – Work experience and skills gained so far – Extracurricular activities you enjoy – Personal circumstances (time commitments, flexibility, age, location etc.) 	<p>Things to consider:</p> <ul style="list-style-type: none"> – What kind of environment would you like to work in (office, outdoors etc.)? – Are you prepared to do further study if needed (e.g. university)? – Is there a specific job would you like in the future? – What's involved in this job? Do you need to find out more? 	<p>Things to consider:</p> <ul style="list-style-type: none"> – What level of education do you need for the job you want? – Do you need a specific qualification or subject? – What skills and experience are needed? How will you get work experience if you need it? – How long will it take to qualify?

Contact the Careers Team

If you need advice or guidance on anything careers related, either during your time at college or before you start your study programme, you can contact our expert Careers Team via:

Our website: www.sheffcol.ac.uk/college-life/careers-advice

Email: CEIAG@sheffcol.ac.uk

Twitter: @SheffColCareers

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Complete these 3 simple steps to enter:

1

Follow us
on Twitter
@SheffCol

2

Follow the
Careers Team
@SheffColCareers

3

Tweet us a picture of your completed college action planner (found on page 12) using the hashtag #septemberready

The Sheffield College

0114 260 2600
info@sheffcol.ac.uk
www.sheffcol.ac.uk

* Due to Covid-19, some activities may be restricted or unavailable at this time. We hope to offer these activities again as soon as it is possible to do so safely.

All information is correct at time of print. Data and statistics are taken from EMSI software and the National Careers Service. If you need this guide in any other format, please get in touch.