

Student Guide & Diary

2026-2027



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Welcome to Southern Regional College

Transforming lives through meaningful and enjoyable learning experiences

Welcome to Southern Regional College (SRC), one of the largest education providers in Northern Ireland! Our mission is to positively transform lives through meaningful and enjoyable learning experiences.

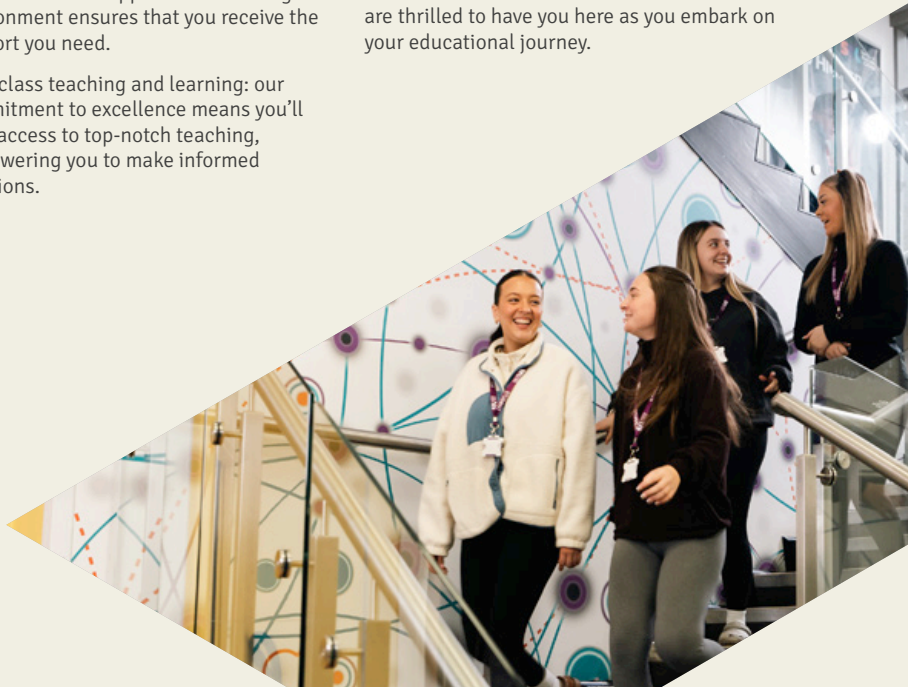
As you embark on your journey with us, here's what you can expect.

- Extensive course options: with close to 10,000 students enrolled each year at the College, we provide an extensive range of courses, from entry level right through to degree level programmes.
- Individualised support: despite our size, we prioritise everyone's needs and aspirations. Our supportive and caring environment ensures that you receive the support you need.
- First-class teaching and learning: our commitment to excellence means you'll have access to top-notch teaching, empowering you to make informed decisions.

- Preparation for the world of work: we aim to build confidence in our students, equipping them for success in their future careers.
- At SRC you'll find an exciting and friendly place to study and socialise. Explore our first-class facilities and take advantage of our comprehensive student support services.

Whether you're transitioning from school or returning to education, we're here to guide you every step of the way. Lots of information on the College is available on our website www.src.ac.uk and on our virtual learning environment (CANVAS) which all enrolled students can access.

Remember, if you ever need assistance, don't hesitate to reach out to our dedicated staff. We are thrilled to have you here as you embark on your educational journey.





Student Services Chartermarks & Awards

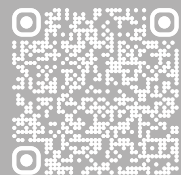
The College holds the Matrix Quality Standard accreditation for the information, advice and guidance we provide to all of our students.

We've also been awarded the Advanced Autism Accreditation by the National Autistic Society, the UK's leading charity for autistic people. This accreditation is awarded to organisations who showcase outstanding provision and support for those living with autism.



Governing Body

The Governing Body consists of the Chairperson, Vice Chairperson, Accounting Officer and Chief Executive, Chairpersons of four Committees (Finance and General Purposes; Education; Audit and Risk; and Staffing), twelve Governors who sit on Committees, alongside two staff appointed Governors and a student appointed Governor.



Scan for Governing
Body information

Student Achievements

In the last academic year our students have achieved many awards and accolades. The achievements below will give you a flavour of what you too might accomplish.

Sporting Success

The College's football team have been immensely successful lifting the College University Football Association of Ireland (CUFAI) Plate in a nail-biting final against ATU Galway, while the Gaelic team secured a convincing win over opponents Atlantic Technological University (ATU) Connemara in the Higher Education All Ireland GAA Final.



Awards

The past year has seen many students recognised for their abilities and excellence, including:

Butchery Apprentice Jochyl Mier who was named the Best Abattoir Worker/Apprentice at the prestigious Institute of Meat and the Worshipful Company of Butchers national awards in London.



Apprenticeship and Trainee Professional Chef students who competed at IFEX, Northern Ireland's leading trade event for the food, drink, hospitality and retail industries.

Students competed within open classes (no age limit) and junior classes (competitors under 23 years of age), achieving medal and merit success.

Successful students were: Eva Newell and Callum McElarney achieving bronze medals; and Jake Allen, Tristan McFadyen, Leon Ruddy and Andrew McVarnock who were recognised for their talent with Certificates of Merit.



Eva Newell with her Bronze Medal from IFEX alongside judge Sean Owens (IFEX Salon Culinaire Director and WorldSkills UK Expert for Culinary Arts).



Andrew McVarnock who competed within the category 'Student Culinarian of the Year' at the recent IFEX competition. Andrew achieved a Certificate of Merit at this competition.



Leon Ruddy and Callum McElarney who competed at IFEX within the categories 'Young Seafood Chef of the Year' and 'Duck Culinary Freestyle'. Leon was rewarded with a Certificate of Merit for his dish, while Callum achieved a Bronze Medal for his culinary delight.



Students receiving Certificates of Merit for their Classical Junior Chicken dishes were Jake Allen and Tristan McFadyen, accompanied by lecturer Yvonne McCaghey.

WorldSkills Success

WorldSkills has been described as the ‘Skills Olympics’ with students being provided with opportunities to compete at global, European, national and regional competitions. That all starts with putting your name forward to compete in class and intercampus competitions.

Did you know.... SRC has ranked in the top two amongst Colleges and Universities in the UK for the past four years at the national WorldSkills UK competition and has topped the poll in two of those years!

Students achieving success at the 2025 national WorldSkills UK competition were:

Name	Medal	Category
Jack Harvison	Gold	Automotive Refinishing
Ross Graham	Gold	Mechatronics
Carter McKnight	Gold	Mechatronics
Joseph Cullen	Bronze	Automotive Body Repair
Matthew Conn	Bronze	Automation
Phillip Fee	Bronze	Automation



SRC students representing Northern Ireland and the College at the 2025 WorldSkills UK national finals.

Pictured (L-R) Back Row: Lindsay Bronte (SRC Organisational Development Manager), Andrew McVarnock, Keith Campbell (lecturer), Leon Ruddy, David Fairley (lecturer) Front Row: Ross Graham, Jack Harvison, Lee Campbell (SRC Principal & CEO), Joe Cullen, Phillip Fee. Not pictured: Matthew Conn, Carter McKnight

The College continues to have many students, previously successful at national finals, selected to be part of Squad UK and represent the UK at the European and International finals. These competitions are held every alternating year. In 2025, five students competed at EuroSkills in Herning Denmark. Patrick Sheerin and Caolan McCartan won the UK’s only medals in Industry 4.0.



Pictured: (L-R) Caolan McCartan and Patrick Sheerin with their bronze medals at EuroSkills

The international WorldSkills competition will take place in Shanghai in September 2026.... keep a close eye on our socials for the outcome of this global competition.

All you need to know!

Surviving your first week

- Plan your journey. If you are using public transport, make sure you are familiar with the transport timetable.
- The first few weeks can be quite tiring. Try to get yourself into a routine and don't forget to set your alarm clock.
- Come to College prepared. Bring with you your books, pens, folders and notebooks, safety equipment and uniform if required.
- Your first few weeks at College are all about helping you to make friends and settle into life at College. You will take part in lots of fun activities that will help you to achieve this.
- Make sure you know who your Personal Tutor is and how to contact them.
- Review your timetable and know your start time and where you should be for your first class.
- If you need help, please ask any member of staff. All staff wear SRC lanyards and ID cards.
- Contact Campus Services at the main office at reception if you need assistance or further information.

Your attendance at College

Please take note of these important points:

- Attendance and punctuality at all classes is compulsory.
- The College has a minimum attendance requirement of 90%.

All absences must be accounted for

- Absences must be reported to your Personal Tutor or Placement Officer to be deemed authorised. It is your responsibility as a student to provide a valid reason as to why an absence should be authorised. All authorised absences from a course of study must be approved by the Personal Tutor prior to the absence occurring e.g. hospital appointment or driving test.
- If you are absent for more than five consecutive days due to a medical reason, a Doctor's Certificate will be required.
- If you are absent from College, you must inform your Personal Tutor or Placement Officer by email/ MS Teams.
- If you are absent for four consecutive weeks without formal notification, it will be assumed you have withdrawn from your course.

- Remember - to progress and achieve on your course, you must attend. A good attendance record can make all the difference when applying for jobs or going to university.

What happens if...

You do not feel well enough to attend College

Contact your Personal Tutor or Placement Officer by email/MS Teams as soon as possible to let them know you won't be in.

You lose your timetable

Speak with a member of staff from your course team and they will provide you with another.

You arrive late

Go to your class immediately and explain why you are late. Please note, if you are in receipt of EMA, lateness may affect your payments.

You are lost

Go to the main reception and Campus Services staff will be able to help you.

You forget to bring a packed lunch

Don't worry, we have canteens and snack bars on each campus that provide hot and cold food and we have various vending machines.

You do not like the course you are on

Tell your Personal Tutor immediately and they will talk you through other opportunities that are available. We also have Careers Advisors across the College who you can talk to about other courses or employment options.

You need help or guidance

If you are having any kind of difficulty, let us know at the earliest opportunity. Even if your

problem is personal and you do not wish to discuss the details, you should still let us know. Your privacy will be respected.

Keep staff informed about your situation, especially during periods of absence. This will enable staff to review any special arrangements that have been made for you and make any changes necessary.

Personal Tutor

You will have a designated Personal Tutor, who will advise you on a variety of issues and provide general information and advice about possible career paths as well as monitoring and encouraging academic progress.

Your Personal Tutor will also be able to refer you to other departments within the College such as Student Financial Support, Learning Support, Counselling and Careers Guidance.

You will also have regular progress reviews throughout the year reviewing aptitude, attendance, assessed work and agreeing actions for the future. Your Personal Tutor will guide you through a comprehensive induction and how to complete your electronic Individual Learning Plan (e-ILP).



Electronic Individual Learner Plan (e-ILP)

Full-time further and higher education students will be required to maintain an up to-date electronic 'Individual Learner Plan' (e-ILP). This is a formal learning agreement between you and the College.

You will have the opportunity to review and evaluate progress with everyone involved in your learning journey. At induction, your Personal Tutor will explain this process and establish one-to-one regular review meetings.

Communications

All students will be given clear guidance at induction on how to communicate with College staff and services. Any student requiring further information or guidance on communications should contact their Personal Tutor. Please take particular care when communicating through social media as inappropriate use is not acceptable.

Phone

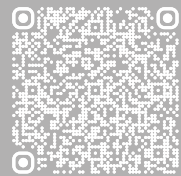
Calls can be made to the College on **0300 123 1223**. Please state your course title, campus and the name of your Personal Tutor when calling the College.

Email

All information and enquiries should be emailed to your Personal Tutor. If you are absent, this must be reported by email/ MS Teams to your Personal Tutor on the first day of absence. All students will be issued with a SRC email account – this is the only account that will be used by the College to communicate with students once they have enrolled. Please ensure you log onto your account daily to ensure you receive important information e.g. exam results, etc.

Changing your contact details

You should notify your Personal Tutor and Campus Services at reception if you change your address, telephone number, name, etc. It is very important we have accurate details for you, to make sure that important things like letters and exam certificates reach you.



Scan for the College's
Communications Policy

Who's Who on Campus

Campus Services Team



Michelle O'Callaghan

Campus Services Manager

☎ 028 3025 9674 📠 075 8777 0223

✉ ocallaghanm@src.ac.uk



BANBRIDGE & LURGAN CAMPUSES

Fionnuala Henry

Campus Services Coordinator

☎ 028 3839 7704 📠 075 5335 2370

✉ henryf@src.ac.uk



ARMAGH CAMPUS

Charlotte Roddy

Campus Services Coordinator

☎ 028 3839 7705 📠 077 6716 7127

✉ roddy@src.ac.uk



NEWRY CAMPUS

Jason Moles

Campus Services Coordinator

☎ 028 3025 9601 📠 079 8910 2855

✉ molesj@src.ac.uk



PORTADOWN CAMPUS

Cate McCourt

Campus Services Coordinator

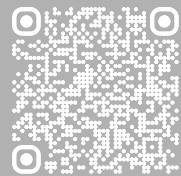
☎ 028 3839 7805 📠 077 6716 7121

✉ mccourtc@src.ac.uk

Student Finance

Whether you're a full-time or part-time student, there's a range of financial support available. This includes grants, loans, bursaries and allowances.

Information on the range of financial support available to you is accessible on our website or contact one of our Campus Services Coordinators (their contact details are available in the 'Who's Who on Campus' section).



Scan for information on Student Finance

Careers Advice

Careers Advisors are on hand to talk about important career decisions. The team supports all individuals who are considering their options when they are at the College and prior to joining.

Contact

The Careers Service Team are available on all campuses. Contact an Advisor by scanning the QR Code.



Some things our Careers Advisors can help with:

- Advice and guidance on course options and entry requirements
- Exploring career options
- Completing application forms for college, university or employment
- Changing course if you aren't happy with your course or if you change your mind
- CV help and advice
- Interview preparation
- Progression to higher education



Student Engagement




Ever heard the saying ‘what you put in, you get out’? Participating in student engagement is a definite way to enjoy student life at SRC! It’s also a great way to meet other students, improve your confidence, get employability skills and discover cultural and sporting activities.

There are loads of ways to get involved in student life; attend the freshers’ fayre, become a class representative, run for student council or participate in fundraising activities. The options

are many! Plus, we have a huge range of student exhibitions and shows each year. Give the Student Union socials a follow and stay up to date with what’s happening across campuses.

How to contact us

The Student Engagement Team are available on all campuses. Contact the team by phone, email, or stop them as they pass by.




-  studentengagement@src.ac.uk
-  @Southern Regional College Students’ Union
-  @srcsu_



NEWRY CAMPUS

Jason Brennan

Student Engagement Manager




-  028 3025 9674  075 8777 0223
-  brennanj@src.ac.uk



ARMAGH CAMPUS

Aideen McConville

Student Engagement Officer




-  0300 123 1223  078 9459 4777
-  mcconvillea@src.ac.uk



BANBRIDGE, LURGAN & PORTADOWN CAMPUSES

Blathnaid Woods

Student Engagement Officer

-  0300 123 1223  077 1198 1733
-  woodsb@src.ac.uk

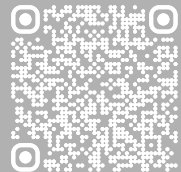


NEWRY CAMPUS

Sarah Lockhart

Student Engagement Officer

-  0300 123 1223  077 3391 2871
-  lockharts@src.ac.uk



Scan for more info
on Student Engagement

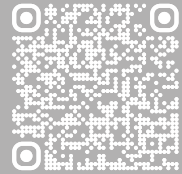
Learning Support

The College provides a safe and supportive learning environment for all students with learning difficulties and/or to help them realise their full academic and personal potential. Support available includes learning support assistants, mentors, scribes, special exam arrangements and assistive technology loans.

To make a referral for learning support, complete the online form available on the College's website (scan the QR code to access webpage).

On making a referral, students will be invited to attend an initial needs assessment, where support needs will be discussed.

Contact details for members of the Learning Support Team are available on our website.



Scan for Learning Support info, contacts & referral form

Learning Resource Centres (LRC)

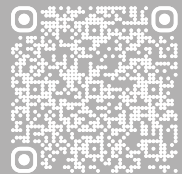
Each of the five main campuses contains extensive resources including books and journals, combined with a wide range of electronic multimedia learning materials linked to the computer networks. The stock of resources is updated in line with curriculum developments. There are also photocopying facilities available for students in the LRCs. You will need print credits to print or photocopy. These can be obtained from LRC staff.

To contact the LRC, please phone:

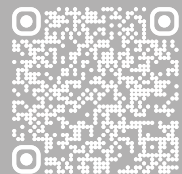
- Armagh ☎ 028 3751 2815
- Banbridge ☎ 028 3839 7711
- Lurgan ☎ 028 3839 7809
- Newry ☎ 028 3025 9638
- Portadown ☎ 028 3839 7775
- Or Email ✉ lrc@src.ac.uk

Online Library

Learn on the go with access to our electronic library through the College's CANVAS site. Plus, you'll find help and information including how-to guides, tutorials, webinars, study and writing tools and academic navigation tools. This is your one stop shop for all your learning needs.



Scan for the LRC opening hours



Scan for the LRC Canvas site. You'll need your SRC student login details to access this site

Student Cards

No Card, No Entry

As a SRC student you'll receive a free student card and lanyard on induction. Keep these items safe as you will need them to enter College premises, sit examinations and vote in the Student Union elections. You must always wear your student lanyard and card when on campus. This helps keep everyone safe.

If you lose your card, that's no problem. Replacement cards can be obtained from the LRC.

There is a £2.50 charge for replacement cards and a £2.50 charge for lanyards.



Safeguarding

What is Safeguarding?

Safeguarding is about helping students to keep themselves safe and to prevent harm happening to them. It's also about responding to concerns about alleged and suspected harm and putting in place plans to help and protect those who cannot protect themselves. Everyone has the right to live their lives free from violence and abuse.

If you are worried about something that is happening to you or to someone you know, please talk to us. If we are concerned about your safety, we may need to share this information with others, but we will always tell you first.

At Southern Regional College all members of staff are trained in the protection of children, young people, adults at risk and adults in need of protection to ensure that they are fully aware of their responsibilities in this area. The Student Safeguarding Officers have undergone additional training for these roles.

Who To Contact

We are committed to the safeguarding and welfare of our students. We provide and maintain a friendly and safe learning environment for all our learners. We act immediately on any concerns that a student might have in relation to bullying, abuse, neglect or harassment.

Safeguarding email address: safeguarding@src.ac.uk

We have Safeguarding Officers on every campus. Reach out to these staff members if you have any concerns. Their contact details are available via the QR code. Or contact our Lead or Deputy Safeguarding Officers.

Lorraine McKeown

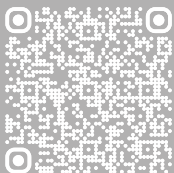
Designated Safeguarding Officer & Adult Safeguarding Champion

✉ mckeownl@src.ac.uk 📞 078 4197 0692

Donna Hughes

Designated Deputy Safeguarding Officer

✉ hughesdo@src.ac.uk 📞 077 6716 7124



Scan for Safeguarding Officer contacts



Counselling Services

As an SRC student, you will have access to a free and confidential counselling service through Lena Student Counselling. This is to help you work through any issues you may be experiencing. Counselling is a safe place where you can talk with an independent and trained professional and begin to explore any issues that are causing you difficulty.

On Campus Counselling

Lena Student Counselling run this service face-to-face through drop-in counselling sessions. This is provided on the Armagh, Lurgan and Newry campuses with telephone services available to students on the Lurgan and Portadown campuses. If you are feeling distressed, anxious or have a concern you would like to discuss, please come and talk to a Lena Counsellor at this drop-in facility. There is no need to book an appointment.

A list of drop-in sessions are available on our website. Scan the QR code to view drop-in session times.

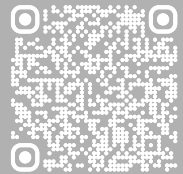
Telephone/ Email Service

The counselling service is available to all students, 24/7. Call 0808 164 5595 to speak to a professional counsellor.

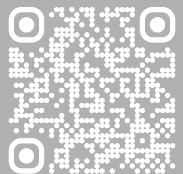
Alternatively, you can email support@lenabyinspire.com and arrange for someone to contact you.

Online Support Hub

The Lena Student Online Support Hub gives students instant access to a range of information and resources, tailored specifically to help care for your individual wellbeing needs.

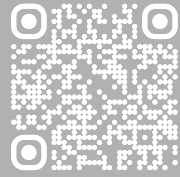


Scan for Counselling
Services



Access Online Support Hub.
Pin code to access services:
SRCHUB

Criminal Convictions



Scan to view Criminal Convictions Policy

The College actively promotes equality of opportunity for all and welcomes enrolments from students with criminal convictions. To help the College reduce the risk of harm or injury to students and staff caused by the criminal behaviour of other students, we must be made aware of any unspent criminal convictions. Students must declare all unspent criminal convictions using the Criminal Convictions Disclosure Form.

Certain courses require us to consider spent and unspent criminal convictions, therefore in certain circumstances you must also disclose spent convictions using the Enhanced Criminal Convictions Disclosure Form. Forms are available from any campus reception and our website.

Data Protection

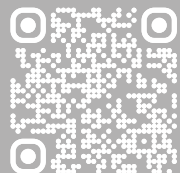
Southern Regional College recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation (The United Kingdom General Data Protection Regulation and the Data Protection Act 2018).

We are required to collect and hold information on all our students. The College needs to process your information to administer your studies, provide you with support, contact you about the College, provide information on news and events, facilitate strategic planning and to fulfil our statutory reporting obligations.

Your data will be shared with government departments and statutory bodies e.g. the Department for the Economy for statistical research, funding and other legitimate business

purposes, including the provision of careers advice and guidance. Current data protection legislation entitles you to see the data held about you. For further details on our Privacy Notices, Data Protection and your rights, please visit our website.

Your success at SRC is best achieved through support from staff, College support services, family and friends. The College requires your consent to use your Emergency Contact/Next of Kin contact details to discuss matters relating to your progress within the College. Please ensure that your consent preference is recorded on the student portal. You may withdraw your consent or amend your preference on the student portal at any time.



Scan for Data Protection Information

Attendance Statement

Student achievement and progression to further study or employment is directly linked to a student's general attendance and punctuality. The SRC Personal Tutorial System has been designed to support you throughout your time at the College. The support provided through the tutorial system will assist you to identify and address the issues that are preventing you from achieving.

Students are provided with a course timetable which details the start and end time of each class. You are expected to attend all classes for which you have been enrolled. When a lecturer is unavailable to take a class, the Curriculum Area Manager (CAM) or their delegated authority on campus will make appropriate cover arrangements.

Every effort will be made to give advance warning of unavoidable changes or cancellations to classes. Southern Regional College requires students to attend all classes punctually with not less than 90% attendance.

You should make contact directly with your Personal Tutor to inform them of any absence. Evidence to support an absence resulting from illness or exceptional circumstances must always be presented to the Personal Tutor.

The academic calendar has been structured to provide students with appropriate breaks. It is not permissible to take holidays during term-time. If you need to miss a class, you should:

1. Inform your Personal Tutor and member of staff who takes the class in advance of any planned absence (e.g. for a doctor or dentist appointment).
2. Email or phone your Personal Tutor in the first instance to explain an unplanned absence.
3. Obtain a letter from your parent or guardian if you are under 18 years for any absence and give this to your Personal Tutor immediately upon return to College.
4. Make arrangements to catch up on any work missed during absence.

If you are absent without authorisation for a period of 4 weeks, the College may remove you from the course. Where a student's attendance and/or punctuality is not of an acceptable standard the College may invoke the disciplinary procedure.

Please see the College policies page on the website for detail on the disciplinary policy.



College Services

Catering Facilities

Campus catering facilities provide you with a range of affordable snacks in a relaxed atmosphere. Most campuses have a coffee dock and/or canteen, plus vending machines are also available. Opening hours vary from campus to campus - please ask at reception for more information.

Hairdressing, Beauty & Barbering Salons

Our salons are open to the public and our students and offer a full range of hairdressing, barbering and beauty treatments. As we are a training establishment, prices are considerably reduced. All hair, beauty and barbering students in training are supervised by staff and professional products are used at all times.

Booking is Advisable

To make an appointment, contact:

- | | |
|--------|--|
| Armagh | ☎ 028 3751 2859 |
| Lurgan | ☎ 028 3839 7827 |
| Newry | ☎ 028 3025 9608 |
| Email: | ✉ salonbookings@src.ac.uk |

Car Parks

If you are travelling to Southern Regional College by private vehicle, you must:

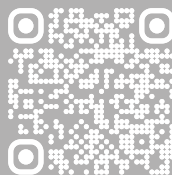
- Display a current College Parking Permit. Applications for parking permits are made using CANVAS and can be collected at Campus Services reception.
- Adhere to the speed limits of 5 mph on College grounds.
- Drive carefully within the grounds.
- Park in an applicable and designated parking space.

If you use your car to transport other students, please ensure that you have adequate insurance.

Please note: a parking permit gives you the right to park in College car parks if there is a space available. Car parking spaces are allocated on a first come first served basis, therefore if the car park is full, you must park elsewhere. Only blue badge holders are permitted to park in designated disabled spaces.



Apply for a parking permit,
you'll need your College login
details to apply



Scan for more info
on College Facilities

Examinations

You are responsible for ensuring that you are entered for the appropriate examination subjects and that your entry is submitted before the closing date. Where necessary, entry forms will be made available through the Examinations Office and may need to be authorised by your tutor or subject lecturer. Certain courses require a one-off registration fee to be paid to the Awarding Body e.g. Pearson or NCFE CACHE. In such cases registration with the awarding body is mandatory.

Completed forms must be returned directly to the Examinations Office with the appropriate fee (if applicable) where these have not been collected at enrolment. Additional charges may arise if entries are late. Examination fees and registration fees are not refundable. Where applicable, a resit fee of £30 applies to all resits plus the additional awarding body fee.

Information on entry deadlines and timetables will be available from various sources including CANVAS, your course tutor and on-site display screens.

You must familiarise yourself with the examination regulations and arrive on time on the date of your examination. Mobile telephones, smart watches or any form of personal communications device are not permitted in examination halls. All bags must be left at the front of the classroom. You will only be permitted to bring to your exam table what is required for the exam (e.g. pen, pencil, protractor). All these guidelines will be clearly provided to you before each exam.

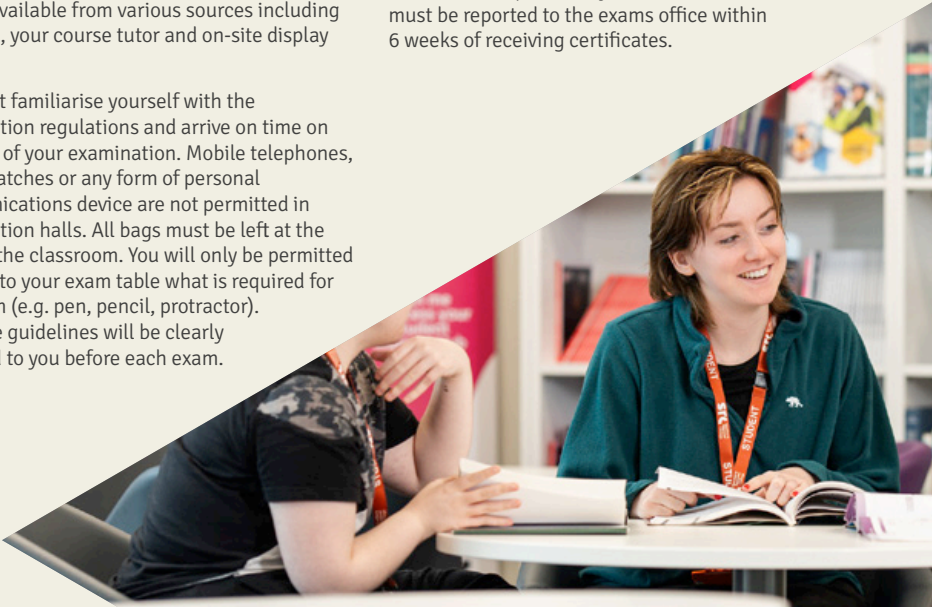
Please note examinations may be scheduled at an alternative SRC campus depending on the programme of study. You are required to always adhere to the awarding body guidelines. Failure to do so may prevent you from submitting coursework or sitting an examination.

For further information please contact:

✉ staffexams@src.ac.uk
☎ 028 3025 9613

Awarding Certificates

Once your course has finished and all assignments, exams and other forms of assessment are concluded, your certificate of achievement will be dispatched at a prize-giving event or can be collected from the examinations offices on campuses. Any errors on certificates must be reported to the exams office within 6 weeks of receiving certificates.



ICT Facilities

At the College you will have access to a wide range of equipment and software. Here are some benefits and guidance for using ICT resources at SRC. If you are new to the College or need a refresher on ICT policies, check out 'Getting Started at the College – ICT'.

Cyber Security



The College is committed to ensuring the safety and security of our digital environment. We have robust cyber security measures in place to protect your personal information and academic data. These measures include advanced threat detection, regular security updates, and comprehensive policies to safeguard against cyber threats. By adhering to these protocols, we aim to provide a secure and reliable online experience for all students and staff.

Bring Your Own Device (BYOD) Policy

If you use your own personal device for accessing College systems, it's important that you restrict who can access your device and ensure that operating systems and apps are regularly updated. Also ensure anti-malware

software is up to date on devices (e.g. Desktop, Laptop, Tablet or Mobile Phone).



Scan to view BYOD requirements

Using a student account means that you are aware of and accept SRC published policies and procedures, including the Acceptable Use and Bring Your Own Device (BYOD) policies. All usage is monitored and recorded including internet usage.

Security Tip!

If you use your personal device (BYOD) to access any College systems, you must:

- Use an anti-virus product and keep it up to date.
- Regularly update your device with any security or application updates.
- Use a separate local account to logon if using a shared device (e.g. PC, iMac or Laptop), to restrict access to your College work. You can't do this on a tablet like an iPad, so you should take great care if you use devices where local accounts can't be set up. Use a passcode to help limit access.
- Encrypt your device if possible.

These measures help reduce vulnerabilities on your device.

Multifactor (MFA)

Or 2 Factor

Multifactor (MFA) uses an Authenticator App on your mobile to verify logon. MFA and Self-Service Password Resetting (SSPR) are required for setup to protect your account. Full details are on our website.



Scan for MFA info

MFA is needed to access resources outside the College, including Microsoft 365, CANVAS, and remote software.

ANTI-VIRUS

All College computers have up-to-date anti-virus software. Ensure your device is patched, updated, and has automatic anti-virus updates. Repeatedly using virus infected media (e.g. USB pens) may lead to restricted access and disciplinary action.

Remember:

- You are responsible for your account and network activity.
- Keep your password secret and do not share your username. Log off College computers when unattended.

Security Tip!

Use unique credentials for your College account to avoid your account being compromised. Don't use your College account password on other sites!

ICT Benefits

Virtual Learning Environment (CANVAS)

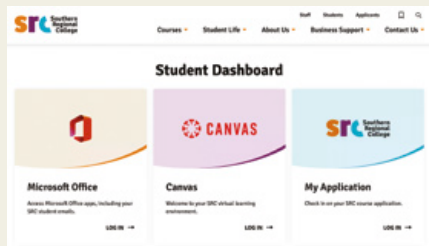


The College uses CANVAS for blended learning, combining face-to-face and online sessions.

Key features of CANVAS includes:

- Online communication between staff and students
- Provision of e-books and e-resources with 24/7 access
- Collaborative working with other students
- Published learning materials
- Online resources
- Student guidance

Access CANVAS from the College homepage via the 'Students' link at the top of the page. You'll need to set up Multifactor (MFA) or 2 Factor Authentication before using CANVAS remotely. See the 'Multifactor (MFA) or 2 Factor Authentication' section for details.



Access CANVAS via the 'Students' link on the College homepage. Set up MFA / 2 Factor Authentication before remote use.



Scan to navigate to Student Dashboard

Microsoft 365 Applications



Commonly used applications include Microsoft Outlook and Microsoft Teams. Mobile apps for both are available from your app store. Use your College username and password to connect.

Log in to check access to your email and Teams, as tutors will use these applications to communicate with you. When logging in for the first time, use a Windows or Apple PC/Laptop with Edge or Chrome to verify access. Then, try accessing from your mobile device (use of the app is preferred).

Microsoft Teams

Microsoft Teams is an essential tool for remote learning, offering seamless communication and collaboration. Students can attend virtual classes, participate in group discussions, and access course materials from anywhere. Teams also integrates with other Microsoft 365 apps, enhancing productivity and organisation. Features like chat, video conferencing, and file sharing make it easier to stay connected with tutors and peers, ensuring a supportive and interactive learning environment.

Microsoft Outlook - Student Email

You'll receive a College email address for the duration of your studies, formatted to UserID@students.src.ac.uk (replace UserID with your student number). This will be the main way lecturers and the College contact you.

On College PCs, a shortcut to your email will appear on the desktop. Log in using SRC\UserID (replace UserID with your student number) and your password.

If prompted to logon use SRC\UserID (replace UserID with your student number) plus your password.

Refer to 'Logging onto a computer in the College for the first time' for password change instructions. See page 30 for instructions.

Saving Your Work - Microsoft 365 Onedrive

With Microsoft 365, your files are accessible from anywhere, both in College and remotely. OneDrive is your primary storage solution, offering several key advantages:

- **Accessibility:** Access your files from any device, anywhere, ensuring you can work on your projects whether you're on campus or at home.
- **Restoration:** Easily restore deleted files, minimising the risk of losing important work.
- **Version History:** Track changes and revert to previous versions of your documents, making it easier to manage edits and updates.

Software for Students

Guidance on downloading software is available from the IT Services section on CANVAS. Licenses are valid only while you're a student at SRC and must be removed after you leave.

Available software includes Microsoft 365 (Outlook, Word, Excel), Autodesk, SOLIDWORKS, and more.

To download and install Microsoft Office for personal devices, visit www.office.com, select 'Install and more' at the top right hand corner and select 'Microsoft 365 apps'. SRC devices already have Microsoft Office installed.

Guides for downloading software are available on CANVAS.

Printing

You will be given a quota of print credit at the beginning of each academic year. You can purchase further print credit from any of the Learning Resource Centres.

Please note: If you enrol on additional College courses, additional print credit will have to be purchased (by you) through the LRC.



Getting Started at College – ICT

While you are a student at the College, there are some important things you'll need to be aware of. Some general guidance on ICT is available by scanning the QR code.

Acceptable Use Policy

As a student you will be given a student account which enables you to access College computers, Wi-Fi, remote access, and Microsoft 365 (Outlook, Teams, OneDrive).

Use of ICT facilities is subject to the conditions within the Acceptable Use Policy (AUP) and UK law. All students will need to agree to follow the College's AUP using any ICT equipment or systems. There is a lot of specific guidance in the AUP itself – it's intended to keep you safe while you learn.

The AUP outlines the appropriate use of ICT facilities both within the College and online. It includes important guidance on using College computers, the internet, email, and messaging responsibly, and emphasises the need to take due care when accessing these systems.



Scan to view Acceptable Use Policy (AUP)

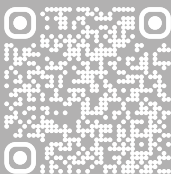
In addition, the College has its own relevant guidance and requirements (including health and safety and student code of conduct). It is essential you adhere to these policies. If you don't understand any item, please find out more from a staff member.



Scan to view Health & Safety Policy



Scan to view Student Charter



Scan for info on
ICT facilities

WiFi – Eduroam

The College's Wi-Fi network is eduroam. This provides internet access on campus and at other participating institutions.

To connect to eduroam at SRC, search for wireless networks and select it. You will then be prompted for a username and password. Use your full SRC email address UserID@students.src.ac.uk (replace UserID with your own student ID) and password. Trust any certificates if prompted.

For help connecting to the eduroam Wi-Fi network, refer to the eduroam section within the IT Services Information area on CANVAS.



Scan to view WiFi guidance – Eduroam
(note you'll need to be logged in as a student)

Remote Access

Students can access specialist computing and engineering software via remote access.

To request access, please complete the 'ICT-02 Student Request for Remote Access Form'. Your lecturer can provide you with the link to this form. Once submitted, the request will be sent to your lecturer for approval. After approval, IT Services will grant access and email you a user guide.

Username (UserID) & Password

New students

Your UserID and instructions will be sent to the email you registered with. A password will be sent via text to the mobile number you used when you registered.

Each student's username (UserID) is made up of an 8-digit number plus @students.src.ac.uk which is also your College email. For example: 30004567@students.src.ac.uk

Note:

- Keep your password confidential and change it regularly. Change it from the default password issued (see: logging onto a computer in the College for the first time)
- Do not share your UserID and password with anyone
- Use a unique password and not one that you use elsewhere

UserIDs and passwords help us maintain individual accountability for internet usage.

Existing students

If you are a returning second or third year student, you will use the same account and logon details as in your first year (you won't get an email or text message with logon details as you will already have these). If needed, your tutor can reissue these details.

Logging onto a computer in the college for the first time (Change your password)

Take the following steps:

- Press Ctrl, Alt and Delete
- Enter your username and password and click OK

You should change your password from the default issued by your tutor. Do this on a College computer by:

- Logging in - using your current username and password - press Ctrl, Alt and Delete
- Click 'change password'
- You will then be asked to enter old password and enter new password twice
- Click OK

Logging onto your College account remotely (Change your password)

You can do this remotely by logging into your College Microsoft 365 account. Do this by selecting the 'Students' link on the website homepage. This presents you with the Student Dashboard. Log into Microsoft 365 and then:

- Click on your name on top right hand corner of the screen
- Select 'view account'
- Select 'change password' and follow the instructions on the screen

Please remember:

- Passwords are case sensitive with a minimum length of 15 characters.
- Passwords should be complex, with at least one of each of the following; uppercase letter, lowercase letter, number and a special character.
- We recommend the use of 3 random words incorporating the above complexity rules e.g. drive7maroon\$Floods - This is just an example, do not use this password.

Do not use a password you use or have used elsewhere.

Guidelines for ICT Usage

Services provided by IT can change. Please refer to the IT Services section on Canvas for current guides.



Scan for IT services
(note you'll need to be logged in as a student)

- No food or drink is allowed in any computer room.
- Please treat all ICT equipment with respect, remembering that others must use it as well.
- Please use email, internet, and communication services responsibly and adhere to College policies to ensure a safe and respectful online environment for everyone.
- Please leave your workstation and the area surrounding clean and tidy.
- Ensure you log off your computer when you are not using it.
- Connection of any external device (including laptops) to the College physical network or electrical supply is strictly forbidden. Please contact IT Services if this is required.
- USB pens, CDs and DVDs may be used for backing up work and transferring work to and from College, but only if you are certain that any external computer you will be using has up-to-date anti-virus package running. Be aware that all these media types are prone to failure. We recommend using OneDrive for transferring work when required.

- Do not give your username or password to anyone. College staff do not need to know your password.
- ICT equipment can only be moved by a member of the IT Services team.

Internet Advice (E-Safety)

The Internet has transformed learning, business, and socialising, but it also poses risks. Anonymity can hide harmful individuals (paedophiles, extortionists, and organised gangs) who exploit young people by gaining their trust and grooming them. They make young people feel safe. They become their “friends”. They use images of other victims to create a false identity and gain young people’s trust. In short, they groom young people. Home computers, laptops, tablets, and smartphones, used inappropriately, are this generation’s version of the dark alleyway in which a menacing stranger lurks.

Be aware of the dangers that you face online, such as blackmail over images or private messages being shared. Exercise care and vigilance to protect yourself online.

We understand that this is a worrying message, but we do believe that it is warranted. We take great care to ensure you are safe whilst attending the College, but it is essential that you also exercise that same care and vigilance to protect yourself online.

If you need any assistance or advice on this matter, please speak to your tutor or alternatively seek assistance through Student Services.

Useful Contacts

- PSNI on 101
- 24-hour Free call Lifeline Helpline on 0800 808 8000
- Childline on 0800 1111 or www.childline.org.uk
- Lena Student Counselling on 0800 389 5362 or support@lenabyinspire.com

Protect Yourself Online

1. Check privacy settings: share posts only with friends and trusted sources.
2. Think before posting: if you wouldn't want the world to see it, don't post it.
3. Review friends list: delete anyone you don't know personally.
4. Avoid sending inappropriate content: if uncomfortable, talk to a trusted adult.
5. Concerned about shared images: speak to a trusted adult if a photo of you has been shared.

Most importantly...Never keep it to yourself

If you feel uncomfortable or threatened online, talk to your family or College staff.

If you have shared an image, the sooner you tell someone, the sooner it can be taken down/ deleted or made much more difficult for anyone to find.

Staff at the College or adults you trust won't judge or treat you any differently. They just want to help.

Resources for Support and Help



Northern Ireland Cyber Security Centre Advice and Guidance

General advice
and guidance on
cybersecurity.



Safer Schools NI

Offers tailored
e-safety advice,
updates, and
resources for young
people, parents, and
educators.

Great for staying
informed on latest
threats like scams,
grooming tactics, and
app safety.



Stop It Now! UK & Ireland

Focuses on preventing
child sexual abuse,
with confidential
support for those at
risk or concerned
about someone else.

Helpline:
0808 1000 900
(confidential and
anonymous)

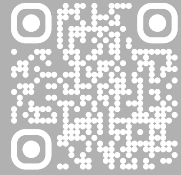


NI Direct – Staying Safe Online

Government portal
with guidance on
cyberbullying,
grooming, fraud, and
reporting issues.



Give us your Feedback



Scan to provide
feedback

Southern Regional College is committed to providing you with the best possible service which we can only do if you give us your feedback.

Feedback

Tell us if we do something well or if we can do things differently to improve. You will be asked to complete an online learner survey during the year, and this feedback is very important to us.

Further Education Students & Trainees

Each semester, your Personal Tutor will hold a class focus group to allow you to discuss items which matter to your class. Focus groups generate ideas and provide feedback from as many learners as possible.

The Curriculum Area Manager will also meet with class representatives to get feedback and ideas about your course, so let your class representative know your thoughts and opinions.

Higher Education Students

Each semester Higher Education (HE) students will have Staff/Student Consultative Committee meetings with HE Course Coordinators. This provides an opportunity to feedback on any issues you have encountered while on your course. The Curriculum Area Manager will hold a subsequent focus group to follow up on any issues raised.

Student Complaints

If you have a complaint, please speak to your Personal Tutor or any course tutor to attempt to resolve the issue in the first instance. If this is not possible, or if you are not satisfied with the response you have received, you can contact the Curriculum Area Manager or Head of Faculty for your course.

If following this process, you feel that your complaint has still not been satisfactorily resolved, a further two options are available to you:

1. You can raise an informal complaint by emailing the College's Corporate Compliance Manager on feedback@src.ac.uk or by calling on 077 2520 0069; or
2. Where you believe the matter to be of a more serious nature, you can raise a formal complaint by completing a 'Customer Complaints Form', which is available on the College website.

Information provided on the College website explains the process the College will undertake when managing complaints. The College's 'Complaints and Compliments Policy' is also accessible on the College website, and this provides information in respect of the appeals process and the role of the Northern Ireland Public Services Ombudsman in handling complaints about the College. For HE students, the policy also provides contact details for the Competitions and Markets Authority (CMA). This policy can be accessed on our website.

Alternatively, you can email the College's Corporate Compliance Manager at:

✉ feedback@src.ac.uk

Student Council & Students' Union

You can also provide feedback through your class representative and/or become the representative for your class and be their voice. Each September class representatives are elected to take forward issues about each campus at the Student Council meetings.

Meetings take place three times each year. Upcoming meeting dates can be found on the College Student Engagement SharePoint page.

You could also become a Student Union Officer. Each campus can elect eight officers who will organise events and activities

on your behalf – so you decide your student experience! Officers will also speak with other students to hear about student experiences and work with the Student Governor to run campaigns to make improvements.

Details on all these events and how you can get involved are on the Student Engagement SharePoint page.



CANVAS Student
Engagement page



Student Charter

Southern Regional College aims to deliver quality education to all our students in an atmosphere of mutual respect. This Student Charter outlines what you can expect as a student and what the College expects from you. Learning is a shared partnership between students and staff.

What Prospective Students Can Expect From Southern Regional College

We will:

1. Provide admission and enrolment services that ensure your transition to College is fair, equitable and transparent.
2. Treat you equally with respect and consideration, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability, or caring responsibilities.
3. Offer informed, impartial and timely careers guidance to help you choose a programme suited to your ability and aspirations.
4. Advise you on financial and other available support.

What Enrolled Students Can Expect From Southern Regional College

We will:

1. Provide a comprehensive induction to College services, resources, rules, policies and your programme of study.
2. Treat you with respect and consideration always.
3. Provide a learning experience in a safe and caring environment.
4. Agree an individual programme of study with quality teaching and constructive feedback.
5. Provide access to Learning Resource Centres and digital resources.
6. Provide access to careers education, advice and guidance.
7. Provide appropriate opportunities for work experience or industry visits.
8. Provide you with a Personal Tutor who will advise on pastoral care.
9. Provide information and services supporting learning, safeguarding, wellbeing and finance.
10. Provide clear information on fees, costs and payment methods.
11. Provide structured opportunities to give feedback through representation, surveys and engagement activities.
12. Respond to complaints in line with the College complaints procedure.
13. Treat your personal information in line with UK GDPR and the Data Protection Act 2018.

What The College Expects From Students

In return, you are expected to:

1. Fully engage as an active student and take responsibility for your learning.
2. Treat everyone with respect and consideration.
3. Follow the College clothing policy (see College rules section).
4. Familiarise yourself with and comply with all College policies and procedures.
5. Behave responsibly on and off campus and respect College property.
6. Wear your ID badge and lanyard visibly at all times on campus and when representing the College.
7. Comply with health and safety requirements.
8. Complete all coursework and assignments on time.
9. Complete entry forms for external examinations and pay required fees.
10. Ensure prompt payment of fees and the return of borrowed materials.
11. Act as ambassadors for SRC at all times.
12. Attend all classes, assessments and meetings regularly and punctually.
13. Contact your Personal Tutor in cases of unavoidable absence.
14. Use your SRC email address for College communications.
15. Keep your personal information up to date.
16. Notify your Personal Tutor in writing if withdrawing from your course.
17. Inform the College of your destination after completing your studies.



College Rules for Students

These rules help ensure a safe, respectful and productive learning environment for all students. The following rules apply to all students across all campuses.

1. Respect all individuals on College premises and during College activities.
2. Treat others equally and with respect.
3. Attend all classes punctually with at least 90% attendance.
4. Act respectfully in all learning environments.
5. Provide feedback when requested.
6. Complete enrolment and pay fees as required.
7. Submit assignments on time and adhere to awarding body guidelines.
8. Avoid cheating, collusion, plagiarism or fraud.
9. Seek approval from your Personal Tutor for planned absences.
10. Wear required uniforms or safety gear when applicable.
11. Wear your SRC ID badge and lanyard at all times on College premises.
12. Refrain from smoking or vaping except in designated areas.
13. Avoid alcohol or illegal drugs on College property. Students will not be permitted on College property, or off campus activities while under the influence.
14. Do not gamble on College premises.
15. Consume food and drink only in designated areas.
16. Respect College property and return borrowed items in good condition.
17. Pay tuition and examination fees on time.
18. Assist with keeping campus areas clean and tidy.
19. Adhere to the Acceptable Use Policy for digital systems.
20. Follow invigilator instructions during examinations.
21. Evacuate buildings safely when alarms sound.
22. Do not wear or display emblems linked to community conflict or local politics, including Celtic or Rangers attire.



Formal Disciplinary Procedure

The following outlines the formal disciplinary procedure at Southern Regional College. This can also be viewed on the College website.

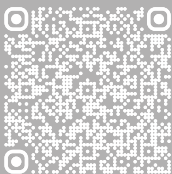
The formal disciplinary procedure is used when a student breaches any policy or procedure of the College. Any student in breach of policy or procedure will be investigated, and a report will be provided to a designated disciplinary authority.

The student concerned will be informed of the details of the alleged offence and given the opportunity of presenting a defence at a disciplinary meeting. After consideration of all evidence, the disciplinary authority shall inform the student of the decision and in cases where the offence is proved, of the student's right of appeal and who to appeal to.

If a student charged with an offence does not attend a disciplinary meeting on the date and at the time appointed, without prior satisfactory written explanation having been received, the disciplinary authority may make a decision in the student's absence.

A complainant, or a witness, who is summoned to attend a meeting arranged by the Disciplinary Authority and who fails to attend without due cause, may be liable to disciplinary proceedings.

The disciplinary stages, details on investigating authorities and disciplinary authorities are detailed in the 'Disciplinary Policy (Students)' accessible on the College website. It is important that you read this policy fully.

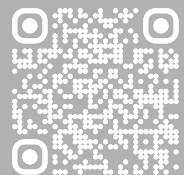


Scan to view
Disciplinary Policy



College Policies

The College has a number of policies that are relevant to you as a student. It is important that you familiarise yourself with these. You can view College policies on our website.



Scan for College Policies

Student Health & Safety

We want your time at College to be safe and healthy. This works both ways, so you're expected to:

- Take responsibility for your own safety and the safety of others
- Follow all College health and safety rules
- Listen to staff, especially in emergencies
- Not misuse or damage safety equipment

Health & Safety Policy

The College has a policy to protect students, staff, and visitors. You can find it on the College website.

Fire Safety

If you hear the fire alarm:

- Leave the building immediately using the nearest exit.
- Do not use lifts.
- Go to the assembly point and stay there (we need to account for everyone).
- Do not leave until staff say it's safe.

Smoking & Vaping

Designated smoking and vaping shelters are provided at each campus. Smoking or vaping is not prohibited within College grounds except for these designated points.

First Aid

Each campus has a first aid room, and first aid boxes are provided in all laboratories, kitchens, workshops and salons. Report any injury or accident to your tutor straight away. There are trained first aiders available at all campuses.

Housekeeping

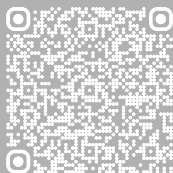
Please ensure that your personal possessions do not obstruct pathways, creating a trip hazard between desks, on corridors or in stairwells. This is to ensure safe evacuation of buildings in the event of a fire alarm.

Electrical Equipment

To keep everyone safe when using electrical items:

- Only use equipment if you have been shown how to use it properly
- Always follow staff instructions and safety guidance
- Do not use any equipment that looks damaged (e.g. frayed wires, loose plugs) - report it to staff immediately
- Never attempt to fix electrical equipment yourself

All electrical equipment must be tested and approved by the College (PAT tested) before use. This includes personal items such as laptops, phone chargers, and e-cigarette chargers. If your item has not been tested, do not plug it in on campus.



Scan to view Health & Safety policy

Calendar

August 2026

Wednesday 26 August

Full-Time Further Education and Traineeship student registration

Wednesday 26 August

Full-Time Higher Education 2nd year student enrolment

Thursday 27 August

Full-Time Higher Education 1st year student enrolment

Friday 28 August

- Apprenticeship student registration
- Clearing Day

Monday 31 August

Student Holidays/
College Closure

September 2026

Tuesday 01 September

- Full-Time Further Education and Traineeship classes begin
- Part-Time Day classes begin - Level 3 and below

Monday 07 September

Apprenticeship classes begin

Monday 14 September

- Part-Time Evening classes begin

- Full-Time & Part-Time Higher Education student registration
- Higher Education – all classes begin

Monday 21 - Friday 25 September

Freshers Week

October 2026

Monday 26 - Friday 30 October

Mid-Term Break

December 2026

Monday 21 - Thursday 31 December

Student Holidays/
College Closure

January 2027

Friday 01 January

Statutory Holiday/
College Closed

Monday 04 January

Classes resume

February 2027

Monday 08 - Friday 12 February

Mid-term break

March 2027

Wednesday 17 March

Student Holidays/
College Closure

Monday 22 – Friday 26 March

Student Holiday – Easter

Monday 29 – Tue 30 March

Statutory Holiday –
Easter/College Closure

Wednesday 31 April

Student Holiday – Easter

April 2027

Thursday 01 - Friday 02 April

Student Holiday - Easter

May 2027

Monday 03 May

Student Holidays/
College Closure

Monday 31 May

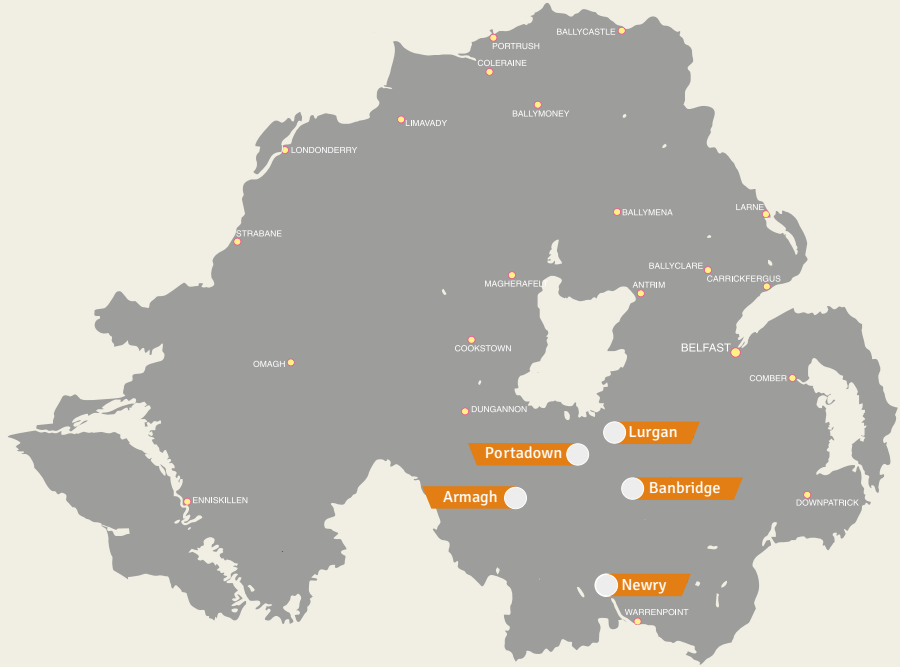
Student Holidays/
College Closure

June 2027

Friday 04 June

All classes end

Campus Locations



Armagh Campus

Lonsdale Road
Armagh
County Armagh
BT61 7JX

Portadown Campus

36 Lurgan Road
Portadown
County Armagh
BT63 5BL

Greenbank Campus

Greenbank Industrial Estate
Ballinacraig
Newry
County Down
BT34 2QX

Banbridge Campus

Castlewellan Road
Banbridge
County Down
BT32 4AY

Newry Campuses

East/West
Patrick Street
Newry
County Down
BT35 8DN

Model Campus

Catherine Street
Newry
County Down
BT35 6JG

Lurgan Campus

Kitchen Hill
Lurgan
County Armagh
BT66 6AZ



**CARBON
BALANCED
PAPER**

www.carbonbalancedpaper.com
CBP035951

src Southern
Regional
College

www.src.ac.uk | 0300 123 1223

