Higher Education
Student Services Handbook
2016-2017
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Higher Education Student Services

The Forum

The HE Student Services team is based on the third floor of the Southend Forum and deal with a range of issues including; disability support, study skills, careers advice and guidance, funding issues and any other general concerns that may be impeding on your studies. This location is designed exclusively for HE students and allows the team to be in direct contact with students, lecturers and staff. This means students feel better supported. The modern facilities cater to meet students’ needs and include spacious lecture rooms, study areas and IT facilities. For security purposes the Forum has an entry system where you can only gain access through using your security/identification card, which is issued to you when you enrol with a coloured lanyard appropriate to your level of study. Please be aware that you will not gain entry to the Forum unless you remember your security/identification card.

The HE Support Forum Team:

Lorraine Brophy; Senior Learning Mentor
lorraine.brophy@southessex.ac.uk

Elinor Harwood-White; Higher Education Careers Coordinator
Elinor.harwood-white@southessex.ac.uk

Louise Worsfold; Study Skills Facilitator
louise.worsfold@southessex.ac.uk

Grace Stickland; Undergraduate Support Advisor
grace.stickland@southessex.ac.uk

Team Email;
If you have any questions or concerns out of office hours please email them to: hesupport@southessex.ac.uk

Facebook

Please visit our Facebook page below where you will find interesting articles and research, information about national and local events, employability skills, funding, disability, graduate schemes, voluntary work, useful video clips and website links and much more.

www.facebook.com/hestudentservices

Working Hours:

• Monday – Thursday: 8.30am – 5pm
• Friday: 8.30am – 2.30pm

(NB: we can be flexible to meet the needs of the students)
This HE Student Year Planner is also available as a PDF: www.southessex.ac.uk/higher-education
Security Regulations

ID Cards

Security is taken seriously at South Essex College and when you enrol you will be issued with a security card. This is to be worn at all times when you are in college. Your ID card provides you access into areas of the college that you are permitted to enter. If you do forget your lanyard you can request a temporary ID card from the reception at Luker Road main building. However this will not work at the Forum, as cards take twenty four hours before they are activated within the computer system, but this form of ID card will be authorised as identity so you will be permitted entry.

When receiving your ID card you will also be given a lanyard to hold your card. There are four different colours of lanyards that represent the following:

- Red: Further Education
- Green: Higher Education
- Blue: Staff
- Black: Staff Managers
- Yellow: Visitors

If you lose your ID Card and lanyard you will be charged £2.00 for a new ID card and £1.00 for a replacement lanyard.

REMEmber to Always Wear Your Lanyard

Fire Alarm

During your time at college you will experience a fire alarm. Should the fire alarm be activated please leave the building you are occupying and muster away from the building where it is safe to do so. Under no circumstances do you return into the building until permission is given by a member of staff. Your laptop or mobile phone is not as valuable as your life or those of others.

(NB: Please be aware that fire alarms are tested every Monday at 10.00am in all campuses)

Security

If you are suspicious of any packages or bags left in the area where you are working in the college do not go near the package or bag, but report your suspicions to a member of staff immediately.

If you have any security concerns regarding your IT devices and associated software please report the issues to a member of staff immediately.

Accidents

Should an incident occur whilst at college such as you fall over and hurt yourself, or you find a broken or damaged object please report this to a member of staff immediately.

Opening times of South Essex College buildings

The Forum – Southend (All year)
- Weekdays 8am - 10pm
- Saturday 8am - 6pm
- Sunday 11am – 5pm

Luker Road – Southend (Term Time)
- Monday/Thursday 7am - 9.30pm
- Friday 7am – 6.30pm
- Saturday 8am – 4.30pm
- Sunday Closed

Luker Road – Southend (Out of term time)
- Monday/Thursday 7am - 7.30pm
- Friday 7am – 6.30pm
- Saturday 8am – 4.30pm
(NB: Saturday opening may vary for around four weeks during the summer period)

Purfleet Campus
- Weekdays 8.30-5pm
- Weekend Closed

Thurrock Campus (Term Time)
- Monday 7am – 6.30pm
- Tuesday – Thursday 7am – 9.30pm
- Friday 7am – 5.30pm
- Weekend Closed

Thurrock Campus (Out of term time)
- Monday – Friday 7am – 5.30pm
- Weekend Closed

Nethermayne – Basildon (Term Time)
- Monday 7am – 6.30pm
- Tuesday/Thursday 7am – 9.30pm
- Friday 7am – 5.30pm
- Weekend Closed

Nethermayne – Basildon (Out of term time)
- Monday – Friday 7am – 5.30pm
- Weekend Closed

Queens Road Hair Salon – Southend (All year/ when required)
- Monday/Friday 8.30am – 5.30pm

Princess Caroline House – Southend (All year)
- Monday/Friday 8.30am – 5.30pm

Wellstead Gardens (All year)
- Monday – Friday 8am – 5.30pm
- Weekend (as & when required for matches)
Student Finance

An Overview

Before we begin it is worth checking that you are entitled to apply for funding from Student England by checking your residence status. Please visit the following website for advice:

www.ukcisa.org.uk/student/info_sheets/tuition_fees_e_he.php

The main student finance package includes a:

- Tuition Fee Loan
- Maintenance Loan for living costs (e.g. accommodation, food, books)

The Tuition Fee Loan

This is a loan that can cover the cost of your tuition fees, universities can charge up to £9,000+ per year for tuition fees. This loan is paid direct to your university when you enrol. As this is a loan it has to be repaid.

The Maintenance Loan

This is a loan that can help towards your living costs (travel expenses, accommodation, utilities and food) and the amount a student receives can vary depending on your circumstances. Students who are living away from home during term time are entitled to a larger amount than those who will be living with their parents/guardians. The Maintenance Loan will be paid into your account termly three times a year. See below for this academic years dates:

Student Finance Payment dates 2016/17

- 1st Instalment payment deadline Friday 14 October 2016
- 2nd Instalment payment deadline Friday 3rd February 2017
- 3rd Instalment payment deadline Friday 5 May 2017

Additional Financial Assistance

The Special Support Grant:

The Special Support Grant is a means tested grant for students over 60 who are not entitled to a Maintenance Loan. Please note that although staff at the HE Student Forum can advise on grants and loans available you will need to speak to Student Finance England yourself to confirm your financial entitlement and any amendments that you may incur during your academic studies.

Disabled Students Allowance

This is a fund that can help students who have certain disabilities or learning difficulties such as dyslexia. This money can be used to purchase specialist equipment that can assist students with their studies. This money does not have to be paid back unless you leave your course early.

Adult Dependants’ Grant,
Childcare Grant and Parents’ Learning Allowance.

These grants are available to students who have adult dependents’, or children. The grants can help towards the cost of childcare and other care expenses accrued during term time. As this is a grant it does not have to be paid back even if you leave your course early.

Bursaries

During the course of the year the college will advertise grants on their VLE systems and notice boards that are available for students to apply. There are also certain national bursaries and grants, which are accessible to students as an undergraduate or postgraduate level. However you may also want to undertake individual research via the Internet yourself and include any institutions or associations that you or your family have connections with through academic study, different forms of employment, or social activities in the past and present. Dual nationality may also assist in the application of grants, scholarships and bursaries, therefore you should research your Country of Origin for International scholarships, bursaries and grants, if you would like to further your education abroad as part of your undergraduate or postgraduate studies via this process. Please visit the HE Student Services team based at the Forum to find out more details.

Hardship Funding

The College has funding to support students that might find themselves in financial hardship whilst studying. If you are struggling financially you can get advice from the seek advice by contacting Grace Stickland, Undergraduate Support Advisor at HE Student Services on the 3rd Floor of the Forum.

HESupport@southessex.ac.uk

Repayments

Repayments for the loans will not start until the April after the student graduates and then only if the student earns above £21,000. Students will only repay 9% of everything they earn annually above £21,000. The repayments will stop, regardless of how much students still owe after 30 years have passed (from the April after they graduate). It is estimated only 40% will pay back the full amount and these will only be the very top earners.
Further Information
Contact Student Finance England on 0300 100 0607 or email www.studentfinanceengland.co.uk who can provide you with the relevant information that you will need. Do not forget to have your reference number available when you telephone them.

Claiming Benefits as a Student – What can I legally claim?
The rules and regulations regarding claiming benefits as a student can be confusing and complicated. The National Union of Students (NUS) have produced an excellent guide, which has appropriate links to www.gov.uk and can be found on their website: www.nus.org.uk/en/advice/money-and-funding/can-i-claim-government-benefits-as-a-student/#1

If for any reason you are unsure what your benefit entitlements are please visit the Forum and discuss your situation with a member of the support staff. By forwarding the email, you can remember it is a criminal offence to claim benefits as a student can be confusing and complicated. The National Union of Students (NUS) have produced an excellent guide, which has appropriate links to www.gov.uk and can be found on their website: www.nus.org.uk/en/advice/money-and-funding/can-i-claim-government-benefits-as-a-student/#1

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Earning Impact on Student Allowances
If you work whilst a student the money you earn from your employment should not affect the allowances you receive from Student Finance England. However do contact Student Finance England to declare your earnings and look at the www.gov.uk website for further information to clarify your situation.

Paying tax as a student
To ensure that you pay the correct amount of tax as a student please review the website below or contact your local tax office: www.gov.uk/student-jobs-paying-tax

Scam emails
Students are urged to remain vigilant and not to disclose any personal or bank details in response to email requests which look like they are from either Student Finance England or its parent company, the Student Loans Company. Student Finance England will never email you asking to confirm your login, user or bank account details. This kind of fraudulent email is known as ‘phishing’, and will take you to a fake website. Phishing scams are common at the three main instalment payment dates in September, January and April.

If you get an email asking you to follow a link to the Student Finance England website to confirm your account details, you should forward it to security@sic.co.uk then delete it.

Anyone who has already given their details should change their account password as soon as possible and contact the Student Finance England security team. By forwarding the email, you can help Student Finance England to protect you and others who may be affected.

Withdrawal or Intermission for a Programme of Study
The college recognises that some students are not able to continue their studies and seeks to support them during the process of withdrawal or intermission. Permission may be given to students to withdraw temporarily (Intermit) from the College during their programme of study with a view to returning at a later date.

Students must make a written application to the Information Services Manager (HE) using the appropriate form and must give acceptable reasons for the request. www.southessex.ac.uk/higher-education/higher-education-policies

An intermitting student will be required to pay an appropriate tuition fee for the relevant liability period as prescribed in the Fee Schedule and Payment Table up until the period of temporary absence is endorsed by the Information Services Manager (HE). Therefore the following fees will apply:

- Students who withdraw or intermit after Friday 14 October and before Friday 23rd December 2016 are liable for 25% fees payable
- Students who withdraw or intermit after Monday 2nd January and before Thursday 24th March 2017 are liable for 50% of fees payable
- Students who withdraw after Monday 10 April 2017 are liable for 100% of fees payable

Living and working abroad after graduation
Repaying your student loan from overseas
If you will be overseas for more than 3 months, you will need to complete an Overseas Income Assessment Form to enable us to calculate how much you need to repay. These can be accessed from the website below:

www.studentloanrepayment.co.uk/portal/page?_pageid=93,6678653&_dad=portal&_schema=PORTAL

- Overseas Income Assessment Form (597Kb)
- Evidence that can be submitted with an overseas Income Assessment Form (109Kb)

Student Finance will then send you a repayment schedule showing how much you need to pay each month. Your monthly payments will be based upon the earnings threshold for your destination country. See Overseas Thresholds for more information from the website above.

Before sending your Overseas Assessment Form always ensure that you have written your name and customer reference number on the form before returning it to the Student Loan Company.

If your income changes while overseas
Normally your scheduled repayment amount is fixed for a 12 month period. However, you can apply for a reassessment of your scheduled repayment amount at any time if your income level changes.

You can also apply for reassessment if you are moving between countries with different threshold bands. You can contact Student Loans on +44 141 243 3660 to advise if you need your repayment amount reassessed.

If you call from overseas about Income Contingent Repayment and your account is in arrears you should contact Student Loans on +44 141 243 3970 (open Mon-Fri from 8.00am to 5.30pm).
Budgeting

Starting university and being financially independent for the first time is exciting, but also can be perceived as a challenge when you have to balance your studies with managing your money and taking care of everyday tasks. If you’ve never had to worry about managing or prioritizing your own budget before, this can be difficult to get right. Due to this South Essex College has put together a guide and budgeting tips to help you manage your finances effectively whilst you are studying for your degree.

Budgeting: the basics

Step one is work out what your budget actually is. You may want to calculate this on a monthly basis or, if you’re receiving a student loan each semester, it might make more sense to calculate it on a term-by-term basis. Either way, you need to begin by working out your income. This can include money you receive in the form of loans, grants, scholarships or bursaries, family tax credits and allowances, any help you get from your family and any money you earn through part-time employment. Add all of this together to get your overall yearly income.

Step two is calculating your expenditure. Write a list of all your outgoing expenditure each month or semester. Include your rent, utility bills, mobile phone and internet bill, TV license, insurance for your personal possessions, travel costs, driving lessons, car insurance, tax and fuel (if applicable), care cost for any dependents, learning materials, including photocopying, plus the amount you spend on food and social activities, not forgetting presents for birthdays and Christmas. If you’re not sure what your expenditure may be ask your family, friends or Student Union Representative to help you work out your rough expenditure.

Step three is deduct your expenditure from your income, and you’ll know how much spare cash you’ll have each month or term. Use the UK Student Calculator if you want a bit of help.

Plan ahead

It's also sensible to set aside a bit of additional money each month as an emergency fund. That way, if you have something unexpected to pay for you'll (hopefully) have at least some of the cash you need to cover it.

Top tips for saving money

• You can make your money go much further if you just do a bit of research and shop around. Here are some of our top tips for making your cash go a little bit further.
• Take advantage of student discounts with an NUS card. This can give you discounts in shops and online, save you money at the cinema and even mean you get reduced price entry into various UK attractions.
• Get a 16-25 rail card (if applicable) or look for other discounts available to you on travel companies websites if you regularly use the same mode of transport.
• Make the most of loyalty cards. Many retailers, particularly the supermarkets, offer loyalty cards where you receive points for shopping with them, which you can then spend in store.
• Don't buy course materials before you arrive. Many students will sell their used textbooks to new students – or you may find them on online auction sites. Our Students’ Union has a second-hand bookshop too. Further information can be obtained from the HE Student Forum at Southend.
• Set yourself mini-budgets. This might sound like overkill, but if you set yourself a monthly allowance for food, going out, clothes shopping etc., you’re less likely to overspend and will find it easier to keep on top of your money. You may want to pay this mini-budget to yourself in cash each week and leave any cards you have safely at home so you do not over spend.

Working for South Essex College

There are two job roles that you can undertake at SEC. Among the main advantages of these jobs are that we’ll understand the need to give you extra time off around your exams and you’ll never have far to travel to get to work. You could find a job working as a Student Ambassador or Student Peer Mentor (2nd and 3rd years only for the PM role). Look out for adverts during the course of the academic year.

Jobs in South Essex

There are plenty of part-time jobs in South Essex in the town’s shops, bars, cafés, hotels and restaurants. Weekend and evening work is in high demand, so if you want a part-time job it’s best to start applying as early as you can.

If you already have a job with a national chain, such as a supermarket or pub company, ask them whether they have any outlets in South Essex that you could transfer to once you start at SEC.

Earnings and tax

On average, you can earn between £90 and £120 per week in part-time employment. You can always top this up by working extra hours during the holidays.

Remember that the amount of tax you have to pay is determined by the amount you earn across the whole year, not just each week or month. Visit the HM Revenue and Customs website for more information about paying tax while you’re a student. If you think you are paying too much tax, contact HMRC, as you may get a refund at the end of the tax year (in April).
Living expenses

Setting up a budget is all well and good, but it can be difficult to plan properly before you’ve arrived at university and worked out how much everything costs each week or month. The information below is designed as a guide to your living expenses at university. You will be able to calculate your own personal budget once you know your outgoings.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Per week</th>
<th>Per year on a 42 week contract</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent for Halls of Residence</td>
<td>£135.24 En-suite</td>
<td>£ 5,660.76 En-suite</td>
<td>Rooms in the Hall of residence are paid on a termly basis at the beginning of each term.</td>
</tr>
<tr>
<td></td>
<td>£166.81 Studio Room</td>
<td>£6,982.76 Studio Room</td>
<td></td>
</tr>
<tr>
<td>Bills (gas, electric, water, sewerage and</td>
<td>£0 (university</td>
<td>£0 (university</td>
<td>All of these bills are included in the cost of your rent if you are living in halls of residence. Other wise, expect to pay around £35 per month.</td>
</tr>
<tr>
<td>internet)</td>
<td>accommodation)</td>
<td>accommodation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£35 (non-university)</td>
<td>£420 (non-university)</td>
<td></td>
</tr>
<tr>
<td>Local bus and train travel</td>
<td>£0 (university</td>
<td>£0 (university</td>
<td></td>
</tr>
<tr>
<td></td>
<td>accommodation)</td>
<td>accommodation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>£20 (non-university)</td>
<td>£240 (non-university)</td>
<td></td>
</tr>
<tr>
<td>Food, toiletries</td>
<td>£245</td>
<td>£2,200</td>
<td>These figures are based on the National Union of Students cost of living survey.</td>
</tr>
<tr>
<td>and household items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laundry costs</td>
<td>£13 - £26</td>
<td>£156 - £312</td>
<td>Launderette facilities in halls of residence.</td>
</tr>
<tr>
<td>Insurance for personal possessions</td>
<td>N/A</td>
<td>£70</td>
<td>We recommend you insure your personal possessions. This can also be paid monthly by direct debit.</td>
</tr>
<tr>
<td>TV licence</td>
<td>N/A</td>
<td>£145.50</td>
<td>You can also pay for your TV licence in weekly, monthly or quarterly instalments. Check whether you need one at the TV Licensing website.</td>
</tr>
<tr>
<td>Course materials</td>
<td>£18 - £53</td>
<td>£210 - £630</td>
<td>For example, core textbooks, photocopying, stationery and other consumables.</td>
</tr>
</tbody>
</table>

These figures are based on a 12-month period and have been gathered from a range of sources.

Online Calculators

You may find one of the following online calculators can help you work out your budget:

UK Students Calculator
www.studentcalculator.org

Gov.uk Calculator
www.gov.uk/student-finance-calculator

Start-up costs

Don’t forget that there are certain things you’ll need to buy when you start university, as these won’t be provided by your accommodation. They include:

- Bedding (sheets, pillows, duvets)
- Towels and tea towels
- Cups, bowls and plates
- Cutlery
- Cooking utensils and saucepans.

You may just want to bring the bare minimum of kitchen equipment, cutlery and crockery when you start university, as you and your housemates may decide to buy some of the essentials together and split the cost.

Top tips for budgeting

Managing your money can be daunting, especially if you have not been responsible for your finances before. Before you get into serious trouble, seek confidential financial advice and help with money management from the advisers in Student Support. The following tips will get you started:

- Spend time preparing a budget planner. Consider your income and expenditure – do you have a healthy surplus each week, or are you living beyond your means?
- Consider setting up direct debits and standing orders to pay regular bills, so you don’t miss payment dates and get fined. Most companies offer discounts if you pay by Direct Debit.
- Plan for extra or unforeseen expenditure by saving a little each week/month.
- Avoid credit cards and bank loans where possible. Keep an eye out for interest free balance transfer offers.
- Get a student bank account and take advantage of discounts and banks and building societies that offer 10% refunds on your utility bills and other living costs.
- Make use of offers in supermarkets; especially evening shopping when food produce can be reduced by up to 90%.
- Save points on supermarket and shop cards to utilise for presents.
- Remember to pre-cook (if required) and freeze any food products before their sell by date expires.
- If you live in University accommodation in your first year remember that your bills are included in the rent and your daily travelling costs are likely to be low. Be prepared for higher living costs if you move off campus in your second year.
- Join the Student Union and receive 10% discounts from nominated shops.
- Organise clothes recycle schemes with friends and family for yourself or children.
- Sell your own items that are still in good condition on Gumtree and eBay, or in car boot sales.
- If you live in Halls of residence or in a student house you will be exempt from paying Council Tax
- Remember buy what you need, not what you think you need!
Help for HE Students with Disabilities

We are able to provide support advice and guidance to higher education’s students who are studying with a disability or difficulty.

Funding via the Disabled Students’ Allowance could be available for additional costs that could be incurred due to the disability. You can get help with the cost of:

- Specialist equipment, like computer software
- Non-medical help, like mentoring or study skills advice
- Other costs such as printing consumables

DSA’s don’t cover disability-related costs you would have if you were not attending a course, or costs that any student might have.

As a higher education student living in England, you can apply for a Disabled Students Allowance (DSA) if you have a:

- Disability
- Long-term health condition
- Specific learning difficulty such as dyslexia

Disabled Students’ Allowances (DSAs) are paid on top of your other student finance and do not have to be repaid back. How much funding you get allocated depends on your individual needs – not your household income.

You can find more information about DSA by visiting www.gov.uk/disabled-students-allowances-dsas/overview or by speaking to the Senior Learning Mentor (HE).

International and EU students with dyslexia, disability or a medical condition are unable to access DSAs from Student Finance England. If you have a diagnosis of dyslexia or a disability and have evidence of this, please contact our

Senior Learning Mentor, Lorraine Brophy at lorraine.brophy@southessex.ac.uk as soon as possible to discuss this further.

Dyslexia – students should have their Educational Psychologist’s (or equivalent) report translated into English. The report must date from when you were 16 or over.

Disabled students are advised to provide medical evidence of their impairment, e.g., audiogram, Doctor’s letter.

Additional Advice

The Senior Learning Mentor can also provide advice and guidance on:

- Extenuating Circumstances
- Late Submission
- Intermission
- Special Exam Considerations
- Appeals
- Resits

The National Bureau for Students with Disabilities can provide further information and support. www.skill.org.uk
Mental Health and Wellbeing

The HE Student Services staff at the Forum can provide initial information and guidance for students with any personal concerns relating to mental health and wellbeing. We are located on the 3rd floor in the Forum or you can email hestudentsupport@southessex.ac.uk for further information.

We have variety of services to support with your wellbeing; from peer mentoring to discuss day-to-day study concerns, your Personal Tutor, HE Student Services staff and our in-house counselling service. We aim to provide a bespoke service to our students, ensuring that information regarding wellbeing support is readily available and you are signposted to the correct service. The College Safeguarding Team are also available to discuss concerns regarding your wellbeing and safety and can be found on the 4th floor of the Southend Campus (Luker Road) or via email: safeguarding@southessex.ac.uk

Stress Management

Starting university can be a stressful experience. However stress is a natural feeling and many of your peer group will be feeling the same. Stress is a natural process designed by nature to help you cope in challenging situations. In small amounts it is good, because it heightens the senses and your reaction times, which means it can enhance your performance and in turn assists you to work hard and do your best, especially during exams.

How you cope with the stress is the key to whether or not it develops into a health problem

Leaving home to start university can mean lots of big changes, these can include:- moving to a new area, being separated from friends and family, establishing a new social network, managing on a tight budget and starting your studies, finding part-time employment. For most students, these changes are exciting and challenging but, for some, they are overwhelming and can affect their health.

The first signs of stress are:
- irritability
- sleep problems

Too much stress can lead to physical and psychological problems, such as:-

- anxiety (feelings ranging from uneasiness to severe and paralysing panic)
- dry mouth
- churning stomach
- palpitations (pounding heart)
- sweating
- shortness of breath
- depression

Self-help stress tips:

Short periods of stress are normal and can often be resolved by something as simple as completing a task, such as completing an essay or assignment brief on time (and thus reducing your workload), or by talking to others and taking time to relax. One or more of the following suggestions might help:

Assess exactly what in your life is making you anxious. For example, is it exams, money or relationship problems? See if you can change your circumstances to ease the pressure you’re under by talking to your tutor or a member of staff in Student Services.

- Try to have a more healthy lifestyle. Eat well, get enough sleep, exercise regularly, cut down on alcohol, caffeine and cigarettes. Spend some time socialising, as well as working and studying.

- Try not to worry about the future or compare yourself with others.

- Learn to relax. If you have a panic attack or are in a stressful situation, try to focus on something outside yourself, or switch off by watching TV or chatting to someone.

- Relaxation and breathing exercises may help or regular gentle walks.

- Try to resolve personal problems by talking to a friend, tutor or someone in your family.

- Learn about how to cope with the stress of exams, managing your study time and improving your study skills abilities.

Professional help for student stress

Long-term stress and associated anxiety is difficult to resolve by yourself, and it’s often best for you to seek help. Don’t struggle alone. Anxiety can seriously impair your academic performance, and that’s not only distressing for you, but means a lot of wasted effort.

You may benefit from treatment with prescribed medication or counselling, or a combination of both. Have a chat with your GP or book an appointment through the Safeguarding team to talk to a student counsellor.

For further information go to the following web addresses below:


www.mind.org.uk/information-support/tips-for-everyday-living/student-life/#.V7MfluRTGUk
Travel

For advice on travel passes to and from college please visit the FE Student Services on the ground floor of Luker Road, Southend Campus, or telephone 0845 52 12345.

Being so close to London travelling is relatively easy with many travel routes available from all campuses.

Automobile

One of the most established main roads in Essex is the A13. This road is where you find the appropriate exits for all campuses.

- **Southend Campus**
  Luker Road
  SS1 1DN
  Underground car park available under campus and halls of residence.
  Call 01702 220642 to make further inquiries.

- **Thurrock Campus**
  High Street
  RM17 6TF
  NO Parking on Campus. Parking available within shopping area close to campus.
  Call 01375 12345 to make further inquiries.

- **Basildon Campus**
  Nethermayne
  SS16 5NN
  Parking on campus available.
  Call 01268 461698 to make further inquiries.

- **Purfleet**
  High House
  RM 19 1RH
  Parking available on site.
  Call 01275 362033 to make further inquiries.

Taxis

For further information regarding local taxi type in the link below via an Internet search engine.

www.yellow.com

Car Hire

- **Enterprise Van and Car Hire**
  196-200 Queensway, Southend-On-Sea SS1 2LU:
  01702 440220
  www.enterprise.com/en/home

- **Steve’s Self Drive Car Hire**
  Unit 4, Bentalls Close, Southend on Sea: SS5 5PS
  01702 612047
  http://steves-selfdrive.com/

Trains

All campuses are connected by the C2C Rail Line which runs from Shoeburyness, Essex to Fenchurch Street, London.

For further information contact:

- **c2c Rail**
  FREEPOST
  ADM3968
  Southend on Sea
  SS1 1ZS
  0345 444422
  contact@c2crail.co.uk
  www.c2c-online.co.uk

South Essex College students may save a third off C2C season tickets. For further information go to:

www.c2c-online.co.uk/studentsave

Greater Anglia Train line

Abellio Greater Anglia railway line is an alternative railway line that terminates in Southend. This has links to Liverpool Street, London via Southend Airport, North Essex and beyond. For further information contact:

- **Freepost RSCZ-UXZ-EHHE**
  Abellio Greater Anglia Contact Centre
  Norwich Railway Station
  Station Approach
  Norwich
  NR1 1EF
  0345 600 7245 (Option 8)
  www.abelliogreateranglia.co.uk

Buses

The Southend Travel Centre is the main bus terminus for Southend. It’s located just off the High Street and close to the Royals Shopping Centre. Here are details of the main providers of bus services for Southend and other areas in South Essex:

- **Arriva Southend** - Local bus service covering Southend and surrounding areas as far out to Basildon. Served by the Southend Travel Centre
- **First Buses** - Serving Southend and the wider Essex area. Includes an hourly coach to Stansted Airport
- **Regal Busways** - Smaller local service operating between Southend Chelmsford via Rayleigh
- **Stephenson’s Buses** - Green-and-white buses covering Southend, Rayleigh and surrounding area. Offers Shopper & Commuter buses

Coaches

- **National Express Coaches**
  0871 781 781
  www.nationalexpress.com

National Express can offer up to 25% discounts on National Express coaches. For further information type in the link below via an Internet search engine:

www.nus.org.uk/en/nus-extra/discounts/

Planes

- **Stanstead Airport**
  London Stansted Airport
  Enterprise House
  Bassingbourn Road
  London
  CM24 1QW
  0844 335 1803
  www.fly.stanstedairport.com/travel

Destinations include Europe and the UK.

- **London Southend Airport**
  Rochford Road
  Southend on Sea
  Southend
  SS2 6YF
  01702 538500
  www.southendairport.com

Destinations include Europe and the UK.

Travel discounts on air fares for students; up to 80% off.

www.bookingbuddy.co.uk
Maps
For maps of the Essex and other areas type in the link below via the Internet search engines below:
www.maphill.com/united-kingdom/england/south-east/essex-county/detailed-maps/road-map
www.my-towns.co.uk/essex-map

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<tr>
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Accommodation
If you are over eighteen on a full-time course then you are entitled to apply to live at Southend’s Halls of Residence at University Square.

You would be staying in a purpose built facility, in the heart of Southend so you will be right in the action of the town’s night life, and with Sainsbury’s just across the road the weekly shop is easy to do. All rooms are en-suite and have a high speed internet connection. You will also have the chance to get to know many of your fellow students over a coffee in the shared kitchen, and relaxing with them in the common room while watching Sky TV (all included in the price). The rent includes utilities (so electric and heating), broadband, Sky TV in the communal area. If you have a TV in your room, you will need a TV licence.

- Single en-suite rooms are priced at £135.241 per week
- Studio rooms are priced at £166.81 per week (these are self-contained flats with a double bed and your own kitchen area)

If you wish to apply please email accommodation@southessex.ac.uk or telephone 01702 220451

If you are offered and accept a place at University Square you will be given a forty two week contract that is legally binding. If you choose to leave before the end of the forty two weeks you could end up paying rent on a room you are not using until the end of the contract period. However if you wish to extend your contract past the forty two weeks please see student services so additional payments can be organised.

Students living in halls are legally obliged to pay rent to the university throughout the period of their agreement. Rent is paid at the beginning of each term.

It can be paid online or in person in the Finance Office, University of Essex (Gateway Building). As with tuition fees it is important to make prompt payments. The university is entitled to charge a £20.00 fee where payment is late and will be applied at the beginning of each subsequent month for as long as the debt remains outstanding. Non-payment of rent could result in you not progressing to the next year of study and a black mark placed on your credit score that may impact you later in life.

Payment dates for accommodation:
- Term One 31 October 2016
- Term Two 31 January 2017
- Term Three 30 April 2017
- Term Four 5 July 2017 (if applicable)

During your first week at the Halls of Residence you will be introduced to the Resident Assistants who will be able to provide you with information, advice and guidance and support you if you have any problems or issues. They will also be organising social activities so you can meet and get to know other students who will be living in the accommodation too. To reach your Resident Assistant contact information will be written on a poster in the kitchen.

If you have a disability and would like to live in the Halls of Residence this is not a problem. Please contact HESupport@southessex.ac.uk whereupon the Senior Learning Mentor can assist with the accommodation team in organising a room suitable to your needs.
South Essex College accommodation team can also offer you advice regarding finding suitable housing in the local area while you are at college.

Please come to Student Services to speak to them or call 0845 52 12345 or email accommodation@southessex.ac.uk or you could go online and research flats and rooms to rent via:

www.rightmove.co.uk
www.zoopla.co.uk
www.gumtree.com

If you are under eighteen and you are having housing concerns please ask to speak to a member of our safeguarding team based on the fourth floor, Luker Road, Southend Campus or email safeguarding@southessex.ac.uk

Households where everyone is a full-time student do not have to pay Council Tax, such as the Halls of Residence. If you house sharing and are unsure if you need to pay Council Tax please go to www.gov.uk/council-tax/discounts-for-full-time-students for further information.

Please remember that the Halls of Residence as with the South Essex College Buildings is a NO SMOKING area, which also includes Vapping too. Smoking is only permitted in the smoking shelter or on the podium.

Map of Southend-on-Sea Town Centre and location of Halls of Residence

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**Behaviour at South Essex College**

At South Essex College we aim to create a welcoming, caring environment where relationships are based on respect and to develop a positive self-esteem in each student.

At South Essex College our minimum expectations of every student are:

**Ready (ready to learn, ready to work)**

- Be on time
- Bring appropriate uniform/personal protective equipment where needed
- Phones on silent in learning time and out of sight. Music players off

**Respectful**

- Listen to others and expect to be listened to
- Use appropriate language and a polite tone
- Look after the building, displays and equipment
- Attend every session
- Respect diversity and other people’s choices

**Safe**

- Follow College rules for health and safety
- Be in the right place at the right time
- Do not run around the building
- Be aware of individuals with mobility difficulties or disabilities
- Dress appropriately

Led by our core value of respect everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

For further information on South Essex College Behavioural Policy please go to: www.southessex.ac.uk/sites/default/files/downloads/BehaviourPolicy2015.pdf
Peer Mentoring

The Peer Mentoring Programme has been set up with the aim of providing support to first year students by helping them settle into their course, make progress and achieve their potential whilst at South Essex College.

What is a Mentor?

Mentors are second or third year students who have volunteered to join the mentoring scheme and have received training from the college. Each student mentor will be assigned a small number of mentees. The peer mentor’s role is to support individual students enrolled on a course of study at the College by serving as models for first-year students and assisting them to settle into their new college environment by providing general support and guidance. The mentor may have completed the same course as their mentee. This will ensure the peer mentor can offer guidance with issues such as coursework, placements and assignments. Through their own experiences they can share knowledge with new students about the opportunities services and resources available within the college and encourage them to integrate into their new community and participate in college activities.

What is a Mentee?

A mentee is a first year student who can request a Peer Mentor via HE Students Services based at the Forum, Southend, or email hesupport@southessex.ac.uk to support them during their time at college.

Peer Mentoring Scheme Process

Mentors may choose to organise meetings in groups with their mentees rather than one to one, in cases such as study skills advice. This will also be an opportunity for you to get to know other first year students. However, as a mentee you will have the opportunity for confidential meetings with your mentor should you so wish, or work within a more electronic virtual environment after an initial meeting using Facebook, Twitter, email or by phone when necessary. It’s completely up to you as a mentee and your mentor to agree the frequency of meetings and/or method of contact. Meetings are normally undertaken in a public area convenient to both you and your mentor. A coffee bar or library in your department are examples of places most often used for meetings.

Peer mentoring can last for up to one year. Mentees and mentors have the most contact during the first academic term. Please be aware that a mentoring relationship is completely confidential. A peer mentor is in a position of trust and is expected to treat student concerns and private matters with utmost sensitivity. Mentors have been given training covering confidentiality, only in extreme circumstances will they seek extra support from the mentoring team.

As a mentee you will be advised as early as possible to whom your Peer Mentor will be. You can be allocated a different mentor or you can withdraw from the scheme. This will be confidential. You just need to e-mail hesupport@southessex.ac.uk or call into the Forum and speak to the Undergraduate Support Advisor.

For more information on applying to be a peer mentoring, or to sign up to the scheme as a mentee please visit the 3rd floor of the Forum at Southend or email hesupport@southessex.ac.uk

Further Information on the peer mentoring scheme is also available on SEC Moodle pages.

Academic Difficulties on Course

If you feel that the you may need to request Extenuating Circumstances, Late Submission, Special Exam Considerations, Intermission, please visit HE Student Services or email them on hesupport@southessex.ac.uk to book an appointment. Information, advice and guidance will be given to provide the procedure that you will need to undertake and to ascertain if further support may be required. Below is an explanation of the necessary procedures for each situation that may occur:

Late Submission

As with Extenuating Circumstances this form will be provided to you on request by a member of the support staff at the Forum and adheres to the information as stated above, except that this form should only be used if you are submitting course work late within ten working days of the published deadline.

Extenuating Circumstance

This form will be provided to you on request by a member of support staff at the Forum and will acknowledge your degrees academic awarding body. The form should be completed if you want to make the Extenuating Circumstances Panel and the Board of Examiners aware of any extenuating circumstances, which you believe may have adversely affected your performance either during the year or in the examinations. Please remember that if the circumstantial evidence you provide is not conceded as being robust enough then your claim may not be accepted. Evidence should include: signed medical certificates, death certificates, photographs, educational reports and letters etc.
Changing Your Degree Course

If you feel that your chosen degree course is not what you expected and you wish to change courses within the college or onto a course in another university you have to ask why do you wish to change courses. If you decide to change course on the basis that ‘you aren’t doing well academically’ in your current course you probably should reconsider your decision. Be honest with yourself, will the problems be solved by changing courses? How much of the problem is due to your mismanagement of your studies? If you are genuinely having problems with the course look to an alternative course, speak to your tutor about your problems and there may be a better process you can follow. You also have to consider that if your achievement level is low you may not be allowed to join a new course. Problems you incur could include:

- You may have to restart from year one, which may incur you to wait until the next academic year before you can begin the course you have transferred to
- You leave University with more debt
- It will be another additional year before you can seek employment in your profession
- Will your new course be any better than your last?

Only if you are absolutely certain that all the problems above either don’t apply or are a price worth paying should you make the move.

Changing Courses

Consult with your lecturer initially and discuss why you want to undertake a course change. Undertake this task as soon as possible so you incur as little expenditure as possible. Be aware that South Essex College’s closing date for changing courses is 15 October 2015. For further information please go to the following website:

www.thestudentroom.co.uk/wiki/changing_course
**Study Skills Guidance**

Study skills guidance works alongside subject lecturers to foster a culture of independent learning and critical thinking. Learners are directed, via workshops and one-to-one sessions to resources specific to their HE courses.

Students are taught how to use both the Forum and the Albert Sloman library, also the Internet for ebooks and journal articles. Assistance is offered when planning, referencing and managing findings for all types of academic study. This enables the development of skills of knowing when and why you need information, where to find it, how to evaluate it and how to communicate it in a concise and ethical manner within the framework of your studies.

For further information on study skills advice and to book an appointment, please contact the college’s Study Skills Facilitator Louise Worsfold. This can be undertaken by visiting her directly on the 3rd Floor, The Forum, Southend or email louise.worsfold@southessex.ac.uk

The college also has a twitter feed with links to more than two hundred and fifty academics, online libraries, academic associations and open access platforms. The college is committed to ensure that the skills and disciplines required for successful undergraduate study are rigorously underpinned with excellent access to solid academic research and a thorough understanding of academic excellence. Listed below are South Essex Colleges Higher Education Learning Resources and instructions on how to find them:

- **South Essex College Virtual Learning Centre**
  
  Log on to Moodle - click onto Higher Education - HE Learning Resources

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<tr>
<th>Study Skills Guidance</th>
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<td><strong>Using relevant computer programmes such as Inspirations, Dragon, Read and Write, Kursweil etc</strong></td>
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<tr>
<td>- <strong>South Essex College Virtual Learning Centre</strong></td>
<td><strong>Developing own learning strategy and style through use of mind-mapping</strong></td>
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<td><strong>How to undertake critical analysis</strong></td>
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<td><strong>Developing research skills for undertaking and investigating</strong></td>
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<td></td>
<td><strong>Developing research skills for undertaking and investigating primary information</strong></td>
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<td><strong>Explanation of essay criteria</strong></td>
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<td><strong>Essay writing skills</strong></td>
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<td><strong>Reading and writing and grammar skills if required</strong></td>
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<td><strong>How to undertake a written argument in third party</strong></td>
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<td><strong>Rules regarding plagiarism</strong></td>
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<td><strong>Dissertation planning and layout</strong></td>
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Information Technology (IT)

Contact

The IT helpdesk can be found in the Learning Resource Centre of all three campuses and are open five days a week between 8am to 5pm during term time. Luker Road provides cover on Saturday mornings by email, phone or via the main reception desk. After hour covers is provided at other locations dependant on demand.

Contacting the IT Helpdesk can be undertaken by speaking to a person at the LRC in your campus, during working hours by Internal Phone 4832, External phone 01702 221832 and out of hours 07826 951 695.

You can email via ithelpline@shouthessex.ac.uk.

When leaving any messages please remember to leave your name and username/id no, Campus, room/area, contact number and full details of the issue/fault. Without these staff cannot assist you.

Login

When you are initially given your login details your student number is used as identification and your date of birth as your password, which should be in the format of ddMMMyy, i.e., (01JAN99).

Your password can be altered during your initial login. Passwords from then on can be changed once logged in by pressing ctrl+alt+del or passwords can be reset if forgotten via the password kiosk located in Study Centre 2 of the forum, receptions and LRC.

You can login via the college website when working off the college premises using your student login details to check your emails and other information relating to your college course. When you login to your emails you will have the opportunity to download for free Microsoft Office that can be utilised when undertaking your studies.

Printing Facilities and Credits

- Southend Campus and Thurrock Learning Campus

1. Printing can be collected at any printer on the student network by swiping your card against a card reader attached to the printer and then selecting the documents that you want to print. Any documents not printed will be deleted after 36 hours. A warning e-mail is sent to your college e-mail address before deletion. There are 2 main print queues. If you print to the COLOUR queue you will be charged at colour rates whether or not your document contains colour.

2. You will receive a minimum of £3.50 of free credit per term. Once you have used all of this, you need to charge up your account with more pages. This can be done using a Credit/Debit card via a web interface http://student-print.southessex.ac.uk/safecom or using the printer charging cash machine located in the Learning centre at Luker road or TLC.

- Thurrock Campus and Basildon Campus

1. You will receive a minimum of £3.50 of free credit per term. Once you have used all of this, you need to charge up your account with more pages. This can be done by visiting the main desk in the learning Resource centres. The minimum you can charge your account with is £1.

Costs

Costs for the 16/17 academic year (once your free allocation has been used) will be:-

- 3p per side A4 mono
- 5p per side A3 mono
- 10p per side A4 colour
- 15p per side A3 colour

All unused credit at the end of the year will carry forward to the next year of study.

Any credit held on account when a student leaves the College (either by withdrawing from or completing a course) will not be refunded.

Internet use

1. Internet use should be appropriate to students in their educational activity, although legitimate private interests may be followed, providing there is no breach of the policy and conditions of use;

2. Sites and materials accessed must also be appropriate. Any sites deliberately visited that are inappropriate will be regarded as constituting a breach of the conditions of use; any inappropriate sites that are accidentally visited should be quit immediately and IT Services informed;

3. Use for gambling, political purposes, advertising or running a personal business is forbidden;

4. The College reserves the right to remove access to the internet if a student is found to be guilty of online bullying.
Security

Remember to be security aware:
1. Lock your machine if you leave your work station so other people cannot send emails or messages from your opened social media accounts.
2. Always take any valuable and important personal belongings with you when leaving your work station also, do not rely on others who may be distracted for those vital few seconds.
3. NEVER give your computer login details to anyone except people who officially work at the college within the IT departments.
4. Any suspicious emails or activities within your own virtual learning area that you may have concerns about please see a member of staff or contact the Computing Services Help Desk.
5. Activity that threatens the integrity of the College ICT systems, or that attacks or corrupts other systems, is strictly forbidden.
6. When and where possible only save work to a network drive and not the local computer drive. Backups of network drives are taken for disaster recovery purposes only. YOU MUST back up your own important work on removable media or onto your OneDrive storage that is provided with your email account. Use them or lose out!

Eduroam

If you want to connect your personal devices to the college WiFi you will need to choose ‘eduroam’ from the available wireless networks from your device. You will be asked to enter a username and password i.e., <studentID>@student.southessex.ac.uk, for example; enter the password you have created to log on to the college computers.

In some instances your device may get a pop up warning about a certificate error, this is nothing to worry about and just choose accept. If you have any issues connecting to the college Wi-Fi please visit a IT helpdesk or contact the IT team by phone or email. http://www.southessex.ac.uk/wifi/

IT Training

If you feel you require any IT training this can be organised and booked via the Learning Technical Team based in the Learning Resources areas, however this is not a substitute for not attending lessons.

Skype

From September 2016 Skype will be available to all students to communicate with staff and students at SEC.

South Essex College Computing Policy

Further information regarding Emails and Texts, Copyright, Telephone Communications, Cookies on the Intranet, The Student AUP, Examination of Files, Social Media, Online Resources can be found on the following: http://secaup/student_aupbody.htm

College Reprographic Unit

The CRU offers a range of printing services and is open between 10.30am to 2.30pm weekdays. Situated on the fourth floor, turn left when you exit the lift (Southend Campus).

CRU Student Price List

All student artwork must be supplied print ready and preferably as PDF or JPEG, otherwise a design price will be added

All prices below are listed per print/sheet.

- Printing in B&W
  - A4 - 3p | A3 - 5p
- Printing in Colour
  - A4 - 10p | A3 - 15p
- Colour Paper
  - Add 1p per sheet on to print cost
- Wire Binding
  - £3.00
- Laminating
  - A4 - £1.00 | A3 - £1.50

- Booklet - 5p
  (price per book to be stapled and folded - Does not include printing)
- Design or Print Imposition
  (Per 15 minus) £2
- Large Format Printing
  - A2 - £6 | A1 - £12 | A0 - £24
- Acetate
  - 10p (not including print cost)
- Cutting, Hole Punching, Folding, Scanning (per image) 50p

Job turnaround time may change dependant on work load, these jobs should not take priority over staff work. Two working days is the service standard. Turn around time may change.

All files given to CRU on memory sticks/cards must be saved/backed-up before you submit them, CRU cannot be held responsible for loss or corruption of data.
Graduation

South Essex College students graduate during the Autumn term of the year they have passed their degrees. The ceremony is held at the Cliffs Pavilion and guest speakers have previously included award winning radio broadcaster, Peter Allen and Jonathan Edwards CBE. Further information will be sent to you by the college nearer to the time of your graduation ceremony or you can go online www.southessex.ac.uk/higher-education/graduation-alumni-memorabilia to find out more.

South Essex College Memorabilia

If you wish to obtain official memorabilia of South Essex College please visit: www.southessex.ac.uk/shop where you can order Graduation Bears £12.00, Hoodies £18.00 and Mugs £5.50. Please include £4.00 to cover postage and packaging with your order per two items. You can also visit twitter @UniSouthend for competitions and prizes.

Careers

Individual Appointments Available:

Please do not hesitate to book an individual appointment with our friendly team to discuss your specific career path, assist you if you are unsure of what direction to go in or need some additional support whilst studying your chosen course.

Please email Elinor.harwood-white@southessex.ac.uk

We also have available the South Essex College employability Handbook to provided additional advice and guidance that can be obtained from HE Student Services.

Common Careers Discussion Points are:

• Options with your subject and progression routes
• Unsure of career pathway to choose following graduation
• Finding graduate employment
• Employability skills
• How employers assess candidates during a selection process
• Internships/work experience
• Teaching pathways
• Voluntary work/work shadowing
• Higher education funding
• Postgraduate qualifications
• PhD research
• CV/application form assistance
• Covering letter/supporting statement advice

Identify Your Skills

• It helps you to see what you have to offer and plan your next move
• It will aid you in seeing beyond the degree title and module content
• Many application forms ask detailed, skills-specific questions
• Greater skills knowledge will help to boost your CV and application forms
• The interview process often involves competency (skills-based) questions or scenario questions where examples of your skills in practice are required.
Skills Developed
Consider the skills that you have developed during your academic career, these include:
- Critical and analytical thinking
- Planning and organisation
- Research methods
- Time management
- Advanced IT Skills
- Presentation skills
- Group skills
- Team working

Review what you have done and where you want to go to help boost your confidence and see where your strengths and abilities lie. Take each of the skills required by an employer and think of an example of that skill in practice. As a graduate you will have lots of different areas of your life where you have gained tacit knowledge with which to draw upon such as:
- Your degree – think about course work, specific modules and project work
- Work experience – think about work placements, project work as part of your degree and part-time jobs
- Volunteering
- Previous employment before you came to university
- Hobbies, interests, out-of-university activities, clubs, sports, etc.

Once you have done this you should have a clearer picture of what your skills are and any skills gaps that need to be addressed. If so, you could further enhance your skills and experiences through further study, employment, internships, voluntary work, travel etc.

What Career Do You Want?
There are lots of fantastic graduate careers websites to help you access information regarding the options available to you. In addition, try to attend internal and external recruitment fairs – an excellent way to make contact with employers and find out about career routes that are available.

Marketing Your Qualifications
Employers will value your qualifications as well as any skills and experience you have acquired. It is essential that you demonstrate how your qualifications can be of use in the particular job you are applying for. Ensure your transferable skills are clearly highlighted in your CV and covering letter.

Postgraduate Study
There are numerous study options available to those who are considering further study. Weigh up the benefits of postgraduate study, learn about the different types of courses available and decide if you want to study in the UK or abroad. Postgraduate study can be expensive so find out about costs and funding before making a decision.

Graduate Labour Market
Graduates are still in demand in the labour market and there are key points you should know and can do to help in the hiring process. More than ever, graduates need to be ‘employable’. Demonstrating employability means you need to give evidence of skills and knowledge appropriate to your chosen career. In the current labour market you should consider the following advice:
- Do not only look at large companies with traditional graduate schemes. Consider other related professions and employers, small and medium sized enterprises (SMEs) or setting up your own business.
- Remember to plan for the possibility of doing a number of careers during your lifetime – jobs and skill requirements change.
- Apply for ‘non-graduate’ jobs or for shorter fixed-term work as a way of getting your career started and getting your foot in the door with employers
- Consider paid placements or Internships, found through such organisation as the ‘Graduate Talent Pool’, in order to gain employability skills
- Research further training, including specific professional courses or postgraduate study, as a way of increasing skills in a career area or changing your career path.

Finding Vacancies
A crucial aspect of your job search strategy should be identifying and researching as many vacancies in your chosen area as possible. In doing this, consider published vacancies, employment agencies and both specialist and general websites where jobs are advertised.

Next Step...
An action plan can help you to focus your thoughts and proactively work out your next steps (please book an appointment with the Higher Education Careers Coordinator or Undergraduate Support Advisor). It could be a formal written document, part of your personal development plan at university or a file you keep personally.

Destination Of Leavers from Higher Education Survey (DHLE)
The survey we ask to take part in is a national survey of everyone who has recently qualified from any university or higher education college in the UK. The information you provide will be analysed by the university of Essex but will also be very useful to us at South Essex College to advise our current students about the opportunities that are available to them for current graduate employment and Higher Level Study. More information is available on: www.hesa.ac.uk
Useful websites for future career goals:

- Jobs and Work
  www.indeed.co.uk
  https://jobs.theguardian.com/jobs/
  http://www.reed.co.uk
  https://jobs.theguardian.com/

- Local Government Jobs
  www.civilservice.gov.uk
  www.lgjobs.com

- Internships
  A collection of website with further information on Internships
  www.inspiringinterns.com
  https://graduatetalentpool.direct.gov.uk/
  www.aiesec.co.uk

- Teacher Training
  A list of various websites that offer information and advice on Teacher Training
  www.prospects.ac.uk
  UK’s leading provider of information, advice and opportunities to students and graduates in various job roles including that of teacher training.
  https://nationalcareersservice.direct.gov.uk/aboutus/newsarticles/Pages/Startyourteachingcareer.aspx
  www.academiesenterprisetrust.org/our-teaching-school
  School Direct Training Programme
  http://www.essexschoolsjobs.co.uk
  Graduate Internship Programme for Teaching
  https://www.gov.uk/teacher-training-funding
  Funding information for teacher training

- Business Start Up Information
  www.bgatway.com
  Business Gateway
  https://www.gov.uk/browse/business
  Business Link
  www.audit-commission.gov.uk
  Audit Commission

- Voluntary Work for Gap Year
  www.gapwork.com
  http://www.projects-abroad.co.uk

Student Union

Student Union

When you enrol with South Essex College you automatically become a member of the College’s Student Union. Run by students, the Union exists purely to improve your College experience both academically and socially to make your time with us exciting and memorable.

HE Student Services work in close collaboration with the Student Union in order to increase awareness of the services we offer students. We work together to ensure that we are doing everything we can to maximise each students potential and to support them through their degree and life after graduation.

If you would like to get involved with the NUS you can put yourself forward to be a course representative or even apply to be an Executive Officer or one of our four senior leadership roles. Great for your CV and for UCAS applications!

The NUS is happy to support your charities during our fund raising events, or if you want to organise your own event, get in touch and we will provide you with support and advice. Remember that if you would like to initiate your own clubs and societies the NUS will provide you with information, support and guidance to promote them. These could be a debating society, Chess club, Online Games Club, Cycling club etc.

Academic books can be bought and sold via the NUS; please contact a member of the College’s NUS for further details.

The Student Union help desks can be found in the Student Services area on the third floor of the Forum, Southend or in the library at Thurrock. You can also contact the SU via: studentunion@southessex.ac.uk or www.facebook.com/secsu

- Reduced student parking rates near the Southend campus
- Access to Waves restaurant for HE students

The NUS runs charity events and days out such as The Big Day Out to Thorpe Park and Alton Towers, but that is not all! The NUS work with the Student Life team and other teams around the College to run awareness weeks such as Environment Week and events such as We’ve Got Talent. So why not keep those eyes peeled for posters or check the South Essex College Student Union Facebook page for upcoming events.

Through being a member of the NUS you can can use your NUS Extra Card to claim your discount in many high street shops. Bring £12.00 and a passport-sized photo and we will do the rest. You can also purchase your card online at: https://cards.nusextra.co.uk

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Sports and Recreation

If you like to exercise, but don't feel like joining a sports team, or perhaps would love to get into a team, but you don't know where to start, there's help at hand with our Sports Coordinators. So if you fancy getting involved, just email studentlife@southessex.ac.uk

But alternatively if you do fancy competing and are able to compete at national/international level then contact Jason.baker@southessex.ac.uk get actively involved.

Basildon Campus

At our Basildon Campus we have a wide range of facilities including a 5 a-side football pitch and courts for basketball, netball, and badminton. We also have squash courts, as well as a multi-gym. Plus you can attend various clubs or fitness sessions. As well as this, table tennis tables are available in the College canteen, Scoff.

Southend Campus

The Atrium at the Southend Campus has a badminton court and table tennis tables. Every week, various activities and clubs are run including zumba, boxing, badminton, short tennis soccercise and table tennis clubs.

We run a variety of team and individual sports which compete in both AoC and British Universities and Colleges competitions.

Please contact: Jason.baker@southessex.ac.uk for more information.

Activities

Check out the activities that we have on offer via the College website, or if you would like to seek advice and guidance on making the most of your sports apps on your mobile phone please do not hesitate to contact a sports coordinator via:

www.southessex.ac.uk/student-life

or check out our Facebook page

www.facebook.com/secstudentlife

Chaplaincy

Places to worship

If you wish to find a place to worship in the South Essex area log on to the website below to provide relevant information on various religious places of worship in your locality.

http://www.cylex-uk.co.uk

The Beauty Academy

Feel good treatments...
...Feel good prices.

- Manicures & Pedicures
- Gelish Manicures
- Nail Enhancements
- Aromatherapy
- Hot Stone Massage
- Massage
- Performance Treatments
- Electrolysis
- Waxing
- Make-up
- Skin Specific Facials
- Body Tanning
- Spa Treatments
- Male Grooming
- Perfect Eye Treatments

Look fantastic...
...Feel fantastic!

Please note that an allergy test must be carried out at least 24 hours prior to any tinting, perming or lash extensions treatment.

Call into the salon or ring for an appointment

Southend Campus
Queens Road
Southend-on-Sea
Essex
SS1 1LU
01702 220 667

Thurrock Campus
High Street
Grays
RM17 6TF
01375 362646
Useful Information and Addresses

College Cafes

• **Southend**
  Scoffs – First Floor, Luker Road; open to all students and staff
  Waves – Third Floor, Luker Road; open to staff and HE students only
  Nosh – Ground Floor, Forum; public cafe, but staff and student are given discounted prices

• **Thurrock**
  Scoffs – ground floor, open to all students and staff
  Waves – ground floor, open to staff and HE students only

• **Basildon**
  Scoffs – ground floor, open to all students and staff

Library/Learning Resource Centres

• **Southend Campus**
  The Forum Public Library
  Luker Road – First Floor

• **Thurrock Campus**
  First Floor

• **Basildon Campus**
  Ground Floor

For further information on opening hours, books and resources please

Email: learningcentressouthend@southessex.ac.uk

Facebook: South Essex LRC

Twitter: @SouthEssexLRC

Healthcare

Please see the addresses below if you need to access any medical treatment whilst living or working in the Southend area. When attending for treatment for the first time remember you will need to take identification for registration purposes and advise the reception staff that you are a student.

• **NHS Medical**
  Southend Hospital
  Prittlewell Chase
  Westcliff on Sea
  Essex
  SS0 ORY
  01702 435555
  communications@southend.nhs.uk

• **Basildon and Thurrock University Hospital**
  Nethermayne
  Basildon
  Essex
  SS16 5NL
  01268 524900
  http://www.basildonandthurrock.nhs.uk/

• **Southend Medical Centre**
  S0-S2 London Road
  Southend on Sea
  Essex
  SS1 1NX
  01702 333298

NHS Dental

• **Southend Dental Care**
  Unit 2
  Southchurch Road
  Southend on Sea
  Essex
  SS1 2NE
  01702 465000
  Web: www.southenddentalcare.co.uk
  Email: info@southenddentalcare.co.uk

Opticians

• **Specsavers Opticians**
  15 Southchurch Road
  Southend on Sea
  Essex SS1 2NG

• **Boots Opticians**
  15 The Royals
  High Street
  Southend on Sea
  Essex SS1 1DE
  01702 466346
  www.boots.com

• **Visions Express**
  The Royals
  High Street
  Southend on Sea
  Essex
  SS1 1DQ
  01702 463434
  www.visionexpress.com

Legal Advice

• **Citizens Advice Bureau**
  1 Chruch Street
  Southend on Sea
  Essex SS1 2AL
  01702 456370
  Email: www.citizensadvicesouthend.org.uk

Healthcare

• **Safeguarding Team**
  South Essex College
  3rd Floor
  Luker Road
  Southend on Sea
  Essex SS1 1DN
  01702 220400
  safeguarding@southessex.ac.uk

• **Rethink Mental Illness**
  Rethink Recovery Point
  Suite 7, 1 Princess Caroline House
  High Street
  Southend on Sea
  Essex SS1 1JE
  01702 330267
  www.rethink.org
  recoverypoint@rethink.org

Health Shops and Alternative Medicine

Due to recommendations being unavailable it is advised to refer to the email address below, which will provide a list of companies and their contact details.

http://www.cityvisitor.co.uk/southendonsea/healthshops.html
24hr Timetable

Colour the squares in different colours to show what times you sleep, eat, work, socialise, attend university etc. When complete assess the squares that are empty and this should provide you with the times you have to undertake self-directed study. If you do not have enough blank squares, then deduct time from other areas, but dedicate enough time for sleeping.

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