



# WELCOME GUIDE

**FIFE COLLEGE**

Department of Student  
Experience and  
Engagement



**Welcome to Fife  
College from all of  
us in the Student  
Experience and  
Engagement team!**

**We are all here to support  
you whilst you study,  
whether it's personal or  
financial advice,  
assistance with your  
course or helping you to  
think about the future  
and your employment  
after College.**



# THINGS TO KNOW

## FIFE COLLEGE PROMOTES RESPECT

### RESPECT Charter:

As a student of Fife College I will always be respectful and will:

- Treat people fairly regardless of their gender, religion, sexual orientation, age, race, class or disability
- Show respect to all members of the College community
- Not engage in intimidation, harassment, or provoke or threaten any individual
- Behave in a responsible and reasonable manner
- Use the internet appropriately

There are many ways to spread the RESPECT message in College. Speak to Guidance about getting involved in the RESPECT campaign. There is also a RESPECT competition in the spring where you can create a poster/poem/prose or anything to promote RESPECT; there are even cash prizes on offer.

## SEXUAL HEALTH AWARENESS

Guidance and FCSA work in partnership with NHS Fife to promote and offer support for issues surrounding sexual health.

The Guidance offices have free condoms available, so pop in and grab a bag if need be.

If you want to access some useful health information, including advice and information about sexual health, you can download the Student Health App, available on the App Store and Google Play.

## CAMPAIGNS AND EVENTS

The Student Experience and Engagement team promote various campaigns topics and host events and workshops over the academic year. Keep an eye out for some of these including;

- Fresher's Fair
- Get Ready for Christmas
- Refreshers Fair
- The Health and Wellbeing Showcase

## TOPIC TABLES

You will spot tables outside of the Guidance offices in the Glenrothes, Kirkcaldy and Dunfermline campuses. These tables have materials and handouts on them for you to take and will be relevant to a specific topic for that month, for example September is Friendship month. Make sure you come past and have a look.

There are also free sanitary products available throughout the academic year outside/inside the Guidance offices and FCSA offices so please help yourself.

## PVGS

If your course has a work placement, you will need a PVG check. If you have done a PVG form before you may only need to fill out an Existing Members form rather than a New Members form. Email [Guidance@fife.ac.uk](mailto:Guidance@fife.ac.uk) or pop into the Guidance offices to ask more about this.

You can get a form from any of the Receptions. You need to complete all of the sections highlighted in yellow and you will need to bring in a form of ID e.g. Passport or driving licence/provisional licence as well as proof of your address e.g. a utility bill.

Forms can be handed into the Receptions or Guidance offices.

# CHECKLIST

Use this handy checklist to make sure you don't miss out on anything at your Welcome to College Event or during the first few weeks of term.

## ADAM SMITH SCHOLARSHIPS

Designed to assist students who are committed to their studies and successful in their coursework, a scholarship is a sum of money you can use to purchase equipment and materials linked to your course.

All scholarships are kindly supported by businesses, trusts, individuals and families and can provide you with the extra help needed whilst studying at College.

If you require help to complete a scholarship application, just make a Guidance appointment.

More information on our scholarships can be found on our website, [fife.ac.uk/scholarships](http://fife.ac.uk/scholarships).



Adam Smith  
Foundation

### The first weeks of term – what should you be finding out or doing?

- I have picked up my copy of the Welcome Guide and I now know how to access help if I need it.
- I have organised my funding – if not, I know that I can make a Guidance appointment or speak with Funding in order to do so.
- I have fully enrolled on my course and have my Student ID card.
- I have read the Attendance Guidelines and know how to correctly record any absences I have and also who to talk to if I am having any issues attending.
- I know who all of my lecturers are.
- I know what my course involves, including what assessments there will be and when my deadlines are.
- I know that the College has policies and procedures that I should be aware of including the Positive Behaviour Procedure and I know that I can find them on iLearn.
- I've found out all about the Students Association (FCSA) and have thought about becoming a Class Rep.
- I've logged onto the student portal, started checking my student email account regularly and had a look for course materials on iLearn.
- I've had a good look around the Campus and know what facilities are on offer, including the Training Restaurants and Salons.

## GUIDANCE

Our Guidance team work across all campuses to offer confidential support with personal matters, financial concerns, course issues and anything else. We will spend time with you to find practical solutions or refer you to someone who can help. There is nothing you can't talk to us about - we are here for you.

We offer appointments every day on every campus. We also work closely with your lecturers to offer workshops in class and deliver activities and events throughout the year. We can also refer you to the Health and Wellbeing Adviser if appropriate.

To make an appointment, just call the College or visit any of the Receptions. You can also email us with any enquiries.

Phone: 0344 248 0115

Email: [guidance@fife.ac.uk](mailto:guidance@fife.ac.uk)

## HEALTH AND WELLBEING

Fife College is committed to the provision of high quality support for students to safeguard their physical, emotional and mental wellbeing being.

The Health and Wellbeing Adviser, based in our Kirkcaldy Campus has a presence on each of our campuses as well as online.

He provides a comprehensive and inclusive service to ensure that the College's key focus of Health and Wellbeing for all its learners and staff is observed.

## CUSTOMER SERVICES

Have a question but don't know who to ask?

The Front of House team are available on the main college number, by email, or at each of the reception desks with a friendly face. We can answer most questions – and if we can't, we will always put you in touch with the person who can.

Phone: 0344 248 0115

Email: [info@fife.ac.uk](mailto:info@fife.ac.uk)

## ATTENDANCE

Our Attendance Advisors work with you, your lecturers and course tutor to make sure you are making it to all your classes or studying on your own so you do not fall behind on your course. We will contact you if your level of attendance causes concern.

We do recognise that there will be times when absence is unavoidable and in these circumstances, we ask that you follow our Attendance Procedure by reporting your absence online through the College's Student Portal or by calling the College.

Attendance Advisers can assist with any attendance concerns or issues that may arise, including:

- Financial concerns
- Funding issues
- Reduced engagement
- On-going medical conditions
- Low attendance
- Withdrawals/Exit Guidance advice

Phone: 0344 248 0115

Email: [attendance@fife.ac.uk](mailto:attendance@fife.ac.uk)

## STUDENT FUNDING

Our Student Funding team aim to support every individual who seeks to further their education. Student Funding advisers are available at each campus at certain times to check application forms and answer any funding queries.

If you still have questions, need more information or are unsure about the evidence you need to provide, please don't hesitate to contact the team.

Phone: 0344 248 0115

Email: [studentfunding@fife.ac.uk](mailto:studentfunding@fife.ac.uk)

## ADMISSIONS

Wish to speak to someone about your course application?

The Admissions team can support you with questions relating to course applications, course interviews, or continuing on for another year if you are an existing student. Give them a call or send an email.

Phone: 0344 248 0115

Email: [applications@fife.ac.uk](mailto:applications@fife.ac.uk)

## INCLUSION

Who are the Inclusion team?

Everyone is entitled to take part in learning and to realise their own potential. If there is anything which could get in the way of your learning and participation at College, or you encounter a problem with learning, a good starting point is to talk to a member of the Inclusion team.

The team is full of ideas to make learning a reality. We want to work with you to develop your skills, confidence, motivation, independence and expertise in learning. We realise that every student is different and do what we can to make the College accessible and inclusive to all.

The Inclusion team has Support for Learning Centres at each campus where you can drop in for study skills, advice or attend for regular 1:1 or shared support if recommended on your Personal Learning Support Plan (PLSP).

## WHAT CAN INCLUSION DO FOR ME?

The Inclusion team is here to help you with any aspect of your learning that you are worried about. This can include:

- Help develop and review your Personal Learning Support plan (PLSP) which allows adjustments to be made so you can take part in learning and set goals
- Demonstrate how technology can be used in learning
- Provide a sign language interpreter
- Provide study materials in an alternative format
- Liaise with lecturers and external agencies
- Providing a reader/support for assessments where required
- Help organising your workload
- Discuss a personal emergency evacuation plan (PEEP) if you may experience difficulty exiting the building in the event of an emergency
- Loan specialist equipment, e.g. ergonomic keyboards, mouse
- Help with DSA funding applications for students on HNC and above courses
- Anything else that you may need to enable you to learn

## DO I NEED TO SPEAK TO THE INCLUSION TEAM?

If you answer 'yes' to any of the following questions, you may find it useful to talk to the team:

- Did you previously have support in class at school or college?
- Do you have difficulties with numeracy, literacy or IT?
- Do you have a physical disability which makes it difficult to carry out practical tasks or move around college?
- Do you need help with study skills?
- Do you need alternative assessment arrangements for exams?
- Do you want to apply for Disabled Students Allowance (DSA) (available for HNC level and above only)?

## CORPORATE PARENTING

As a corporate parent, Fife College is an organisation which has unique responsibilities to care experienced people. Our role as a corporate parent is to provide the best possible love, support, education and care for all our care experienced students.

Many care experienced students feel that they do not have the same opportunities as their peers due to the judgement and stigma associated with being care experienced.

Corporate parenting is important because it provides a network of safety to care experienced students which allows them to concentrate on their learning, achieving their potential and reaching their goals.

If you are care experienced and would like to discuss the support that we can provide, please contact us.

Email: [wecare@fife.ac.uk](mailto:wecare@fife.ac.uk)

Facebook: [wecareatfifecollege](https://www.facebook.com/wecareatfifecollege)

Twitter: [wecareatfife](https://twitter.com/wecareatfife)

## STUDENT EMPLOYABILITY HUB

Who are the Student Employability Hub team?

We are a small team of advisers who are here to help you with all things employability! We work closely with employers to find out the most current and accurate information around what they are looking for from potential employees.

Based within the Student Employability Hub in Glenrothes, Kirkcaldy and Dunfermline you can simply drop-in or book an appointment to speak with an adviser. If you are based at Levenmouth or Rosyth we offer an appointment based service to suit your needs. You will also find us providing support within your classroom sessions on employability topics.

We partner with local employers to offer direct recruitment opportunities and promote these throughout College via recruitment events as well as online promotions via our social media channels.

Our aim is to support all of our students into achieving a positive and sustained destination. In addition to the necessary skills and qualities being embedded into your course, we will enable you to research, apply and be successful with your career opportunity of choice.

Education can lead you to your dream career and we know how to get you there!

## WHAT CAN THE STUDENT EMPLOYABILITY HUB DO FOR ME?

We can help with the following;

- CVs & cover letters
- Job searching
- Job application process
- Interview techniques
- Social media & employability
- Careers advice

Resources and job vacancies can also be accessed via the Student Employability Hub section on iLearn.

Email: [employability@fife.ac.uk](mailto:employability@fife.ac.uk)

Twitter: [hubstudent](https://twitter.com/hubstudent)

Facebook: [StudentEmployabilityHub](https://www.facebook.com/StudentEmployabilityHub)



## AS A STUDENT AT FIFE COLLEGE, YOU ARE NOW A MEMBER OF FIFE COLLEGE STUDENTS' ASSOCIATION (FCSA).

The FCSA are here to support you in every aspect of your time at Fife College. How do we do that?

Well...

## WE REPRESENT YOU

As well as being there if you need us to support you with a personal issue, we regularly gather your opinion on what's happening in College and what you would like us to do. Have an idea for something you would like to see at Fife College?

Email: [fcsa@fife.ac.uk](mailto:fcsa@fife.ac.uk).

## WE SUPPORT THE CLASS REPS

Your Class Rep is important as they make sure that you know what's going on in College as well as letting us know what's going on in your course. As well as making sure everything is going well we want to hear what is going great and what you are enjoying most on your course.

## WE DO THE FUN STUFF

Throughout the year we'll run events on your campus helping you to access additional services and companies as well as offering social activities and competitions. We also support Student Groups so you can join a Video Game Society, Movie Group or FCSA Sports team. We can also help to setup a group that you would like to see, providing equipment, support and resources to help you get started.

Email: [fcsa@fife.ac.uk](mailto:fcsa@fife.ac.uk) for more information.

## WE IMPROVE YOUR EMPLOYABILITY

Volunteering with the FCSA will develop your skills and enhance your CV. The FCSA Open Badges offer national and international recognition of the skills you will gain and display through getting involved with us. We have a range of possible ways to get involved and a variety of training sessions and rewards (our volunteers have had free water-skiing lessons, football tickets, cinema passes, barbecues and escape room games).

Want to find out more?

Social Media: search 'FCSAStudents'

Email: [fcsa@fife.ac.uk](mailto:fcsa@fife.ac.uk)

Or drop into your local FCSA office.

## USEFUL CONTACTS:

### Customer Services:

[info@fife.ac.uk](mailto:info@fife.ac.uk)

### Student Funding:

[studentfunding@fife.ac.uk](mailto:studentfunding@fife.ac.uk)

### Engagement and Employability:

[employability@fife.ac.uk](mailto:employability@fife.ac.uk)

### Guidance and Attendance:

[guidance@fife.ac.uk](mailto:guidance@fife.ac.uk)  
[attendance@fife.ac.uk](mailto:attendance@fife.ac.uk)

### Corporate Parenting:

[wecare@fife.ac.uk](mailto:wecare@fife.ac.uk)

### Wellbeing & Support:

[johnblakey@fife.ac.uk](mailto:johnblakey@fife.ac.uk)

### Admissions:

[applications@fife.ac.uk](mailto:applications@fife.ac.uk)

### Inclusion:

[learning@fife.ac.uk](mailto:learning@fife.ac.uk)

### FCSA:

[fcsa@fife.ac.uk](mailto:fcsa@fife.ac.uk)

### FCSA President Welfare and Equality:

Jade Burnett  
[jadeburnett@fife.ac.uk](mailto:jadeburnett@fife.ac.uk)

### FCSA President Education and Representation:

Sarah Ferguson  
[sarahferguson@fife.ac.uk](mailto:sarahferguson@fife.ac.uk)

For more information

Call: 0344 248 0115

Email: [info@fife.ac.uk](mailto:info@fife.ac.uk)

Visit: [www.fife.ac.uk/](http://www.fife.ac.uk/)

