

WELCOME TO

East Coast College



www.eastcoast.ac.uk





WELCOME



FROM OUR CHIEF EXECUTIVE

Congratulations on choosing to study at East Coast College.

Your decision to join us has already improved your career prospects as we demonstrate over the coming pages. Students here enjoy higher than average success rates, get qualified while studying and experiencing their chosen profession and skills and if wishing to progress to university are more likely to do so.

What's more they have fun on campus, enjoying a more adult environment and facilities that support their

ambitions and raise aspirations. We are proud of our ability to interact with industry; keeping our fingers on the pulse of commercial developments and therefore improving your career and work prospects.

East Coast College turns passions into professions by providing broad, enriching study programmes designed to meet the needs of every student, employers and the wider community.

Stuart Rimmer MBE
Chief Executive

UNLOCKING POTENTIAL THROUGH LEARNING

There is more freedom and flexibility than ever before to innovate and deliver exciting study programmes, alongside ensuring that we continue to focus on the high quality delivery to the world-class standard demanded by our employers.

Colleges have a huge responsibility within their communities and we are no exception. Great Yarmouth, Lowestoft and surrounding areas need our graduates to progress and add value locally to help drive the economic outcomes. We already contribute a great deal and we will continue to do much more.

Every student is supported to a planned and meaningful progression route to higher education, an apprenticeship or employment. Students are supported in their wellbeing and careers planning to develop resilience, workplace skills and the leadership qualities they will need to be successful in a 21st century jobs market.

We continuously strive to ensure that you have a fun and safe place to study and work; a place where talent can be nurtured. We achieve this through our core values and a relentless focus on our vision of excellence.

You will benefit from professional tuition:

As a student here you will benefit from expert tuition. We are very proud of our tutors, many of whom are working professionals and practitioners committed to sharing their experience and expertise with all important links into industry.

What are we great at?

- Helping students to achieve qualifications
- Developing student wellbeing to improve their outcomes
- Supporting students to plan their career pathways and progress to their next stage of learning or work. We hold national quality awards in careers

What we are working on to improve our provisions:

- Attendance
- Increase the proportion of students leaving the college with English and maths 9-4 grades
- Maintaining a strong focus, in all areas of college life, on quality improvement activity which supports all aspects of individual student achievement and progression

Becoming part of our success:

We are proud to be dynamic, fun, career-focused, supportive, welcoming, friendly and relevant for today's workplace – all descriptions of the college by our students.

The employers we work with across many employment sectors say we're teaching our students the right skills for their workforces as well as how to be a good employee.



What happens next?

The Admissions Team at East Coast College are keen to make the application process as smooth and useful for you as possible. If you have any questions or concerns at any time between now and the start of your course, please get in touch. College is an important step and we want to help you make the right choices for you.

I've had my interview and been offered a place:

Congratulations! We will email you shortly with confirmation of your place and any agreed conditions of your offer. Once you receive your offer, we need you to confirm if you wish to accept your place. Your offer letter will explain how to do this. If you have decided the course offered is not for you after all, please let us know.

Can I accept more than one offer?

If you have had more than one interview and offered more than one place, we encourage you to accept your first choice only. Any other offers will be declined on your behalf, however if at any point you change your mind you can contact the Admissions Team to change which course you would like to accept (subject to availability at the time).

I'm unsure if I've applied for the right course or I have questions:

Your interview is a great opportunity to find out more to help you decide if it's the right course for you. However, if at any point you change your mind and wish to consider transferring your application to an alternative course please get in touch with the Admissions Team. They can arrange an alternative appointment whilst still holding your original offer. Once you've had any additional interviews, we'd then ask you to choose which one you wish to accept as your first choice. We have a team of advisors to help you with any questions you might have. Please contact Admissions if you would like to talk to someone by calling **0800 854695** or emailing **admissions@eastcoast.ac.uk**

What happens after I accept my place?

We will update our records to confirm your place for you. At this stage you don't need to do anything further. We will be in touch with useful information that you need to prepare you for when you start college. Information on transport, financial help in buying overalls, uniforms and equipment is available for households on low income. Full details of this can be found on page 10.

Will I have to pay for my course?

This will depend on your age and personal circumstances.

If you are 16 to 18 on 31st August 2023:

All UK nationals aged 16 to 18 on 31st August 2023 are eligible for free course fees.

If you are 19 to 24 with a current Educational Health Care Plan (EHCP):

If you have a current EHCP and are aged 19 to 24 on 31st August 2023 it is likely that your course fees will be covered. Please provide an up-to-date copy of your EHCP if you have not already done so.

If you are 19+ without an EHCP:

All students aged 19+ on 31st August 2023 are responsible for their own fees. There are many options that may exempt you from having to pay your course fees which include those on a low income, in receipt of benefits, on a low household income or for qualifying courses where you are studying towards your first level 2 or 3 qualification. Please contact our admissions team to discuss your individual situation so that we can advise you on any fee remission you maybe eligible for. Adult Education Budget (AEB) funding guidance is expected to be available by June 2023. Any advice given prior to enrolment is subject to changes made to this guidance.

Non-UK nationals:

If you are not a UK national you will be required to provide additional evidence of your residency status prior to enrolment in order to meet funding requirements. Without this evidence you may not be eligible for funding. Please contact our Admissions Team to discuss this or email your evidence to **admissions@eastcoast.ac.uk**

Unhappy about something?

Our Admissions Team are dedicated to making the process smooth and supporting you with any worries or concerns you have in preparing for college. You can email or call and speak to the team about any queries you may have via **admissions@eastcoast.ac.uk** or by calling **0800 854695**.

If you have questions you are unable to get answers for or are unhappy with anything during the application process, please do not hesitate to contact Georgia Morris, Admissions Team Leader, on **g.morris@eastcoast.ac.uk** or by calling **01493 419237**.

Once you have accepted your offer

Preparation for College days:

We hold Preparation for College taster days at the end of June for the majority of our full-time courses. We will be in touch with details closer to the time if this is relevant for your course. This is an opportunity to meet your tutors and others on your course and find out more about what your course involves. Enrolment for students starting in September 2023 takes place during August. We will write to you with details of your enrolment date and time by the end of July.

Have you got the grades?

If your college place was subject to you gaining specific grades and you have achieved what you needed there is no need to contact us. Just bring your results slips in when you come to your enrolment day. If you didn't achieve what you were hoping for: don't worry, we will have options for you. Give us a call and we can talk through these with you.

Keeping us up to date:

We will email information you need to know between now and the start of your course. Please ensure that you let us know if your email address changes. If you are a school leaver and have provided your school email address, please ensure you update us with a personal one before you finish school as you will no longer be able to access this once you leave. If you change your mobile number or move address, please make sure you let us know as soon as you can so we can make sure you receive any information we send you. Please contact the Admissions Team.



DID YOU KNOW?

**Our students take up
university places across
the UK!**



**Fancy a degree closer to
home? Why not choose
University of Suffolk at
East Coast College!**

Student Finance and Travel*

Discretionary Learner Support Fund:

Students aged 16+ can apply for funding to support additional costs involved in their course. These may include:

- Travel to college
- Meals on campus
- Course fees (19+ learners)
- Course equipment and books
- Stationery
- Course trips
- Childcare
- University visits and interviews

This is a discretionary fund allocated to low income households, earning under £28,000 a year or receiving qualifying benefits, on a first come, first served basis subject to priorities set by the college.

16-19 Vulnerable Bursary:

A bursary of up to £1,200 for the academic year may be awarded to those who are:

- In care or a care leaver
- Living independently on Universal Credits or Income Support
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment Support Allowance (ESA) or Universal Credit (UC)

Free College Meals:

You may be entitled if you are:

- 16-18 when you start an eligible course
- 19 continuing on an eligible course
- 19-25 with an EHCP

and in receipt of one of the following benefits:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance (ESA)
- The guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by HMRC
- Working Tax Credit run on (paid for 4 weeks after someone stops qualifying for Working Tax Credit)
- Universal Credit with net earnings not exceeding £7,400

Care to Learn Funding:

Government funding is available for young parents to help with nursery fees.

More information can be found at www.gov.uk/care-to-learn

**Correct at time of design.*

Advanced Learner Loans:

Students over the age of 19 studying at Level 3 or above have the option to pay for their own course fees through the Government's Advanced Learner Loans scheme. Further details will be provided on an individual basis and information can be found at www.gov.uk/advanced-learner-loan

Details of how to apply for all the above support will be available from July 2023.

Travel Information:

The information below is here to help students consider the most practical and cost effective travel solution. The college has discretionary support funding available for both 16 to 18 and 19+ learners which could help towards the cost of transport.

Travel by Bus:

The main bus company that operates in the surrounding area is the First Group. You may like to approach the bus/coach service that travels near to where you live to find out more at www.firstgroup.com/norfolk-suffolk

Local Authority Post 16 Discretionary Transport Schemes:

Both Suffolk and Norfolk County Council offer post 16 transport schemes. This could offer a subsidised travel solution or provision eligible for students living over three miles from college. East Coast College will contribute at least 50% towards the cost of your county council pass.

- **For Norfolk - 0344 800 8020**

www.norfolk.gov.uk/education-and-learning/school-and-college-transport/post16-travel-scheme

- **For Suffolk - 0345 606 6173**

<https://www.suffolkonboard.com/school-travel>

Travel by Train

For more information visit www.greateranglia.co.uk or your nearest station for prices and times. Network Rail offer 16-17, 16-25 and 26-30 saver discount cards, at a cost of £30 which could give you a 50% discount on off-peak rail fares. More information is available at https://www.nationalrail.co.uk/times_fares/National-Railcards.aspx Termly scholar passes are available to purchase through Greater Anglia at reduced student prices for 16-19 year olds at <https://www.greateranglia.co.uk/tickets-fares/schoolcollege-travel-discounts>

Travel by Bicycle, Motorbike, Moped and Car

The college has free on-site parking. There are disabled bays plus provision to park motorcycles and bicycles.

If you have any questions please contact our Student Finance team by email at studentfinance@eastcoast.ac.uk or by telephone: Great Yarmouth Campus: 01493 418312 or Lowestoft Campus: 01502 525124



Student Services

Careers, Progression and Industrial Placement:

We have Careers Advisors to help you with your career plans, the choices you have and how you make your next steps. This might be to an apprenticeship, higher education or employment. The team can support you with applications, skills for employment, making the most of your strengths and identifying areas you wish to develop.

Industrial Placement and work-related experiences are a part of many courses and is a great opportunity alongside volunteering and social action projects to build your skills and CV. You might need to complete a DBS application (Disclosure and Barring Service) before volunteering or work experience.

Special Education Needs and Disabilities Support:

At East Coast College, everyone is provided with the same opportunities to achieve their potential, regardless of their needs. If you have a support need, an Educational Health Care Plan (EHCP) or received additional support when you were at school/previous education, please let us know so we can discuss what we can do to help you when you join our college.

Please get in touch by calling our Lowestoft campus on 01502 525045, our Great Yarmouth campus on 01493 419215 or emailing SENDsupport@eastcoast.ac.uk

Student Wellbeing:

Our Wellbeing Advisors are here to advise, help and support you with any personal issues that you may require assistance with. They can provide support and advice with housing, substance use, study support, keeping safe, your mental health, sexual health, relationships and how you are feeling. The team also organise events to raise awareness of topics that are important to our students such as wellbeing fairs.

Attendance / Absence Reporting:

Attendance is vital to ensure success and completion of your course, the college expects 100% attendance. We will advise you on how to report an absence when you start college.

Student Involvement and Activities:

Student involvement is at the heart of East Coast College. Students are encouraged to get involved in the college community on a daily basis through various opportunities such as:

- Student voice forums and activities
- Student vacancies (Student Union, Student Ambassadors, Student Governor, Course Representatives and Student Volunteers)
- PlusMore Programme
- 'You said, we did'
- Attending college meetings, influencing the development and running of the college

Student Union:

The Student Union gives students the opportunity to influence decisions that affect them. It is run by students, for students and has a direct voice to the college leaders on behalf of the student body.

The Student Union are encouraged to contribute at all levels of college life from sitting on committees e.g. the Academic and Governors Boards to organising events, developing the curriculum and attending conferences. Elections for the SU committee are held every year.

For more information on student involvement, please speak to a member of Student Services.

Our campus gyms are located on both of our campuses and are free for students' use! Waterlane Leisure Centre in Lowestoft runs a wide range of sporting activities that students are able to gain access to, we will let you know more about how to join during your college induction.

The college offers a range of activities and clubs that you can get involved in. We promote community based clubs, volunteering and social action projects, as well as running master-classes in topics that may be of interest to you. Look out for these and how to sign up.

Our Student Services team run events across the year and promote national campaigns that support your careers and wellbeing knowledge. These include Mental Health Week, Time to Talk, careers activities and opportunities to practice your interview skills.

Safeguarding:

We believe that it is always unacceptable for a student to experience abuse of any kind and we recognise that it is our responsibility to help safeguard the welfare and wellbeing of all students. If you feel you are being bullied please talk to your teacher or contact Student Services and let us know so we can help you. We will do so through our Safeguarding and Wellbeing Team.

If you have any concerns over a child protection or safeguarding issue or need to talk, please call our Safeguarding team on **07795306828** (Great Yarmouth campus) or **07747442823** (Lowestoft campus) or email **safeguarding@eastcoast.ac.uk**. All concerns will be handled sensitively.

Our team work alongside specialist support organisations, enabling the college to offer a wide range of help options.

ECC Respect, Inclusion and Disciplinary:

The ECC Respect campaign and our Inclusion and Disciplinary Policy enables all members of the college community to work and study in a positive and safe environment. Students who contravene policies may be subject to disciplinary action.

Lanyards and Badges:

In order to keep everyone safe on site, at enrolment each student will be given a student ID and lanyard. It is college policy that lanyards must be worn at all times on college premises and any visitors must sign in and wear a visitor badge. Students have asked for this college rule to support safety for all on campus.

Your student badge gives you access to print. You will receive a printing credit when you first join and you can top this up throughout the year at the college shop if you need to. You also need it if you get free college meals as the money to pay for your meals is held on your card. Your student badge gives you some great discounts within the local area. Look out for places that advertise student discounts and be ready to show your card!

Food:

The Eating House at Great Yarmouth campus and The Core at Lowestoft campus are our main restaurants that enjoy a great reputation for their range of hot and cold food and drinks. The Eating House and The Core offer a 'meal deal' of the day and special offers. We also have vending machines across both campuses.

Learning and Library Services:

The Learning and Library Services are central to college life and are there to support students with independent study. The Library Service provides access to a variety of in print and online resources, as well as computers and spaces to use laptops. The College Shop offers a range of basic stationery at low prices, as well as specialist materials and equipment for arts, engineering and maths. Wi-Fi is available for students who bring in their own portable devices and our Digital Support team are available to support students learning how to use digital resources to support their learning and wellbeing. Our staff are there to help you find resources and learn new skills, just visit or email to discuss your needs at **library@eastcoast.ac.uk**

Trips and Visits:

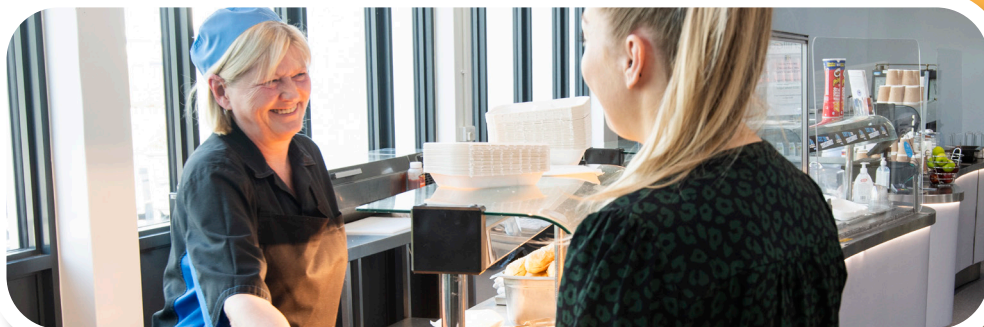
Your time at college presents an opportunity to try new things and make new friends. Many of the courses have visits and/or activities as part of the curriculum. If you are 17 years and under you will need your parents/carers to sign a consent form before you can participate.

Moodle and Teams:

The college makes use of two digital learning platforms - Moodle and Microsoft Teams - to give students access to information regarding your lessons, wellbeing, careers and the latest college news. These sites can be accessed at home as well as on campus, through the main college website. You will be given access when you start at the college but if you have any questions about these platforms before you start you can email **digitalsupport@eastcoast.ac.uk**

ProPortal:

You will use ProPortal to help you track your learning journey through college and give you access to your personal and learning development, including target setting and achievements. You will be set up on ProPortal when you start. Your teachers will help you understand your progress and set targets for your progression.





Open Days and Events:

The college has a number of open days, progress evenings and events throughout the year. Some of these will require volunteer students to help out as ambassadors for the college or visit your former school to tell them about life as a student at East Coast College. Some events will be for you to attend, to learn more about progression into further study, including higher education, apprenticeships or employment and for parents/carers and partners to get involved.

Marketing

The Marketing team welcome news and events from students or staff - anything from trips to charity fundraisers so please contact the team via email at **marketing@eastcoast.ac.uk** to tell them what you're up to!

Covering events - We are always on the look-out for budding photographers, journalists or filmmakers to cover events so if you would like to get involved and gain experience please get in touch.

Case studies - We love writing about your success stories, so if you have a great story please let us know. Some of our recent students have been promoted in advertising campaigns and many appear on our website, in our prospectus or in school presentations. This also looks great on your CV!

The College Shops:

We have a great College Shop on both sites where you can purchase anything from art equipment to folders, all at competitive prices.

Term Dates:

Term dates will be displayed on the Support and Advice section of our website once they have been finalised. Please contact us if you have any questions in the meantime.

Information Centre Opening Times:

Please check our website for up-to-date information.

Careers and Progression

Find your passion with the right study programme for you, develop and progress into your chosen career. East Coast College excels in preparing its students for their next steps: apprenticeships, university, further study or employment.

Careers support at East Coast College is gold standard. We hold the nationally recognised kite-mark for cross college high quality information, advice and guidance - The Matrix Accreditation. Our careers programme is delivered through personal development sessions, enrichment activities and within subject areas. The college promotes impartial information, advice and guidance linked to regional and national employment trends and skills demands. The college will support you to develop your research skills and plan your career in different ways. You will benefit from trips, expert speakers, careers events, specialist one-to-one guidance, projects and work-related experiences.





Emily Hall

Course studied: Business Administration Apprenticeship

Destination: Purchasing Assistant at WestRock Linkx Systems Ltd

Emily says: "I chose to do an apprenticeship with East Coast College because I wanted to gain experience and a qualification whilst earning a full-time income. I was also happy to win Business Apprentice of the Year at the East Coast College Apprenticeship Awards!"

Jaydn Johnson

Course studied: Level 3 Creative Media

Destination: Studying BA Practical Filmmaking at MetFilm School

Jaydn says: "The course has boosted my knowledge of filmmaking and editing, and something I did as a hobby has now turned into my dream career."



Elliott Brinded



Course studied: Level 3 Welding and Fabrication

Destination: Welder Fabricator at Lotus Cars

Elliott says: "I liked the fact I was treated like an adult and this gave me the confidence and drive to progress in my course. I completed work experience at Lotus Cars which led to me being offered full-time employment."

Maddison Wihl

Course studied: Health and Social Care

Destination: Studying Children's Nursing at Anglia Ruskin University

Maddison says: "Before college I didn't know what I wanted to do, but they helped me realise my potential to gain a place at university."







DID YOU KNOW?

All students will learn how to develop their wellbeing and character while studying at East Coast College

Support at East Coast College:

In addition to the support mentioned previously, we offer professional advice, guidance and access to external specialists on a range of topics including:

- Mental health relationships
- Housing
- Keeping safe
- Being part of your community
- Mentoring
- Money advice
- Study support

We care about mental health, making early intervention a priority. We are a Mindful Employer and train our staff to look after their mental health as well as others. We offer counselling services on and off site providing signposting and referral where needed.



ACTION FOR HAPPINESS

The Importance of English and maths:

Achieving a good standard of English and maths skills is a key requirement for many jobs, as well as for courses that you may wish to progress on to. These skills can also mean higher earnings in the future! For these reasons, East Coast College – in line with all colleges in England – provides students aged 16 to 18 with an opportunity to develop their English and maths skills.



Welcome

We are delighted that your young person has chosen East Coast College as their place of learning for the next stage in their education. You will receive progress updates across the year once they start with us and have the opportunity to talk to teachers and Student Services. We look forward to meeting you then. You will be sent reports and text messages with useful reminders or information. Please follow our social media and keep an eye on our website to stay up-to-date with the fantastic work of our college community.

We believe your assistance coupled with our input is crucial in supporting and encouraging young learners with their studies. We look forward to working with you to ensure our students maximise their opportunities and complete their course successfully.

How you can help:

At the start, it might be useful for you to keep a copy of the student timetable as a reminder of the lesson times. Please can you support us in making sure they are keeping on top of their work and please raise any concerns with their tutor who is your main point of contact. Keep us informed of your latest contact details. If you change your contact details please let us know. If we need to speak to you in an emergency it's really important to us that we can get hold of you as quickly as possible.

Students have to wear an ID card/lanyard every day for safeguarding reasons, to help us identify everyone on site. Please could you help ensure that they don't forget it.

If you are able to offer work experience and/or apprenticeships at your business or place of work, please get in touch with Student Services on **0800 854 695**.

Have Your Say!

Students are encouraged to share their views to help us develop the college. Parents and carers also have the opportunity to feedback through the National Ofsted Survey. Please go to our Parent and Carers page on the website for the link.

Wellbeing for Parents and Carers

It is important that we work closely with you to support our students. Our website has a wellbeing page with a wide range of useful support organisations. Please let us know if we can offer advice and signposting for something you are concerned about.

Great Yarmouth Campus

Suffolk Road, Southtown,
Great Yarmouth
NR31 0ED

Lowestoft Campus

Rotterdam Road
Lowestoft
NR32 2PJ

0800 854 695

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East Coast College



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**University
of Suffolk**