

STUDENT HANDBOOK

2023-24

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Nova Training College

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Nova Training College

WELCOME MESSAGE FROM THE PRINCIPAL

We all welcome you very warmly at Nova Training College (Trading name of NTC) looking forward to educate and train you in a very student-friendly and participatory environment. This handbook will guide you through the policies and regulations, organization of Nova Training College (Trading name of NTC), as well as your rights and duties as a student.

The college offers various vocational and academic programmes. These range from introductory courses through to further education.

The mission of the college is “to ensure that through high quality teaching and learning the diverse and wide range of students gain the desired qualifications, broad knowledge, skills and experience to allow them to achieve the well-deserved career goals and participate in a competitive global economy”.

We are pleased to welcome all the staff and current students to this institution and we look forward to a bright future for you and the institution.

Administrator

Nova Training College

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1. General

It is a condition of enrolment that a student agrees to abide by these Rules, and all associated regulations, policies and procedures.

All regulations, policies and procedures referred to within these Rules are available on request at reception and are also on the college website (www.novacollege.org.uk).

These Rules and all associated regulations, policies and procedures shall be binding on and observed by all students whilst at or travelling to or from NTC premises, whilst using property or facilities belonging to or provided by the above-named institution.

A student using the services or facilities provided by NTC or Partner Institution must observe the rules and all associated regulations, policies and procedures relating to the services including any made from time to time under powers delegated by NTC Management. Copies of any such rules are available at reception or on the college website.

These Rules, and all regulations, policies and procedures referred to in this document are neither exclusive nor exhaustive.

The headings given in these Rules are for ease of reference only and shall not affect interpretation.

Every effort will be made to give students notice of any changes in these Rules or any associated regulations, policies and procedures, however, students are advised to check the current version in force at the time of enrolment/re-enrolment.

Communication with students regarding changes to the Rules and all associated regulations, policies and procedures will normally be kept via email, with the email address given by the student at the time of admission. It is the student's responsibility to arrange for redirection to other email addresses.

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2. Location & Transport

NTC is located at walkable distance from Queensbury underground station on Jubilee Line.

Tube

Westmoreland Road is within 2 minutes walk of Queensbury underground at Jubilee tube line. This provides direct access from Central London and many stations in the City. (Pay and display car park is available at station car park)

Bus

Our college is also conveniently connected with the bus network and most major bus routes from West & North West London. The bus routes connecting Alpertons are 79, 288, 114, 606, 688 etc.

Driving

The A406, A40 & M1 are all within a few miles drive and provide easy access to Central, North & East London.

NOTE : There is pay-and-display car parking attached to our office building. Car parking is free in evening after 6pm and at weekends (subject to availability)

3. Validating Body

Only awarding bodies are responsible for ensuring that qualifications are awarded on completion of an approved programme of study, and that standards and quality of the course are maintained.

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4. Assessment / Exams

Assessment will be made against published learning outcomes and assessment and grading criteria as per awarding bodies. Students are awarded one of three pass grades i.e. pass, merit or distinction for each module.

Each grade will correspond to a specific set of criteria for that grade. In most modules, the assessment will be based on a piece of course work (the assignment). The module tutor will give out the assignment during the first few weeks of the module, which will contain information about the topic, instructions for students on how to complete the assignment, learning outcomes, the assessment criteria against which the assignment will be graded, and a submission date.

You will spend the following weeks working on the assignment, discussing your progress with the module tutor for formative assessment, and submit the assignment to the tutor by the appropriate submission date for the summative assessment. He/She will then assess the assignment and forward for internal verification and return it within four weeks. The grade for the assignment is the grade you will receive for that module.

The college is an exam centre for AAT and more details about the AAT exams are provided in AAT exam section of this handbook. AAT students can pay exam fee at the college website and book the exams for available dates. If you have already paid exam fee or exempted for payment as an apprentice, you will need to contact admin department by phone or email to book the exam on available dates on the college website. College policies are available at <http://www.novacollege.org.uk/Brochures.php>

5. Appeals

Students wishing to appeal against the results of exam / assessment may do so in accordance with the Student Appeals Policy and Procedure. Guidance and assistance on eligibility and how to lodge and appeal is available from the Administrator. College policies are available at <http://www.novacollege.org.uk/Brochures.php>

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6. Attendance

Students at The College are expected to attend college and classes regularly.

To stand the best chance of successfully finishing your course, you are expected to attend all timetabled sessions. The students are expected to maintain at least 85% attendance. If you can't meet these requirements, speak with tutors who will work with you on how to improve your attendance. In case of international students sponsored by the college under Tier 4 category, if the student attendance falls below 80% or he misses 10 contacts with the college, he will be reported to UKBA. In such cases the student may be terminated from the college as per UKBA guidelines.

Students will be marked as late if they arrive more than 15 minutes after start of the class. Students marked late for more than 3 occasions in a semester will be treated as absent on next occasion.

For students eligible for financial assistance, in most cases payment depends on regular attendance on a course. College policies are available at <http://www.novacollege.org.uk/Brochures.php>

7. Point of Contact:

Your first point of contact will be your class tutor who will guide you whom to contact for particular requirements.

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8. Other Policies:

Here are some other examples of policies and guidelines:

8.1 Accident reporting

If you have been involved in an accident, violent/aggressive or dangerous occurrence, you must report this to your tutor and they will complete the internal report form. (A dangerous occurrence can include an incident that does not necessarily involve a personal injury, such as 'a near miss'. These incidents must still be reported.)

8.2 Smoking policy

The college's smoking policy applies to all users of the college. To promote and support a healthy environment, and to comply with legislation, we do not allow smoking in any part of the buildings, including toilets, refectories or common rooms. Support is available for anyone who wants to stop smoking.

8.3 Equal opportunities and diversity

The College is committed to equality of opportunity for all users as expressed in the following statement of policy.

The college will work effectively to promote equality of opportunity to all users. We will endeavour to ensure that users are not discriminated against directly or indirectly because of their, race, colour, nationality, ethnic origin, religious belief, political inclinations, employment status, social class or caste, age, size, disability, HIV status, parental background, marital status or on the basis of their sexual orientation.

9. Registration with the awarding body:

The student will be responsible for registration with the awarding body, pay the registration fee and follow the guidelines for assignments. If the student registered with any centre/college before enrolling with our college, it is his/her responsibility to transfer the registration to our college before submitting assignments / exams.

10. Study Materials

Students will need to buy the study materials. Please ask your tutor for available resources for study materials. For all AAT students, the college will provide Tutorial books as it is included in the tuition fees.

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11. Health and Safety:

There will be a mock fire drill at beginning or during the course. On hearing the fire alarm all the students are required to assemble at Fire Assembly Point 'A' in the car parking. The students are advised not use lifts in case of fire and exit from the building through exists located at front and back side of the building. Please note that your first point of contact will be your class tutor in any emergency. College policies are available at <http://www.novacollege.org.uk/Brochures.php>

Students must familiarize themselves with any notices detailing Health & Safety and Fire Safety procedures.

12. Student Management System and VLE.

You will receive an email from the student management system (SMS) with your login details when you will be registered with the virtual learning system. If you are studying assignment based qualified, you may access VLE for submission of assignments and receive feedback from the tutor Also, this system will send you important communication from time to time.

13. College Policies:

College's policies and procedures are available at admin department on request. College policies are available at <http://www.novacollege.org.uk/Brochures.php>

14. Special needs & RASC:

It will be helpful if you could let us know if you have any special needs so that we may make necessary arrangements with the available means with us. However, we will follow the guidelines of awarding bodies as regards reasonable adjustments and special consideration requirements during the assessments, if required.

16. Computer Based Projects (CBP) (For AAT Students)

Before you start the exam, please make a folder of your name on the desktop and open the relevant software e.g. Sage, Excel, Word etc.

To start assessment

The students will need to click on AAT exam link at the desktop and enter the key code given by the invigilator.

Download the assessment and must save in your folder.

Close all files on computer except your question paper/assessment book and relevant software.

Read the instructions in assessment book.

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Wherever in assessment, it asks you to print, please create pdf files and save in this folder. Also for 'print shots' save files in word document in your folder. No physical print outs will be assessed. Only soft copies will be assessed. ***

Please save all your work (i.e. question paper/assessment book, backup, and task work files) in your named folder.

Uploading: The files should be uploaded in upload section of 'Secure Assess'. Check carefully that you search for correct file to upload and then click on upload. Make sure it is fully uploaded.

If you do not upload your work for assessment or upload improperly, assessor will mark as 'Incompetent'

17. Computer Based Exams (CBE) (For AAT Students)

The students will need to click on AAT exam link at the desktop and enter the key code given by the invigilator.

Follow the onscreen instructions and do NOT change any information appearing on the screen. If the information appearing on the screen is not related to your, immediately inform the invigilator.

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18. Internal Assessment & Mock Exam (For AAT Students)

Assessment is done twice during and after completion of each unit. A computerised mock test is given to you and there are a number of questions to be answered.

You will get the result just after the test and your result is printed and kept in records.

On the basis of your result in the mock exam the tutor will recommend you for the final exam or supplementary studies/revision.

19. Library

The students can borrow books from the college library for a period of one week. The students can also study the books available in the library. There are public libraries available at Ealing road which is approximately 200 yards from the college.

The students can also access various online libraries for enhancement of their academic knowledge and further studies.

20. Complaints

If you have concerns or complaints about an institution that you are attending, you should first discuss these with the staff members at your institution. Your opinion matters! Any suggestions to improve life at NTC can be posted in the Suggestion Box located in the College Campus. College policies are available at <http://www.novacollege.org.uk/Brochures.php>

21. Plagiarism

All work submitted for assessment by students must be their own work. This means that the following are not permitted:

- Plagiarism by copying and passing off, as the students own, the whole or part(s) of another persons' work, including artwork, images, words, computer generated work (including Internet sources) or getting an individual or a group of people to write all or part of their work
- copying or paraphrasing and incorporating the work of someone else into their own assignment without acknowledgement.
- Buying / paying or using someone to do part or all of your course work.

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22. College Hours:

Admin Department:

Monday to Friday	:	9.45am to 5.30pm
Saturday	:	9.45am to 2.30pm
Lunch break	:	1.00pm to 2.00pm

Class Timings: Class timings will be as per class time table.