



north west
regional college
Derry/Londonderry • Limavady • Strabane



Student Handbook & Diary
2010-2011
Higher Education

About Us

North West Regional College is a leading Further & Higher Education provider, with campuses in Derry/Londonderry, Limavady and Strabane. Each year the College supports thousands of students in achieving their personal educational goals, enabling them to use their experience and qualifications to move directly into employment, to higher education courses at university or to progress within their current place of employment.

Our student population is diverse and includes learners of all ages and backgrounds who come from a broad spectrum of local, regional and international locations. College students regularly achieve the top grades in their subject areas and their abilities are recognised at award ceremonies and competitions across Ireland and the UK.

The College is a Centre of Excellence in Construction and the Built Environment, Software Engineering, and Journalism, and was recently awarded Skillset status in Media (Moving Image) and Interactive Media.

Higher Education Student Handbook & Diary – 2010-2011

A message from our Director



I am delighted to welcome you as a student of North West Regional College, regarded as one of the leading education and training providers in the Province.

Our commitment is to provide you with a first-rate learning experience in a modern and friendly environment. You will have access to the latest technology in contemporary facilities with resources, including Libraries, Learning Resource Centres, and Student Services, which will enable you to achieve the qualifications you require for the next stage in your career.

Our dedicated and qualified staff will be on hand to provide expert tuition, giving you the guidance and support needed to develop your skills and knowledge. They will advise you on how to achieve your career goals, and will also encourage you to take part in College life through the numerous clubs and societies on offer.

As a student here, you will be offered the opportunity to develop new talents, meet new friends, and to get involved in the Students' Union Council.

This Handbook provides you with information on how to make the most of your student experience, and some guidelines which I hope you find useful. Remember, help is always at hand, so if you have any queries then do not hesitate to let us know.

I hope you enjoy your experience at North West Regional College, and wish you every success with your studies.

Seamus Murphy

Principal and Chief Executive

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Personal Details

Name _____

Campus _____

Course _____

Course Tutor _____

College Higher Education Campuses / Centres

Christ Church (Hairdressing and Beauty Therapy)	(028) 7127 6302
Limavady Campus	(028) 7127 8700
Northside	(028) 7127 6130
Queen Street (City Factory)	(028) 7127 6000
Strabane Campus	(028) 7138 2317
Strand Road Campus	(028) 7127 6000

Timetable 2010-2011

Course _____

Course Coordinator _____

	MON	TUES	WED	THURS	FRI
09.00am - 10.00am					
10.00am - 11.00am					
11.00am - 12.00noon					
12.00noon - 1.00pm					
1.00pm - 2.00pm					
2.00pm - 3.00pm					
3.00pm - 4.00pm					
4.00pm - 5.00pm					
5.00pm - 6.00pm					

Important dates including examination and assignment dates -

Event Details	Date	Comment

2010-2011: At a Glance

Wednesday 1 September 2010 to
Friday 29 October 2010

CLASSES

Monday 1 November to
Friday 5 November 2010

HALLOWE'EN HOLIDAYS

Monday 8 November 2010 to
Thursday 23 December 2010

CLASSES

Friday 24 December 2010 to
Friday 7 January 2011

CHRISTMAS HOLIDAYS

Monday 10 January 2011 to
Friday 21 January 2011

CLASSES

Monday 24 January 2011 to
Friday 28 January 2011

INTER SEMESTER WEEK

Monday 31 January 2011 to
Wednesday 16 March 2011

CLASSES

Thursday 17 March 2011

ST PATRICK'S DAY

Friday 18 March 2011 to
Friday 15 April 2011

CLASSES

Monday 18 April 2011 to
Friday 29 April 2011

EASTER HOLIDAYS

Monday 2 May 2011

BANK HOLIDAY

Tuesday 3 May 2011 to
Friday 27 May 2011

CLASSES

Monday 30 May 2011

BANK HOLIDAY

Tuesday 31 May 2011 to
Wednesday 22 June 2011

CLASSES

Thursday 23 June 2011

CLASSES END

Student Services – Staff Responsibilities and Contact Information

The aim of Student Services is to provide timely, relevant and quality support to you as a member of our College. Student Services can provide you with advice, guidance and information on a broad range of issues; these include the following –

- Academic Problems
- Accommodation
- Careers Advice and Guidance including UCAS Application
- Counselling
- Clubs and Societies
- Driver Training Scheme
- Finance/Grants etc
- Health & Welfare
- Induction
- Learning Support
- Letters of Confirmation regarding Benefits, Medical Cards, Banks etc.
- Medical Registration
- Student Cards
- Student Discount Schemes
- Student Union
- Transport

Location of Student Services

Strand Road Campus - Tower Building, Ground Floor Foyer
Limavady Campus - Ground Floor

Student Services Staff Contacts

Strand Road Campus -

Michelle Breslin	(028) 7127 6033	Student Finance
Susan Donaghey-Bell	(028) 7127 6074	EMA Administrator
Judith Gorman	(028) 7127 6045	Student Services Reception
Ann McGarrigle	(028) 7127 8709	Health & Welfare/Child Protection Officer
Willie O'Donnell	(028) 7127 6021	Student Liaison Officer
Emmett Rice	(028) 7127 6010	Student Finance
Anne Bradley	(028) 7127 6511	Learning Support Co-ordinator
Fineen Bradley	(028) 7127 6080	Careers Adviser
Lynne Kelly	(028) 7127 8784	Careers Adviser
Les Mayers	(028) 7127 8706	Personal Counselling/Careers Adviser

Opening Hours Strand Road Campus:

Monday - Thursday 8.30am - 5.30 pm
Friday 8.30am - 4.00 pm

Limavady Campus -

Esther Mawhinney	(028) 7127 8770	Finance and Student Support Officer
Sharon McDaid	(028) 7127 8780	EMA Officer

Opening Hours Limavady Campus:

Monday - Thursday 8.30am - 5.30 pm
Friday 8.30am - 4.00 pm

Information and Services Provided by Student Services

Student Services offers you a wide range of support through formal and informal contact. The following provides further details on information and services provided through Student Services.

Careers Education Information Advice and Guidance

Careers education, information advice and guidance will be provided as part of your course and by the College Careers Service. You are encouraged to seek careers support through contacting the College Careers Service staff:

Les Mayers	028 71 278706	les.mayers@nwrc.ac.uk
Finneen Bradley	028 71 276080	finneen.bradley@nwrc.ac.uk
Lynne Kelly	028 71 278784	lynne.kelly@nwrc.ac.uk

Or e-mail careers@nwrc.ac.uk

Guidance interviews:

If you are considering enrolling on a new course at the college and require advice please feel free to contact any of the advisers listed above.

Specialist Career Workshops and Industrial Links:

These events are organized in conjunction with individual curriculum school teams to meet the specific needs and interests of vocational course groups. The range of activities include presentations dealing with issues such as career progression, guest speakers, key updates on specific vocational information, industrial visits etc.

Individual Career Action Plan:

Students can make an appointment to discuss the development of an individually tailored career action plan. This plan allows you to reflect on your current situation and discuss career aspirations with an adviser who will help you to construct an effective career plan.

CV Preparation:

We can provide guidance on how to develop a CV which is tailored to meet the specific requirements of the job application that is being targeted. Further tips can be found in our careers literature which is located in the College Careers Suite or on the College Careers Service's Moodle site.

Interview Skills Preparation:

Staff are available to discuss interview skills techniques or workshops can be arranged on a group basis. Further advice can be gained from our careers literature situated in the College Careers Suite or downloaded from Moodle.

Careers Library / Support Literature:

A wide range of UK and Irish University Prospecti are available in our careers library based in the careers suite. This literature can also be accessed in the Northland Library, City Factory, Northside, Strabane and Limavady Campuses.

Further specialist Careers literature is also available in Strand Road and Limavady including, information on CV building, Interview Skills, Gap Year activities, UCAS & CAO Application, Career Path Changes etc.

Personal Counselling

Personal counselling appointments may be made by contacting -

Derry / Londonderry and Strabane Campus: e-mail counselling@nwrc.ac.uk or Telephone 028 71 276500

Limavady Campus: Mrs Esther Mawhinney: esther.mawhinney@nwrc.ac.uk or Telephone 028 71 278770 or e-mail counselling@nwrc.ac.uk

Personal counselling is provided in accordance with the BACP code of Professional and Ethical Practice.

Pastoral Care, Advice & Guidance

If you have any personal or academic issues which you may wish to discuss with a trained advisor then an appointment may be made through:

- A member of your teaching team
- Your Personal Tutor
- The Student Services Office

Staff may be accessed on the following e-mail addresses and telephone numbers:

Mrs Esther Mawhinney	esther.mawhinney@nwrc.ac.uk	028 7127 8770
Mr Les Mayers	les.mayers@nwrc.ac.uk	028 7127 8706
Mrs Ann McGarrigle	ann.mcgarrigle@nwrc.ac.uk	028 7127 8709
Mr Willie O'Donnell	willie.o'donnell@nwrc.ac.uk	028 7127 6021
Ms Judith Gorman	judith.gorman@nwrc.ac.uk	028 7127 6045

Health and Welfare

Student Health and Welfare supports the link between health, wellbeing and achievement. This support is provided through a dynamic partnership between the College and students by the provision of workshops, leaflets, and information sessions on those topics which are of interest and concern to students and staff.

Contact the following staff if you have issues of concern with regard to your health and welfare:

Mrs Ann McGarrigle	ann.mcgarraige@nwrc.ac.uk	028 7127 8709
Mrs Esther Mawhinney	esther.mawhinney@nwrc.ac.uk	028 7127 8770
Mr Willie O'Donnell	willie.o'donnell@nwrc.ac.uk	028 7127 6021
Ms Judith Gorman	judith.gorman@nwrc.ac.uk	028 7127 6045

Vulnerable Adults and Child Protection

North West Regional College is accountable as an organisation for the protection of Children and Vulnerable Adults. Every Child or Vulnerable Adult has the right to be protected from harm and to feel safe and secure in an educational or training environment.

For further information contact Student Services 028 71 276045.

Learning Support

What is Learning Support?

If you have a physical disability, sensory impairment, medical condition, mental health difficulty or additional need, the Learning Support Centre(LSC) can help you. Additional learning support is offered to assist students who might otherwise be unable to access a programme of study. This specialist support will assist you to realise your full academic and personal potential.





Disabled Student Allowance

If you are resident in NI, studying a HE course (HNC level or above) and have a disability, you may be entitled to DSA.

What do I need to do to get Disabled Students' Allowances (DSAs)?

Here is a summary of the steps involved in applying for and receiving DSAs.

STEP

1	Complete and return a DSA application form available to download from www.studentfinanceni.co.uk , or collect from the Learning Support Centres in the college. You must include evidence of your disability, mental health condition or specific learning difficulty.	If DSA awarded, you may receive:
2	DSA Officer in your ELB will assess your application and send you a letter to let you know if you qualify for DSAs or not.	Delivery of specialist equipment 
3	DSA officer in your ELB will ask you to attend a Needs Assessment to identify any specialist equipment and other support that you may need for your course.	Non-medical helpers allowance 
4	You attend your Needs Assessment and receive a report which identifies any specialist equipment and other support you may need.	General allowance 
5	Your DSA Officer will send you a letter to tell you whether any specialist equipment and other support can be paid for from DSA.	Extra travel costs 

For further information about DSA and Learning Support Services at the Northwest Regional College, please contact:

- The Learning Support Centre, Room C267 Tower Building, Strand Road (028) 7127 6024
- The Learning Support Centre, Limavady Campus Tel (028) 7127 8772
- For DSA Application Form: download from www.studentfinanceni.co.uk
- **Students resident in ROI should contact the Learning Support Centre directly.**

What is Learning Support?

If you have a physical disability, sensory impairment, medical condition, mental health difficulty or additional learning need, Learning Support services can help you. Additional Learning Support is offered on a personal basis to assist students who might otherwise be unable to access a programme of study. This specialist support will assist you to realise your full academic and personal potential, whether you are a full-time or part-time student, at any level of study from entry to degree.

Support available includes:

- Access arrangements and additional time in examinations
- Access to information and advice
- Assistive technology equipment and software
- Modified learning materials and alternative formats
- Non-medical assistance
- Note takers
- Sign language interpreters
- Study skills support

How do I Access Learning Support?

If you feel you require support at any time during your studies, contact your Course Tutor or a member of the Learning Support team. Students with additional learning support requirements will have a confidential interview and assessment in relation to their needs and an individual plan will be drawn up and agreed with them. This will take into account:

- the impact of the disability or learning difficulty on your learning
- evidence of the disability or learning difficulty
- need for further specialist assessment
- how you can be assisted to take ownership of your own learning
- arrangements for support

Disabled Students' Allowance

Students on Higher Education programmes may be eligible to apply to their Education and Library Board for the Disabled Students' allowance (DSA). This allowance can help to pay for some of the costs you may incur as a direct result of your disability, e.g. including technical support, non-medical helpers and travel allowance. You can find out more information about DSA from the NWRC Learning Support Centres, or from www.studentfinanceni.co.uk

For further information about Learning Support Services at the North West Regional College, please contact:

Anne Bradley:

Learning Support Centre, Room C267
Tower Building, Strand Road Campus
Tel: (028) 71 276511

Student Finance

FINANCE FOR YOUR COURSE – FULL-TIME HIGHER LEVEL COURSES

E.g. HND; Foundation Degree; Degree level

UK STUDENTS: Can apply for maintenance grant through studentfinancenⁱ. This is a non repayable grant, and the amount you get is dependent on your household income.

You also have the option of applying for a maintenance loan which is paid to you to assist you with living costs. A tuition fee loan (up to the value of £3,290 for 2010/2011) is also available which is paid directly to the college to cover your tuition fees.

To apply, you must complete the **PN1 form** if you are a new student or **PR1 form** for continuing students.

PN1 Forms are available from the studentfinancenⁱ website or from Student Services. Completed PN1 forms should be sent to your local education and library board.

(Be aware that students who are not seen to be academically progressing may not be entitled to re apply for finance, contact Student Services for confirmation of this)

Maintenance Grant pays up to £3475 (depending on your household income)

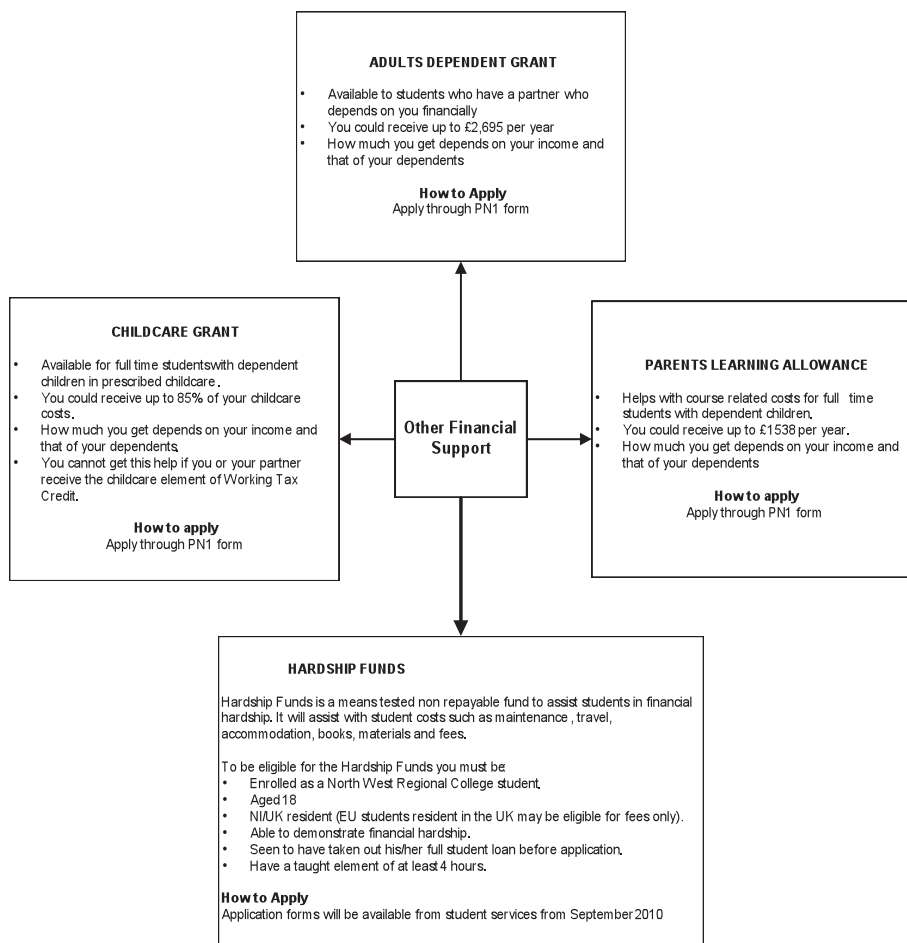
Household Income	How Much?
£19,203 or less	Full £3,475 grant
£19,203 - £41,065	Partial grant
Over £41,065	No grant

Breakdown showing maintenance grant and maintenance loan awarded according to household income;

HOUSEHOLD INCOME	MAINTENANCE GRANT	+	MAINTENANCE LOAN	=	TOTAL
£19,203	£3,475		£2,953 *		£6,428
£25,000	£2,201		£3,289 *		£5,490
£35,000	£689		£4,151 *		£4,840
£41,065	£50		£4,790 *		£4,840
£53,035	£0		£3,630 *		£3,630

* Please note that optional loans must be repaid

Please see below diagram which details other sources of support, including **Childcare Grant; Adults Dependent Grant; Parents Learning Allowance; and College Hardship Funds.**



EU Students

EU Students can apply to the **Student Loan Company** for a tuition **fee loan only**.

They will assess a student's contribution to fees, up to a maximum of £3290. You should complete a EU10N form available from studentfinancenⁱ and from Student Services.

Student Loan Company in Darlington EU Team Address: EU Customer Services Team, Mowden Hall, Staindrop Road, Darlington, DL3 9BG.

Email – EU_Team@slc.co.uk

EU/ Republic of Ireland students should apply to their local VEC for maintenance grants.

Disabled Students' Allowance - DSA 1 Form

Funding is available to help disabled students who incur extra costs when completing their course due to their disability/learning requirements.

DSA application forms are available from the Studentfinancenⁱ, 1 Hospital Road, Omagh, Co Tyrone BT79 0AW or (on-line www.studentfinancenⁱ.co.uk) and Student Services.

PART TIME STUDENTS

If you are a part time higher education student and studying at least 50% of an equivalent full time course you may be entitled to a grant towards your fees and a grant towards your course cost. Entitlement depends on your income and your partner if applicable

Fee Grant – Maximum fee grant between £820 and £1495 depending on how intensive your course is.

Course Grant – The maximum course grant is £265

You need to complete a PTG1 form available from studentfinancenⁱ or from student services in mid august

Care to Learn (NI) Scheme

- provides assistance with childcare costs for student-parents
- available to students who are parents aged 16+ and under 20 yrs of age
- applies to both full-time and part-time courses
- the child carer must be a registered childminder, pre-school playgroup, day nursery, out-of-school club or other provider registered with the Health and Social Services Board.

Application forms and further information are available from Student Services.

Additional Sources of Support

Funding Provider	Type of Funding	Max Funding Available	Funding Area	Summary
NI Memorial Fund	Grant	£1,200	NI	Funding towards educational courses for individuals who have lost a family member or sustained physical injury as a result of the Troubles.
Helena Kennedy Foundation	Grant	£1,500	UK	The Foundation exists to overcome social injustice by providing financial bursaries, mentoring and support to disadvantaged students from the further and adult education sectors, enabling them to complete their studies in higher education and move on successfully into employment
Gingerbread NI	Grant	£300 per year for course fees	NI	Funding for course fees childcare costs, & travel costs for lone parents.
Kick Start	Grant	Not quantified; normally cost of course	NI	Funding towards educational courses for unemployed students, job search activities, interview preparation & benefit calculations

(For a full view of additional support available, visit our website
http://www.nwrc.ac.uk/im_at_school/student_services/support/ft_ss_finance.html)

Contact the following staff for student finance information

Ms Michelle Breslin	michelle.breslin@nwrc.ac.uk	(028)71 276033
Mr Emmett Rice	emmett.rice@nwrc.ac.uk	(028)71 276010
Mrs Esther Mawhinney	esther.mawhinney@nwrc.ac.uk	(028)71 278770
Ms Sharon McDaid	sharon.mcdaid@nwrc.ac.uk	(028)71 278780
Mrs Susan Donaghey-Bell	susan.donaghey-bell@nwrc.ac.uk	(028)71 276074

For generic finance queries email: studentfinance@nwrc.ac.uk

College Finance Department

Fee Payment

For those courses which have fees attached to them, payment should be made at enrolment.* HOWEVER If the fee is over £150 there is a facility to pay agreed instalments by direct debit.

DIRECT DEBIT ARRANGEMENTS

- £100 deposit is required, payable on enrolment
- Direct debit set up to pay the remaining balance in 2, 3 or 4 instalments (depending on amount). Minimum payment £50.
- Direct debit payments will start on the 5th of the month following enrolment for part-time courses and the 15th for full-time courses.
- A Direct Debit form is available for UK students who wish to take this option (Form available from Reception or Finance Department)
- EU students should complete the appropriate form agreeing the payment of relevant fees at the due date.

For more information contact the College Finance Office. Students who are in financial hardship should consider contacting Student Services for information on financial help available

*An additional charge of £2 will apply to students wishing to pay by credit card.

EXAM FEE

Students will have to pay a £2.00 administration fee on top of their exam fee for all qualifications.

NON-PAYMENT OF FEES

Failure to pay fees will result in one or more of the following:

- the student will be withdrawn from the course.
- the student will not be able to sit any exams for which he/she has enrolled in the College.
- the College will not mark coursework assessments.
- the student will be unable to avail of the College's facilities or Computer network.
- the student will not be able to progress to the next year of the course, or enrol in an alternative course within the College.
- the College will seek to recover all outstanding monies.

Students may not be included on the College's pass lists until outstanding accounts have been settled.

Contact the following staff for course related financial information

Mrs Louise Logue	louise.logue@nwrc.ac.uk	(028)71 276384
Ms Fiona McManus	fiona.mcmanus@nwrc.ac.uk	(028)71 276388

Clubs & Societies

Sporting Activities

Depending on the interest shown the activities listed below will be scheduled to take place on Wednesday afternoons.

- Abseiling
- Athletics
- Basketball
- Camogie
- Canoeing
- Circuit training
- Coaching badges
- Cricket
- Golf
- Hill walking
- Hockey
- Kayaking
- Netball
- Orienteering
- Rock Climbing
- Snorkelling
- Soccer/Gaelic Football/Rugby – These teams participate in the Inter-college/university leagues
- Swimming – Life Saving – Bronze Award
- Volleyball
- Wind Surfing

You choose which activity you want to do!

Our Sports Clubs give you the opportunity to participate in local and all-Ireland leagues in Soccer, Gaelic, Rugby, Netball and Golf.

Sporting Clubs meet every Wednesday afternoon at Limavady Campus and Templemore Sports Complex.

- Templemore Sports Complex – Facilities FREE to all students on Wednesday afternoons.
- The Roe Valley Leisure Centre is also close to Limavady Campus and offers special rates to students.

Students are expected to help in the administration of clubs they are involved in.

- Anime and Manga Society
- Cultural Diversity Group
- Drama Club
- Gays, Lesbians & Bi-sexual (GLBS)
- Music Club
- Student Equality Group
- Student Film Club

Social Activities

- College Formal
- Debating
- Music Nights
- NWRC Got Talent
- Quiz Nights
- Students OK Day/Charity Day

For more information contact:

Willie O'Donnell, Student Services, Strand Road Campus - (028) 7127 6021

Esther Mawhinney, Student Services, Limavady Campus - (028) 7127 8770

Students' Union

Your Union needs you!

The Students' Union is run by students' to promote the general welfare of all NWRC students.

On enrolment, you automatically become a member of the Union.

The Students' Union exists to:

- encourage student involvement in Clubs, Societies, Sports and Social Activities
- enhance the quality of student life at the College
- act as a channel of communication between students and managers of the College and other bodies.

Student Council

The Student Council is the governing body of your Student Union and is made up of Student Representatives from all campuses. Getting involved in the Council gives you confidence, enhances your skills, helps you to make new friends and guarantees you lots of fun.

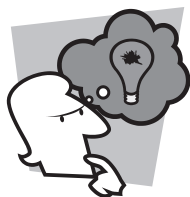
Elections for the Student Union Council will be held at the end of September.

Student Common Room - Level 2, Tower Building, Strand Road Campus
Recreational and Social Area - Basement of the Tower Building, Strand Road Campus

Recreational and Social Area - Situated off the Main Canteen at Limavady Campus

For more information contact:

Willie O'Donnell, Student Services, Strand Road Campus (028) 7127 6021.



GOT AN IDEA

Student Services is committed to providing you with the best possible service at all times.

We value what you have to say and are pleased to receive any comment from customers regarding how we can improve our service.

Do you have a:

Comment ☐

Complaint ☐

Compliment ☐

Please detail below:

Name & address details are optional, but if you would like feedback on your comments please print your details below.

Name:

Address:

Tel No:

Email address:

**Thank you for your comments,
*Student Services.***

A - Z Student Information

A.

Accident Reporting The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 1997 requires students to report all accidents which result in major injuries. If you have an accident at the College report it directly to your lecturer and ask your lecturer to complete an Accident Report form.

REMEMBER – Always seek First Aid for all injuries.

Anti-social Behaviour All students have a responsibility to the community in which they live and study. Anti-social behaviour by a minority of students brings the reputation of the College into disrepute. Failure to behave in a responsible manner will result in a range of disciplinary action which may result in suspension or expulsion from the College. Examples of anti-social behaviour include late-night noise and criminal damage.

Accommodation Finding the right accommodation can be an anxious experience for new students. A number of accommodation opportunities are open to you.

North West Regional College Halls of Residence (Derry/Londonderry)

- Woodleigh Terrace 45 Places (females only)
- Coppin House 72 places (male and female)
- Rockmills 23 places

If you require further information on accommodation: Student Services, Strand Road Campus (028) 7127 6021 or (028) 7127 6045.

For Limavady Campus contact: Student Services, Limavady Campus (028) 7127 8770

Attendance Students who attend class regularly are more likely to achieve their full potential. **Note:** You are expected to have at least 80% attendance in each course module.

C.

Careers Education Information Advice and Guidance Careers education, information advice and guidance will be provided as part of your course and by the College Careers Service. You are encouraged to seek careers support through contacting the College Careers Service staff -

Les Mayers 028 71 278706
Finneen Bradley 02871 276080
Lynne Kelly 028 71 278784
OR e-mail careers@nwrc.ac.uk

les.mayers@nwrc.ac.uk
finneen.bradley@nwrc.ac.uk
lynne.kelly@nwrc.ac.uk

Strand Road Campus students - Careers Resource Centre, 1st Floor Richmond Chambers, Diamond, Londonderry BT48 6HN. Telephone 0287127280. E-mail richmondchambers.cs@delni.gov.uk

Limavady Campus Students - Jobs and Benefits Office, 9 Connell Street, Limavady, BT 49 ODU. Telephone 02877760582. E-mail limavady.jc.@delni.gov.uk

Catering Facilities These facilities are available in the following buildings:

Strand Road Campus:

- | | |
|----------------------|--------------------------|
| • City Factory | Mount Charles Cafeteria |
| • Northland Building | Flying Clipper Brassiere |
| • Strand Building | Larry Hill's Bistro |
| • Tower Building | Mount Charles Cafeteria |

Limavady Campus:

- Main Street - Cafeteria
- Valley Restaurant
- Greystone – Cafeteria

Strabane Campus:

- Old School House coffee shop
- Cafeteria

Child Protection Young People and Vulnerable Adults

North West Regional College is accountable as an organization for the protection of Children and Vulnerable Adults. Every Child or Vulnerable Adult has the right to be protected from harm and to feel safe and secure in an educational or training environment.

For further information contact Student Services 028 71 276045

If you have any concerns about issues relating to the protection of Children, Young People and Vulnerable Adults at NWRC, please contact -

The Designated Child Protection Officer - Ann McGarrigle (028 71 278709) ann.mcgarraige@nwrc.ac.uk

OR a -

- Relevant Lecturer
- Course Co-Coordinator
- Head of School
- Member of Student Services Team

Code of Conduct All those using the College are required to conduct themselves in a mannerly fashion. Students who do not comply with the regulations, or whose conduct is unsatisfactory (including those in Student Accommodation), may be excluded from the College. In such cases rebates of fees are not made.

Common Rooms Student Common Rooms

Location: Level 2, Tower Building – Strand Road Campus
Annex to College Restaurant. Limavady Campus
Level 1 - Strabane

E.

Education Guidance Service for Adults EGSA is an independent, free and confidential career guidance service. A member of EGSA staff is located in the North West Regional College - an appointment may be made by telephoning 028 71 271899.

Equality & Diversity NWRC is committed to providing a safe and supportive environment in which everyone is able to study and work to the best of their abilities. Students are encouraged to work within the College's atmosphere of mutual respect. Behaviour which makes another feel embarrassed, demeaned, ridiculed or intimidated because of their sex, race, disability, religious beliefs or any other characteristic is not accepted. The law requires the College to have due regard to the need to promote equality of opportunity between nine categories of people: those of different religious belief; of different political opinion; of different racial group; of different age; of different marital status; of different sexual orientation; between men and women generally; between people with a disability and without and between people with dependents and people without. The NWRC is required to conduct its functions, powers and duties in compliance with Section 75 of The Northern Ireland Act 1988 ("The Act").

Evacuation Procedure.

IF YOU DISCOVER A FIRE

1. Immediately operate the nearest fire alarm call-point.

DO NOT TAKE RISKS

ON HEARING THE ALARM

The signal for the immediate evacuation of the College is a two tone ringing of the fire alarm bells.

On hearing the alarm all staff, students and visitors should:

1. Vacate the building using the safest possible route without running or diverting to collect anything and go directly to the assembly point.
2. Remain at the Assembly Point until permission has been given to do so by the senior member of staff in charge of the evacuation.

Examinations and Assessments For information on examinations and assessments contact your Course Tutor or log on to North West Regional College Intranet. It is important that you thoroughly inform yourself with all information relating to assignment deadlines and examination schedules.

H.

Hair and Beauty Grooming /Treatments

Hair & Beauty Salons - Special Rates for Students

Christ Church Centre (Derry/Londonderry)

Hairdressing Salon:	Mon-Thurs:	9.30am - 4.30pm
	Fri:	9.30am - 4.00pm

Beauty Therapy Salon:	Thurs & Fri:	9.00am - 4.00pm
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Appointments required - Tel: 028 7127 6032

Tower Courtyard & Tower Building (Strand Rd Campus)

Beauty Therapy Salon:	Tues-Fri:	10.00am - 4.00pm
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Appointments required - Tel: 028 7127 6325

Limavady Campus

Hair & Beauty Academy:	Mon-Fri:	10.00am - 4.00pm
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Appointments for Hair & Beauty Treatments - Telephone: 028 7127 8787

Strabane Campus

Hair & Beauty Salon:	Tues-Thurs	9.00am - 4.00pm (Beauty)
	Thurs + Fri	9.00am - 4.00pm (Hair)

Appointments required – Tel: 028 7127 8822 (Hair) or 028 7127 8833 (Beauty)

Health & Safety All students have a responsibility to exercise personal care and attention in relation to their own safety and that of others, and to co-operate with the College in the implementation of the safety policy.

Safety - Accommodation

- If living away from home in Halls of Residence or in privately-rented accommodation, it is advisable to mark your property with a UV pen (use parents' postcode and house number).
- Always check your accommodation has a smoke alarm.
- You must follow rules and regulations laid down by the Halls of Residence / Landlord.

L.

Library and Learning Resource Centre (LRC)

The college has a library in each of the 3 campuses – Northland Building in the Strand Road Campus; Limavady Campus and Strabane Campus – as well as a Learning Resource Centre, known as the LRC, in the Tower Building, Strand Road.

OPENING HOURS

		NORTHLAND LIBRARY	LRC	LIMAVADY LIBRARY	STRABANE LIBRARY
MON	9am			Opens 8.30 am	
	1pm			Lunch 1 -	1.30 pm
	5pm			Closes 4.30 pm	
	8pm				Open 5.30
TUES	9am			Opens 8.30 am	
	1pm			Lunch 1 -	1.30 pm
	5pm			Closes 4.30 pm	
	8pm				
WED	9am			Opens 8.30 am	
	1pm			Lunch 1 -	1.30 pm
	5pm			Closes 4.30 pm	
	8pm				
THURS	9am			Opens 8.30 am	
	1pm			Lunch 1 -	1.30 pm
	5pm			Closes 4.30 pm	
	8pm				
FRI	9am				
	1pm		Closes 1	Closes 1pm	Closes 12.30
	4pm				

KEY -

Shaded Areas = Open

White Areas = Closed

***Please note that these times are subject to change and students should check with individual libraries**

SERVICES AVAILABLE

	NORTHLAND LIBRARY	LIMAVADY LIBRARY	STRABANE LIBRARY
BOOK BORROWING	✓	✓	✓
JOURNALS	✓	✓	✓
NEWSPAPERS	✓	✓	✓
E-BOOKS	✓	✓	✓
E-JOURNALS	✓	✓	✓
PCs	✓	✓	✓
STUDY SPACE	✓	✓	✓
INTERNET ACCESS	✓	✓	✓
HELPFUL STAFF	✓	✓	✓
ASSIGNMENT BINDING £1	✓	✓	✓
LAMINATING 50p	✓	✓	✓
PRINTING Free - subject to IT service restrictions	✓	✓	✓
PHOTOCOPYING £2.50 per card of 50 copies OR 10p per page	✓	✓	Not currently available

LISC INSPIRE

The College is a member of the LISC Inspire Scheme. LISC Inspire enables students to access books and journals from a consortium of libraries in the North West area and beyond.

Participating Libraries include Magee (UU), Altnagelvin Trust Library and public libraries. Students can borrow 2 books from UU Magee and public libraries only – other participating libraries do not permit borrowing.

Students can apply for a LISC Inspire Passport at any of the North West Regional College campus libraries. Visit www.liscni.co.uk/inspire for more details and a full list of participating libraries.

LIFELINE (Freephone) on 0808 808 8000 ITextphone: 18001 0808 808 80001

No matter what your age or where you live in Northern Ireland, if you, or someone you know, is in distress or despair, Lifeline is here to help you.

- **Lifeline counsellors are available 24 hours a day, 7 days a week to listen to you and give you the help and support you need, in confidence.**
- **We are experienced in dealing with issues such as suicide, self-harm, abuse, trauma, depression, anxiety.**

- You'll get immediate help over the phone. If appropriate, we'll give you an appointment for face-to-face counselling or other therapies in your local area within 7 days.
- Lifeline can also put you in touch with follow-up services to make sure you get the best possible response to your needs.

Lifeline also gives support and guidance to families and carers, concerned friends, professionals, teachers, youth workers, clergy and communities. **Just call Lifeline.**

M.

Medical Matters Students living away from home (including those from the Republic of Ireland) should register with a local health centre/dentist. Contact Student Services for further information.

Mental Health and Taking Care of your Emotional Well-Being

Did you know that mental health problems affect 1 in 4 people in Northern Ireland/Ireland?

We all know we're meant to eat well and exercise to look after our physical health but what about our emotional well-being? There are many things that you can do to keep yourself feeling mentally healthy, such as talking to someone you trust, doing some exercise or taking time to relax. "Mind Your Head" booklet, a student guide to mental health provides self help on topics such as panic attacks, low mood, anger, sex and relationships.

Booklets are available around campus and on the Student Intranet. If you're in distress or despair, call LIFELINE (free) on 0808 808 8000. Remember the College has a counselling and listening ear service which is contactable through Student Services on 028 71 276045.

O.

Online Support for Learning

The College is committed to using technology in various forms to assist you with your course. Examples where this is happening include:

- The use of many web-based course learning materials
- Use of Moodle Virtual Learning Environment for storing course and College information, including course notes
- Access to computers throughout the College for doing assignments, including accessing web-based course materials and searching the Web for information to help in developing the content of assignments.

Use of ICT for your course can be:

- signposted by your lecturers
- your use of online learning materials available through the College intranet/portal
- found on the World Wide Web - a guide to effective web searching can be found on the College's Moodle
- Course notes uploaded to Moodle, details provided by your course lecturers.

What Online Learning Resources Can I Have Access To?

Your subject lecturers will give you details of some of the online resources you can access, either during class or workshop times or outside of timetabled sessions.

All College students and staff have access to a wide collection of other online resources covering many subjects offered at the College. The College's library staff are happy to give you details of these. Some of the key resources that provide information for various curriculum areas include:

- FENC
- Amazing Grades
- Infotrac
- e-Books – 000s of online books covering most subjects
- Intute.

Help! I Cannot Find any Online Resources. What Can I Do?

If you are having difficulty finding online resources you should:

- ask your lecturers – they know about learning resources for your specific course
- ask library or learning resource centre staff – they know about general learning resources.

What is Moodle?

Moodle is the College's computer system for storing course information and notes. This information includes basic background details such as key dates, assessment particulars and so on. Many lecturers also upload course notes and assessments. Therefore you can access these course materials from any computer within the College, at home or your workplace, via the internet.

How do I Get Access to Moodle?

1. You need a College network account to access Moodle. You are notified of your network account's username and password during induction

2. **You don't need a separate username for Moodle**
3. When you first try to access Moodle you will be asked to enter your username and password. Any subsequent time you log onto the College network the computer will remember your details and you won't need to enter them to access Moodle. If you access Moodle from home or work you will need to enter your username and password
4. You have a number of options for activating Moodle:
 - a. When you log on to the College's network you will find a list of the Moodle courses on which you are enrolled at the top of the screen
 - b. In a web browser type `//moodle.nwrc.ac.uk`
 - c. From the College website (www.nwrc.ac.uk) click the link at the bottom of the home page – see below

The screenshot shows the North West Regional College website. At the top, there's a navigation bar with links: 'OUR COLLEGE', 'I WANT TO STUDY FULL-TIME', 'I WANT TO STUDY PART-TIME', 'I'M AN OVERSEAS STUDENT', and 'BUSINESS SERVICES'. A banner below the navigation bar features the college logo and the text 'Full-time courses 09/10' with a large 'get Ahead!' graphic. Below the banner are several service tiles: 'NWRC in', 'COLLEGE NEWS & EVENTS', 'skillset Media Academy', 'NWRC YouTube', 'Student Finance & Support', 'iNEWS', 'Joint Cultural Diversity Project', and 'Track Your Application'. The footer contains contact information, a map, and links to 'Intranet Moodle', 'About the College', and 'Equality'.

You can link to Moodle and the College intranet/portal from the website home page.

P.

Policies and Procedures

College Policies and Procedures are located on the Student Intranet. All students are advised to familiarise themselves with these documents: If assistance is required, contact Student Services.

It is important to note that in addition to these policies and practices, Higher Education study programmes may have policies and practices in addition to those noted above or in some instances have policies and practices which may supersede the above. It is important that students familiarise themselves fully with policies and practices pertaining to their study programme. If clarification is required consult your course / programme coordinator.

R.

Regulations: General College Regulations

The College will:

- 1 Treat you fairly in accordance with the College's Equal Opportunities Policy.
- 2 Provide informed, impartial and supportive guidance including Careers guidance and Pastoral Care.
- 3 Provide the opportunity for initial assessment of your needs in Communication, Application of Number and Information Technology.
- 4 Agree with you a programme of study which will include a schedule of all coursework to be assessed.
- 5 Ensure a high quality of teaching and access to appropriate physical resources.
- 6 Allocate you a Personal/Course Tutor.
- 7 Provide a comprehensive induction to the College and your programme of study.
- 8 Provide information about financial help available to you and how to apply for it.
- 9 Provide information about the range of student support available for all students.

- 10 Ensure that you are informed of the College rules.
- 11 Provide all necessary information on matters of Health and Safety as they apply to you.
- 12 Provide information on social, cultural and recreational activities available to you at or through the College
- 13 Provide feedback on all work and assignments within an agreed time.
- 14 When appropriate, provide access to work experience programmes.
- 15 Provide opportunities for you to make your views known.
- 16 Provide a complaints procedure and ensure you receive a response in line with the College complaints procedure.
- 17 Treat your personal information with confidentiality and respect in accordance with the current legislation.
- 18 Provide the opportunity for you to join the Students' Union.
- 19 Responsibility is not accepted for any loss or damage to students' property, or for any injuries received through disregard of College instructions or safety regulations or by negligence on the part of the student.

You are expected to:

- 1 Apply yourself, to the best of your ability, to all aspects of your course and adhere to all rules of the College.
- 2 Attend all classes punctually and provide your tutor with an explanation of any absences.
- 3 Complete all work and assignments you are set within the agreed time and ensure that all work is your own. Plagiarism will be dealt with as a serious offence.
- 4 Work co-operatively and attend all meetings and review sessions with your tutor.
- 5 Treat all staff and students of the College with respect and courtesy. Bullying and harassment of any nature is unacceptable.

- 6 Respect all property and ensure the return of all the College's books, equipment and materials.
- 7 Behave in a manner in line with safe working practices as governed by the Health and Safety at Work (NI) Order 1978 and related legislation. Equipment and lifting appliances may be used only with permission and under supervision.
- 8 Familiarise yourself with the Emergency Evacuation Procedure, as displayed. You must respond to a call for emergency evacuation and adhere to all instructions given by College staff.
- 9 Complete entry forms for external examinations and assessments by the deadline specified.
- 10 Pay examination or course fees when due.
- 11 Inform the College of any changes in personal information (e.g. your address, health).
- 12 Ensure that non-urgent appointments, part-time work and outside activities do not conflict with your studies.
- 13 Notify your tutor if you decide to leave before your course ends.
- 14 Comply with all College policies including the
 - Drug and Substance Abuse Policy
 - IT Acceptable Use Policy
 - Student Harassment Policy
- 15 Take responsibility for your own personal development and progress.
- 16 Be aware that personal behaviour, outside designated College time, which brings the College's reputation into disrepute, may result in disciplinary action from College management.

S.

SAMARITANS on 0845 790 9090 - 24 HOUR LISTENING SUPPORT.

Student Intranet The intranet contains additional useful information applicable to all students.

Get into the habit of checking the intranet regularly for up-to-date information.

U.

UCAS 2010/2011

If university study beckons then you need to be thinking about applying to UCAS NOW! All UCAS applications are completed online.

College Career Service can help with:

- UCAS applications
- CAO applications
- Interview preparation

Advice sessions will be offered to course groups. One-to-one appointments can be arranged through Student Services.

UCAS APPLICATIONS

UCAS can begin receiving applications for Autumn 2011 entry from September 2010. The normal closing date for the receipt of applications is 15 January 2011.

It is recommended that your application is submitted well in advance of this date.

Late applications are accepted throughout the remainder of the applications year, but you should understand that they are considered by institutions at their discretion, and no guarantee can be made that they will be given the same level of consideration as applications received by the normal closing date.

You are advised to -

- **Check with the College Careers Service or on the College Careers Service Moodle site for UCAS College Campus Centre Numbers and UCAS Codes and for important application timetable.**
- **Attend all UCAS workshops which are organised in September /October 2010.**
- **Attend university information events – which normally take place in September and October 2010.**

University Library Us. If you are enrolled on a Higher Education study programme which is validated by the University of Ulster, you have reading and borrowing entitlement from University of Ulster libraries; for further details contact your course coordinator.

Useful Telephone Numbers

Advice Centres / Helplines

- Action Cancer 028 9024 4200
- Aids Helpline (NI) 0800 137437
- Anti-Bullying Campaign 020 7378 1446
- Bullying on-line
www.bullying.co.uk
- Carecall Counselling Students 0800 389 5362
www.carecallsolutions.com
- Citizens' Advice Bureau 028 7136 2444
- Citizens' Advice Bureau, Coleraine 028 703 44817
- Community Action For Locally Managing Stress 028 7126 8698
- Cruse Bereavement Care (NI) 028 7126 2941
- " " " " 028 90 329001
- Don't Blow It (Student Counselling) 028 417 69912
www.dontblowit.org.uk
- Eating Disorders Association 0845 63 47650
www.eduk.com
- Eating Disorder Association (NI) 028 9061 8299
- Genito Urinary Medicine (GUM) Clinic 028 7161 1269
- Health Promotion Department 028 7186 5127
- Kidscape (Advice on bullying) 028 90249268
www.kidscape.org.uk
- KISS 0808 8003344
- Meningitis 24 Hour Helpline 028 7126 0566
- Nexus Institute (NI) 028 9064 4111
- Northern Ireland Gay Rights Association 028 71 260566
- Rape and Sexual Abuse Nexus 028 90 326803
- Relateen (Teenage Relationship Problems) 028 7137 1502
- Sensory Support Service 028 7137 4619
- Social Services, Limavady 028 777 61100
- Womens' Aid 028 90 249041

Careers

- CAO www.cao.ie
- Career Service Northern Ireland 028 7127 2800
- UCAS 0870 112 2211
wwwucas.ac.uk

Disability

- Disability Action 028 7136 0811
- NI Deaf Youth Association 028 902 36453
- PHAB NI (Inclusion Matters) 028 907 46555
- RADAR – This Disability network 020 7250 3222
www.radar.org.uk
- SKILL 028 9028 7000
www.skill.org.uk

Drugs/Substance Abuse

- Alcoholics Anonymous 028 9043 4848
www.alcoholicsanonymous.ie
- Addiction Service 028 906 64434
- Drugs Helpline 0800 776600
- FRANK (Drugs Helpline) 0800 77 6600
www.talktofrank.com
- HURT (Drug/Alcohol Addition) 028 7136 9696
- Northlands Drug Rehabilitation Centre 028 7131 3232

Education

- Belfast Education & Library Board 028 9056 4000
www.belb.org.uk
- North Eastern Education & Library Board 028 2565 3333
www.neelb.co.uk
- South Eastern Education & Library Board 028 9056 6200
www.seelb.org.uk
- Southern Education & Library Board 028 3751 2200
www.selb.org
- Western Education & Library Board 028 8241 1411
www.welbni.org
- Queen's University Belfast 028 902 45133
www.qub.ac.uk
- University of Ulster 087 004 00700
www.ulst.ac.uk
- EGSA (Educ Guidance Service for Adults) 028 9024 4274
- NI Dyslexia Service 028 906 59212
www.nida.org.uk
- NUS/USI 028 9032 44641
www.nistudents.org

Finance

- EMA 0845 601 7546
www.emani.gov.uk
- Studentfinancen i 0845 600 0662
www.studentfinancen i.co.uk
- NWRC – Student Services (Strand Road) 028 7127 6033
michelle.breslin@nwrc.ac.uk
- NWRC – Student Services (Strand Road) 028 7127 6010
emmet.rice@nwrc.ac.uk
- NWRC – Student Services (Limavady) 028 7127 8770
esther.mawhinney@nwrc.ac.uk

Gay & Lesbian

- Gay & Lesbian Youth NI (GLYNI) (Text only) 07737 720521
- The Lesbian Line 028 90 238668
- The Rainbow Project 028 90 319030

Health Centres

- Aberfoyle Medical Group Practice 028 7126 4868
- Bovally Medical Centre 028 777 66352
- Bridge Street Medical Centre 028 7126 1137
- Clarendon Medical 028 7126 5391
- Great James Street Health Centre 028 7136 5177
- Quayside Medical Practice 028 7126 2790
- Scroggy Road Health Centre, Limavady 028 777 61100
- Waterside Health Centre 028 7132 0100

Hospitals

- Altnagelvin Hospital 028 7134 5171
- Causeway Hospital (Coleraine) 028 703 27032
- Letterkenny Hospital 00353 749125888

Housing

- Council for the Homeless NI 028 902 46440
info@chni.org.uk
- Housing Executive – Limavady 028 777 62711
- Housing Executive – Londonderry 028 713 72000
- Housing Rights Services 028 9024 5640
- SHAC Housing Association 028 7126 7627
www.housing.foyle@shac.org.uk

Jobs & Benefits

- Coleraine Jobs & Benefits Office 028 703 22880
- Foyle Jobs & Benefits Office 028 7131 9500
- Limavady Jobs & Benefits Office 028 777 60500
- Lisnagelvin Jobs & Benefits Office 028 7131 9300

Leisure Centres

- Brandywell Sports Centre 028 7126 3902
- Brooke Park Leisure Centre 028 7126 2637
- Lisnagelvin Leisure Centre 028 7134 7695
- Roe Valley Leisure Centre 028 777 64009
- St. Columb's Park Leisure Centre 028 7134 3941
- Templemore Leisure Centre 028 7128 9200

Libraries

- Altnagelvin Trust Library 028 7129 6168
- Central Library 028 7127 2300
- Creggan Library 028 7126 6168
- Dungiven Library 028 777 41475
- Heritage Library 028 7126 9792
- Limavady Library 028 777 62540
- Shantallow Library 028 7135 4185
- University of Ulster - Magee Centre Library 028 7137 5264
- Waterside Library 028 7134 2963

Mental Health

- Aware Defeat Depression 028 7126 0602
- Lifeline 0808 808 8000
- MIND
www.mind.org.uk
- NI Association for Mental Health 028 903 28474
www.niamh.co.uk
- Samaritans 028 7126 5511
- Samaritans Helpline 0345 909090
- There 4 me
www.there4me.com
- Young Minds 020 733 68445
www.youngminds.org.uk
- ZEST (Self Harm/Suicide) 028 71266999
zest@yahoo.co.uk

North West Regional College

- Reception – Limavady Campus 028 7127 8700
- Reception – Strand Road Campus 028 7127 6000
- Student Services, Limavady 028 7127 8770
- Student Services, Londonderry 028 7127 6045

Police

- PSNI 0845 600 8000

Pregnancy/Lone Parents

- Family Planning Association (NI) 028 7126 0016
- Gingerbread Lone Parents Support 028 9023 4568
- Pregnancy Care Service (LIFE) 028 7126 4751
- Ulster Pregnancy Advisory Association 028 9038 1345

Student/Youth Organizations

- National Union of Students 028 9024 4641
- NECLEUS (Youth Info Centre) – Londonderry 028 7137 4892
- Northern Ireland Youth Council 028 9064 3882
- Youthline 0808 808 8000
- Youth Information ROI
www.youthinformation.ie

Transport

- Lough Swilly Buses – Londonderry 028 7126 2017
- Translink Depot – Coleraine 028 703 25400
www.translink.co.uk
- Translink Depot – Foyle Street, Londonderry 028 7126 2261
- Translink Depot – Limavady 028 777 62101

For more information on personal / health matters, visit the following website:
http://webserve/students/life/health_issues.html

V.

Volunteering In some instances having a bona fide record of volunteering can enhance university or job application prospects. For further information and assistance on acquiring placements and experience in voluntary work contact the North West Volunteering Centre - 22 Bishops Street, Derry, BT48 6PP. Telephone 0800 052 2212; e-mail enquire@volunteeringnorthwest.co.uk.

Disclaimer

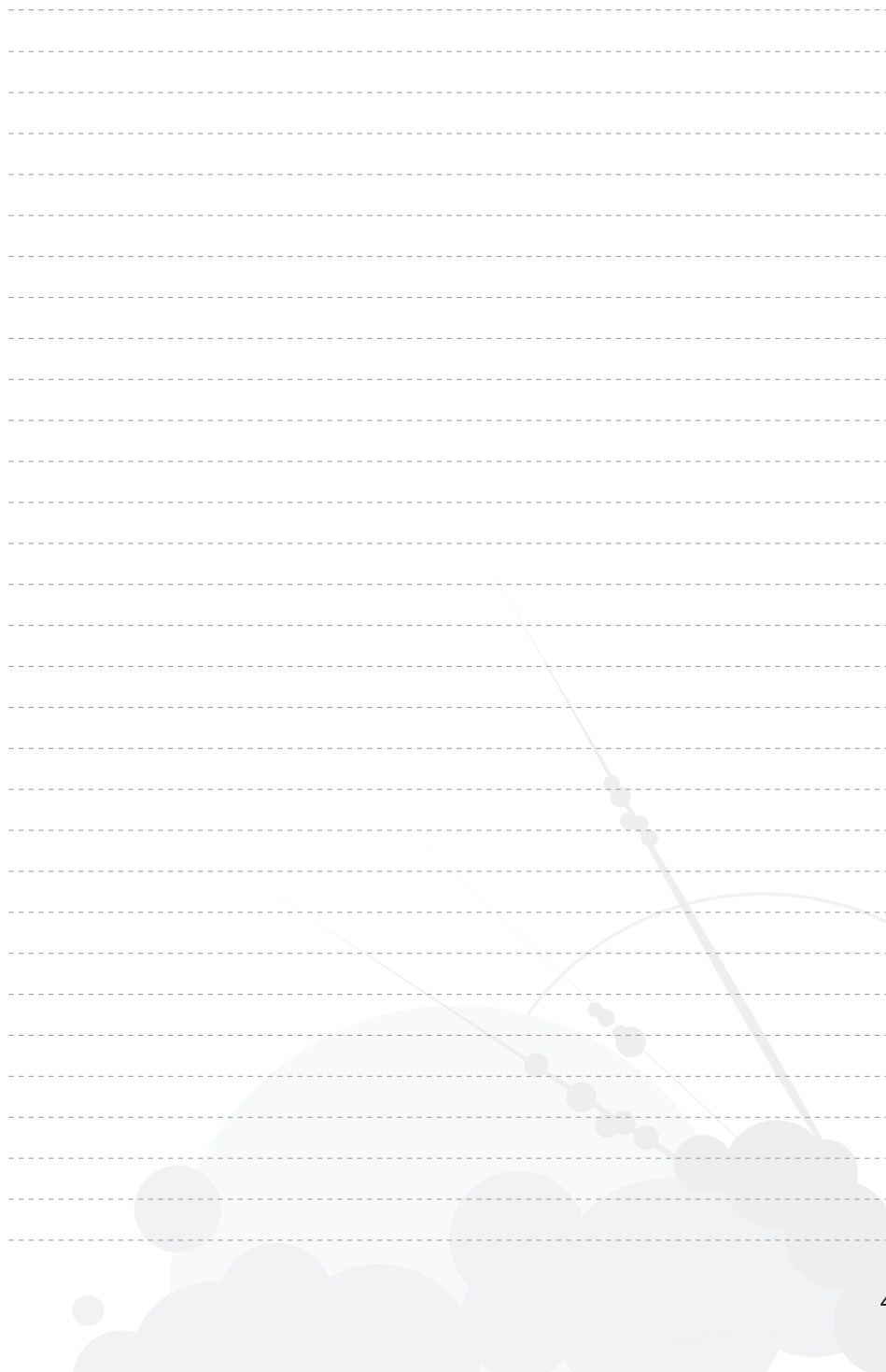
Every effort has been made to ensure that the information provided in this handbook is up-to-date and accurate. However, we function in a rapidly changing environment and cannot guarantee information affected by changes occurring after the production date. The College, if necessary, reserves the right to amend and/or modify courses, services and facilities.

NORTH WEST REGIONAL COLLEGE is accepted as a Charity by the Inland Revenue (FICO) Bootle at Ref XT7369

WE HOPE THAT YOU FIND YOUR CHOSEN PROGRAMME OF STUDY REWARDING AND THAT YOU ENJOY YOUR TIME AS A STUDENT AT NORTH WEST REGIONAL COLLEGE.



Handwriting practice lines consisting of multiple sets of three horizontal dashed lines for letter formation.



Handwriting practice lines consisting of 20 sets of three horizontal dashed lines.

Handwriting practice lines consisting of multiple sets of three horizontal dashed lines for letter formation.

Handwriting practice area with 20 sets of dashed lines on a solid background.

Handwriting practice lines consisting of multiple horizontal dashed lines for letter formation.



Handwriting practice lines consisting of multiple horizontal dashed lines across the page.