

Student Handbook



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Welcome to Southern Regional College

Transforming lives through meaningful & enjoyable learning experiences.

We are thrilled that you have chosen to study at SRC, a leading College of Further and Higher Education in Northern Ireland. With over 10,000 students enrolled annually, the College provides an extensive portfolio of courses from entry level through to degree level. Although we are a large college, we strive to ensure that your individual needs and aspirations are met through a supportive and caring environment. Our ethos as an education provider is one where the needs of individual students come first, through access to first class teaching and learning and support where this is needed. We aim to build confidence in our students by motivating them to take decisions and to reflect on the learning process at all stages, thus better preparing them for the world of work.

The College is an exciting and friendly place to study and socialise. You will have access to first class facilities and, equally important, to a range of student support services that will make your transition from school to college as smooth and

productive as possible, ensuring that you know where to seek help and advice. Our student services team will also help you with any problems or concerns you may have, and our careers guidance staff are always on hand to guide you on progression routes into employment or further study.

This guide is designed to meet the needs of our full-time students, including those following traineeship and apprenticeship training, but a great deal more information is available on the College website www.src.ac.uk and on our virtual learning environment which you will have access to as an enrolled student. However, please remember that if you cannot find the answer to a problem or query, please do not hesitate to ask a member of staff for advice. We will always be happy to help you.

We hope you find your time at the College enjoyable and rewarding and that you fully embrace the opportunities and experiences that are now available to you.

Great Careers Start Here

Student Services & Marketing

Our Student Services and Marketing team has received the Matrix accreditation, meaning that we provide the highest standard of information, advice and guidance. The Student Services team offers a warm and friendly welcome and is available to assist, guide and support students with any minor hassles, or major headaches that may crop up along the way.

Our doors are open to all students and with a team of experienced professionals, we assist with specific needs and offer general advice and guidance and pastoral care. We can help you before you arrive at Southern Regional College and throughout your course.

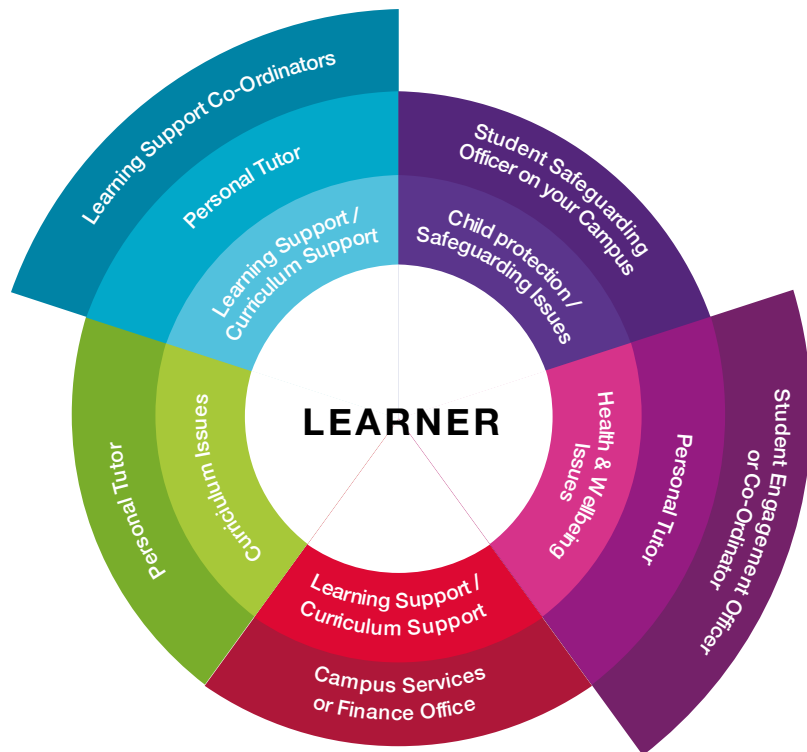


Lorraine McKeown
Assistant Director
Student Services
& Marketing

For help with all aspects of College life, scan here:



Help & Support Pathway



Corporate Governance

Governing Body

The Governing Body of Southern Regional College is responsible for securing the efficient and effective management of College activities and property. The Governing Body is made up from members appointed by the Economy Minister, members nominated by staff and students at the College, the College's Chief Executive Officer and others co-opted by the Governing Body. The role of the Chairman of the Governing Body is separate from the role of the Chief Executive.

The Governing Body is responsible for the ongoing strategic direction of the College whilst the Executive Officers are responsible for the operational management of the College. The Governing Body approves all major developments and receives regular reports on the activities of the College. The Governing Body meets nine times over the course of the academic year.

For further information on the governance of the College, scan here:



Members Of The Governing Body

The Governing Board consists of the Chairperson, Vice Chairperson, Accounting Officer and Chief Executive, Chairpersons of 4 Committees (Finance and General Purposes; Education; Audit and Risk; Staffing), eight Governors who sit on Committees, alongside two staff appointed Governors and a student appointed Governor.

For a current list of Governors, and the Committees they sit on, scan here:



Student Services Chartermarks and Awards



Southern Regional College continue to retain the Matrix Quality Standard accreditation for the information, advice and guidance we provide to all of our students.

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

Student Achievements

Conor Wins NI Apprentice of The Year Award

Level 2 wall and floor tiling student Conor Braniff was recognised as the Apprentice of the Year at the annual Northern Ireland Apprenticeship Awards 2023. Conor, who is employed by Tullycross Tiling, is so dedicated to his training that he makes an 80 mile round trip to College, taking 1.5 hrs each way. His tutors have commented that *“his commitment and attendance is outstanding”*.



Pictured: Conor Braniff at the Apprenticeship Awards alongside Denise Cornett (SRC) and Raymond Braniff (Tullycross Tiling)

Jack Achieves US Sports Scholarship

Jack McMurray a Level 3 Extended Diploma Sport and Exercise Science student achieved a US volleyball scholarship with Lourdes after attracting the attention of coach Greg Reitz. Jack who is a member of SRC’s volleyball team and trains with the SRC Volleyball Academy put together videos of himself playing in all six volleyball positions.

On achieving his US scholarship Jack commented: *“It has been a dream of sorts for years to make it to the USA to play at collegiate level. To any aspiring future student, I would say to work as hard as they possibly can now as I tell myself I wouldn’t want to be sitting later in life asking myself what if, or looking back and seeing the person I could’ve been.”*



Pictured (L-R): Paul McIlwaine, SRC Academy volleyball coach pictured alongside Jack McMurray

Launch of Mental Health Toolkit

Former Gaelic Championship Footballer Oisín McConville teamed up with SRC to launch a survival toolkit for students moving to further and higher education. The toolkit consists of insights and hacks to help students navigate and settle into their new surroundings.

Additional resources available include: A transitioning to HE course; video case studies detailing what mental health actually is; adapting and adjusting to a new environment; financial, social and academic challenges; plus how to improve mental health and well-being.



Pictured: Attendees at the launch of the mental health toolkit, including Oisín McConville (Mental Health Champion and ex-GAA star) Libby Shackles (SRC Director for Curriculum), Gavin Haughey, (External Funding, and International Affairs at SRC)

To access mental health resources, scan here:



SRC Students Top UK WorldSkills Leaderboard

The annual WorldSkills UK competition provides students the opportunities to test their knowledge and skills against the very best across the UK. SRC students secured 3 gold medals, 4 silver medals, 6 bronze medals and 4 students highly commended. This led to SRC being named as the top performing College in the UK.



Pictured: Members of the WorldSkills UK squad alongside Brian Doran, Chief Executive, SRC

Winning Students

Issac Bingham	Furniture & Cabinet Making	Gold
Victoria Sloan	Health & Social Care	Gold
Conor Nugent	Wall & Floor Tiling	Gold
Philip Shirley	Automation	Silver
James Smyth	Automation	Silver
Mykenzie Cartmill	Beauty Therapy	Silver
Keri Woodcraft	Creative Media Makeup	Silver
Jason McVerry	Automation	Bronze
John Doherty	Automation	Bronze
Patrick Sheerin	Mechatronics	Bronze
Riley Howlett	Mechatronics	Bronze
Jacqui Hawthorne	Painting & Decorating	Bronze
Anastasiya Kovtun	Laboratory Technician	Bronze
Jamie Gibson	Automation	Highly Commended
Jevgenij Kamnev	Automation	Highly Commended
Wiktorija Kurkowska	Laboratory Technician	Highly Commended
Abbi Magill	Laboratory Technician	Highly Commended

World Kickboxing Championships



Pictured: Fainche Kelly – Kickboxing

Fainche Kelly, who studies the HNC in Healthcare Practice travelled to Jesolo in Italy to represent Ireland at the World Kick Boxing Championships in October 2022. From an early age, Kickboxing has always been a massive part of Fainche’s life, with both her

father and uncle representing Ireland in several World Championships. Fainche has followed in their successful footsteps and has already won numerous medals including winning bronze at the Bristol Open in 2019 and the Irish Open in 2020. She is also currently ranked second in Ireland for her weight category!

Alexandra Cassidy, Course Coordinator for Health and Social Care & Healthcare Practice at Southern Regional College said: *“Fainche is an excellent student, who is always keen to learn and shows great dedication towards her studies and to kickboxing. She is an excellent role model for other students, demonstrating that hard work and motivation is the key to achieving success!”*

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



Come to College prepared

Bring your books, pens, folders, safety equipment and whatever else required



Know your tutor

Make sure you know who your Personal Tutor is and how to contact them



Ask for help

If you need help, please ask any member of staff, all staff wear an SRC lanyard as ID



Get into a routine

The first few weeks can be quite tiring so don't forget to set your alarm clock



Get involved

Take part in lots of fun activities to make friends and settle into life at the College



Review your timetable

Know your start time and where you should be for your first class



Campus Services

Visit 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 are deemed unauthorised unless proven otherwise. 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 us by contacting your Personal Tutor by email or your Faculty Office as follows:

Faculty of Building Technology and Engineering:

facultyBUTE@src.ac.uk

Faculty of Computing, Design and Academic Studies:

facultyCDAC@src.ac.uk

Faculty of Health and Science:

facultyHESC@src.ac.uk

Faculty of Professional Services:

facultyPRSE@src.ac.uk

- If you are absent for four consecutive weeks without formal notification, it will be assumed you have withdrawn from your course
- Remember – to progress on your course, you must attend. A good attendance record can make all the difference when applying for jobs or going to university

Changing Your Contact Details

You should notify your Personal Tutor and Campus Services at reception if you change your address, telephone number, name etc. You can also update your personal details by logging into the student portal via the College intranet. It is very important we have accurate details for you, to make sure that important things like letters and exam certificates reach you.

What Happens If...

You don't feel well enough to attend

Contact your Personal Tutor by email 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 various vending machines.

You don't 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 don't wish to discuss details, 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 periods of 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 areas within the College such as Student Financial Support, Learning Support, Counselling and Careers Guidance. You will also have regular progress reviews throughout the year identifying aptitude, attendance and assessed work and agreeing actions for the future. Your Personal Tutor will guide you through a comprehensive induction and how to complete your Individual Learning Plan (eILP).

Communications at Southern Regional College

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. The College's Communication Policy is available at www.src.ac.uk/about-us/policies.

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 to your Personal Tutor on the first day of absence. All students will be issued with an SRC email account while studying at SRC – 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.

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.

Personal Belongings

The College does not accept responsibility for damage to or theft of personal belongings, including lecture notes. You should take precautions to ensure the safety of such belongings, especially in the periods leading up to examinations.

Who's Who on Campus

Campus Services Team



Raymond Mallon
Campus Services Manager
T: 028 3025 9677
M: 075 5335 2370
mallonr@src.ac.uk



Armagh
Michelle O'Callaghan
Campus Services Coordinator
T: 028 3025 9674
M: 075 8777 0223
ocallaghanm@src.ac.uk



Banbridge & Lurgan
Charlotte Roddy
Campus Services Coordinator
T: 028 3751 2814
M: 077 6716 7127
roddyc@src.ac.uk



Newry
Jason Moles
Campus Services Coordinator
T: 028 3025 9601
M: 077 6716 7131
molesj@src.ac.uk



Portadown
Cate McCourt
Campus Services Coordinator
T: 028 3839 7805
M: 077 6716 7121
mccourtca@src.ac.uk

Student Finance

Finance Team

If you are concerned with or having difficulties with financial matters during your course or if you require further information, please contact one of the Campus Services Coordinators listed on the previous page by email or telephone or by calling at reception.

Further Education Full-Time

Fees: There are NO fees for home* students studying full-time further education courses. However, there may be costs required by the profession or trade area.

Transport: Transport assistance (bus/train/car) will be provided to home* students if their home is more than 3 miles from the College. You must be under 19 years of age on 1st July 2023.

School Meals Support: If you were born after 31st July 2004 and your parents are receiving income support or income-based Job Seekers Allowance, you may be entitled to free school meals. If you received free school meals at your previous school, you should complete a transfer form which will be issued by the Education Authority.

EMA – Educational Maintenance Allowance:

Students aged 16-19 years may be entitled to EMA. Visit www.emani.gov.uk or phone 0845 601 7646 for further guidance. EMA is means-tested and dependent on attendance at the College.

Further Education Grant:

Home* students over 19 years on 1st July 2023 can apply for a Further Education Grant. Students may receive a maintenance allowance of up to £2,092 and childcare allowance. This is means tested on household income. Students should apply to the Further Education Grant Section, Education Authority – Western Region, 1 Hospital Road, Omagh or www.eani.org.uk. The closing date for applications is 30th September 2023.

Care-to-Learn: Childcare support is available for students at least 16 years old but under the age of 20 by the start date of their course, undertaking a full-time or part-time course in Further Education. You may receive assistance with childcare costs, up to £165 per week per child and travel expenses to and from the childcare premises.

Students with Dependents:

Home* students over 19 years on 1st July 2023 may be entitled to a childcare allowance if the child is being looked after by a registered childminder. This is applied for through the EA FE Grants Section in Omagh.

If you have problems with course related finance, contact Campus Services.

**Where reference is made to Home students this means a student resident in the UK for 3 or more years.*

Further Education Part-Time

Fees: Students may be entitled to a concession fee for part-time accredited courses if they are in receipt of certain benefits. Students must produce evidence at enrolment.

For more information please scan:



Further Education Grant: If you have reached the age of 19 on 1st July at year of entry and are studying a part-time further education course of more than 8 hours, you may be entitled to an FE Grant. This award helps pay tuition fees up to £456 and offers a £265 allowance towards books, travel expenses and other course costs. This allowance is means-tested. You can apply by contacting Student Finance NI or log on to www.eani.org.uk. The closing date is 30th September each year. EU students may get a fees allowance.

EU Students - Fees Only: A part-time further education application form should be completed. Closing date is 30th September 2023 and applications must be fully completed and necessary documents attached before they will be accepted. Students who have not received their FE Grant notification by time of enrolment must pay full fees due. If students are in receipt of benefits, they pay the concessionary fee, and these fees will be refunded at a later date on receipt of the FE Award notification.

Hardship Fund: If you are experiencing financial hardship and are over 18 or turning 18 in the academic year, you may be entitled to apply to the Hardship Fund for financial assistance. The Hardship Fund is means-tested. Students studying a part-time course of 8 hours or more must initially apply for an FE Award.

Higher Education Full-Time

Fees: All students applying for or already in higher education should apply online at www.studentfinancenl.co.uk to determine the level of maintenance grant, maintenance loan or tuition fee loan available to them. All higher education full-time students must apply through their local Education Authority. Students from the Republic of Ireland can also apply to the Education Authority – Southern Region for a tuition fee loan and to their local Education and Training Board for a maintenance allowance.

Tuition Fee Loan: The Tuition Fee Loan is available to Home* students and is not means tested. This is paid directly to the College by the Student Loans Company.

Maintenance Grants: This is a means tested non-repayable allowance. The amount payable will vary depending on the level of household income. Students with household income of £19,203 or less (including single, independent students) could receive the full £3,475 Maintenance Grant.

Maintenance Loans: The Student Loan is to help with your living costs. The amount of loan varies as follows:

- Max £4,840 if living away from home and studying outside London
- Max £3,750 per annum living at home
- Loans are reduced if a Maintenance Grant is payable



Students can apply online by scanning the QR code:

HE Bursary: Students receiving a full Maintenance Grant (household income below £19,203) may be eligible to receive a bursary of £250. Care Experienced and students from ROI may also be eligible to apply for this bursary. To apply for the bursary, students can make an application alongside their student loan maintenance application to the Student Loans Company.

Hardship Fund: Students may apply to the Hardship Fund for a 'temporary loan' until they receive their core loan from the Student Loans Company. Students who are in financial hardship and have exhausted all other sources of finance can apply to the Hardship Fund for living costs including travel.

Students with Dependants:

Extra help includes:

- Parents' Learning Allowance of up to £1,538 per year
- Childcare Grant of up to £148.75 per week for one child and £255.00 per week for two or more children
- Adult Dependants' Grant of up to £2,695 per year

Grants for Disabled Students:

Students with disabilities applying for a higher education course and requiring additional support will need to apply to their local Education Authority (EA) for Disabled Students Allowance (DSA). DSA funds the additional support required for students who have a diagnosed learning difficulty and/or disability who are studying on a higher education course. It is important that this application is made as early as possible and preferably in advance of commencing their course.

The application is made by the student directly to their local EA in advance of commencing their course. Please refer to the following website to get guidance on how to apply for DSA and begin this application process as soon as possible: www.studentfinance.co.uk.

Examination Support

Arrangements: It is very important to inform your Learning Support Coordinator if you need any examination support. If you have been permitted exam support arrangements such as extra time or a reader in your previous school/educational setting, a new application must be made to the Awarding Body by Southern Regional College.

Higher Education Part-Time

Tuition Grant: Students may receive a Tuition Fee Grant of up to £1,230 depending on how intensive the course is and a course grant of up to £265 towards books, travel expenses and other course costs. The award level you will get will depend on your income as a single/married student. Your parental/guardian household income is not assessed as a part-time HE student for student finance. EU students may only get a fees allowance.

Student Loan: Students can also apply for a loan for their tuition fees up to a maximum of £3,472.50. The loan is repayable but not means tested. Students can apply to the loan for full fees or use the loan as a top up from their tuition fee grant award.



Students can apply for a student loan online by scanning the QR code:

Higher Education Funding for EU Residents (includes ROI students)

If you're an EU student starting a course on or after 1 August 2021, you must have settled or pre-settled status in the UK under the EU Settlement Scheme to get student finance. For more information check out www.studentfinance.co.uk.

Students studying full-time higher education courses such as HNDs, Foundation Degrees, level 4 courses and Degrees may apply for a tuition fee loan/grant through the EU Customer Services Team in Darlington and through Student Universal Support Ireland (SUSI). Please see information below detailing the different types of grant/loans available:

Maintenance Grant: A Maintenance Grant is available for Republic of Ireland (ROI) students who are studying higher education courses. New students should apply through SUSI at www.studentfinance.ie, and continuing students should apply through their local Education Authority. The amount you get depends on your household income, as well as other factors. Unfortunately, there is no Maintenance Grant for ROI students who are studying further education courses, but students may be able to apply for a Back to Education Allowance.

Back to Education Allowance:

Students studying both further education and higher education courses and who live in the Republic of Ireland may be eligible to apply for the Back to Education Allowance (BTEA), which allows people in receipt of certain social welfare payments to retain those payments whilst participating in approved full-time courses in further and higher education. The BTEA allows qualifying persons to return to full-time education in approved courses whilst continuing to receive income support.

Scan the QR code to find out more information regarding BTEA and your entitlement:



Partnership Grants: Dundalk Employment Partnership operates a limited system of grant aid to support disadvantaged residents from the Dundalk urban area, in continuing or returning to education. Not all partnerships have such

funds and eligibility requirements, and amounts vary. Visit: <http://homepage.tinet.ie/~tep/Dundalk.html>.

For more info, contact your local partnership:

Dundalk – T: +353 (0)42 933 0288
Drogheda – T: +353 (0)41 984 2088
Monaghan – T: +353 (0)42 974 9500

ROI Fund for Students with Disabilities may be available from the HEA to help towards course-related equipment, travel or subsistence for those students who have a verifiable disability. Go to www.heai.ie for further information.

Tuition Fee Loan: EU students studying full-time higher education courses such as HNDs, Foundation Degrees, NVQ level 4 courses and Degrees may apply for a Tuition Fee Loan through the EU Customer Services Team in Darlington. You can receive up to £2,700 to cover the cost of your tuition fees only.



You should complete the EU13 form which can be downloaded from:

Other Sources Of Support

Social Security Benefits: Although most full-time students are not entitled to social security benefits, certain students in vulnerable groups, including single parents and disabled students, may be eligible for social security benefits including housing benefits. If you want to pursue a full-time course of education, you should ask your local benefits office how this may affect your benefits.

Part-time students in receipt of benefits can receive help with childcare, travel, and books through grants without affecting benefits.

This has been confirmed by the Social Security Agency (Jobs and Benefits Section). For additional information, you can contact your local advice centre for further information.

Army FE Bursary: This bursary pays students £1,000 per year whilst studying at College and also offers a full-time job with the army once you complete your basic training. For more information: Tel: 0845 600 8080.

St Vincent de Paul: Funding is available to students to help towards materials, childcare, transport, and registration fees for applicants from disadvantaged backgrounds. For more information, visit www.svp.ie/What-We-Do/Education-grants.aspx.

Helena Kennedy Foundation: Awards are made primarily to disadvantaged students who have overcome significant barriers to continue with their education at university level. Applicants will be nominated by the College. Application forms are available to download from the website: www.hkf.org.uk or Tel: 020 8223 2027.

The Royal Ulster Constabulary Benevolent Fund: This fund is for members and ex-members of the Royal Ulster Constabulary and their dependents. Support is available to schoolchildren, college students and undergraduates towards fees, travel, books and equipment. Applications in writing must be submitted via a regional representative.

Contact: Royal Ulster Constabulary Benevolent Fund, Police Federation Northern Ireland (PFNI)
T: 028 9076 4215 or scan:



All Ireland Scholarships (JP McManus): These scholarships are awarded to the top 25 performing students in NI who are progressing to university level courses. Students should have been previously in receipt of EMA. For information, search online at: www.allirelandsscholarships.com.

International Student Award (British Council): This award is available to international students studying in the UK. Students are required to write about their experiences studying in the UK. For further information visit: www.siem.britishcouncil.org.

Thomas Devlin Fund – Performing Arts Bursaries: The Thomas Devlin Fund offers bursaries of up to £1,500 to young people between the ages of 15 and 19 in order to pursue a career or study in the area of performing arts.

Contact: The Community Foundation for Northern Ireland, Community House, Citylink Business Park, Albert Street, Belfast, BT12 4HQ
Tel: +44 (0) 28 90245927 or visit: www.communityfoundationni.org/thomas-devlin-bursaries.

Banking: Banks appreciate the value of student accounts. Every August/September there is huge competition by banks to gain your business by offering promotional deals. It is advisable to shop around and make sure you get the best deal.



Careers

Information, Advice & Guidance

Our careers team delivers high-quality, impartial careers advice to all students throughout their time at the College. The team also supports applicants and those considering their options prior to joining the College.

Preparing students for the future is an integral part of what we do. Our friendly and experienced careers staff are committed to helping students with important decisions about career and course choices, by offering free and impartial information and guidance.

SRC holds the Matrix Quality Standard for advice and guidance services across all our student services, so you can be sure you are receiving excellence in the service we provide.

Our Careers Team can help you 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

We do all of the above through providing individual careers advice sessions with an adviser which you can pre-book or drop into and through the provision of careers information provided regularly to students in classrooms in the form of seminars, workshops and briefings.

How to contact us

The Careers Service has offices on all campuses. These are located in the Student Services Centre and are open daily from 9am to 5pm, so feel free to drop in. Alternatively, you can contact an adviser by telephone or e-mail.



Frank McCourt

Armagh: 3rd floor, room ARM-306D
T: 028 3751 2808
M: 077 6075 0691
E: mccourt@src.ac.uk



Laura Price

Newry West: 2nd Floor, Learning Resource Centre
T: 028 3751 2808
M: 077 6075 0685
E: price@src.ac.uk



Darrelle McSherry

Portadown: Main Building, Ground Floor
Lurgan: Student Services Centre, 2nd Floor
Banbridge: Main Building, Ground Floor
T: 028 3751 2808
M: 077 6075 0686
E: mcsberry@src.ac.uk

Student Engagement & Activities

Participating in student activities within the College is a fantastic way to mix with other students, improve your confidence, improve your employability skills and is fun at the same time. You will discover many social, cultural and sporting activities to integrate with your academic studies.

If you would like more information on the Student Activities programme and how you can get involved, please contact:



Jason Brennan
Student Engagement
Coordinator
Armagh Campus
E: brennanj@src.ac.uk
T: 030 0123 1223
M: 075 1777 8329

Get Involved

There are lots of ways to get involved, have fun, meet new people and build your skills! Each year a programme of activities and events are developed with the input of the Students' Union. The College has a Student Health and Wellbeing Policy which can be viewed on the College website at: www.src.ac.uk/about-us/policies.

Fresher's Fayre

The Annual Fresher's Fayre is all about having fun and meeting your fellow students. You will find out about the calendar of events, community action projects, charity fundraising events and sign up for any of our clubs and societies. The student experience encompasses much more than studying – you will discover many social, cultural and sporting activities to integrate with the academic aspects of student life. Details of when and where are available on the College website or via our social media channels.

Class Representatives

Each class will have the opportunity to elect class representatives at the beginning of each academic year. As a Class Rep, you will be invited to attend training for your role and learn how you can effectively represent the views of your peers as well as attending Staff/Student Consultative meetings and wider Student Council meetings.

Student Council

Students elected to Class Representatives and Student Union Officer positions will be invited to attend the Campus Student Council meetings. These meetings will be held three times per year on each campus. The purpose of these meetings is to provide the student body with an opportunity to update the management team on the student experience and opportunities for improvement.

Staff/Student Consultative Meetings

At these meetings, you will have an opportunity to discuss issues related directly to your course of study and are facilitated by Course Coordinators and Personal Tutors. You will also have the opportunity to influence the future of Southern Regional College and aid in the amendments of facilities (where possible) or any other issues, through your input during meetings.

Student Constitution/Union

The Students' Union exists to further your interests and facilitate the representation of your views. Southern Regional College is governed by a Board of Governors and the Students' Union of the College may elect one Governor to the Governing Body. The Students' Union is structured to ensure maximum participation across the College in line with the revised Student Union Constitution. A Student Council, consisting of elected class representatives, is established on each campus.

Elected representatives from the Student Council (office bearers) are appointed on each campus.

The Students' Union consists of five Student Councils. Each Campus Student Council consists of elected Class Representatives from which Office Bearers are elected to eight positions.

1. Campus President
2. Cultural Diversity Officer
3. Disability and Equality Officer
4. Events and Activities Officer
5. HE Officer
6. LGBTQ+ Officer
7. Women's Officer
8. Sustainability Officer

The President of Students' Union will be elected from the student body and will act as the Student Governor (subject to Departmental approval). A Vice President will be elected from the four post holders on each campus. The annual Students' Union AGM is used to bring together the full Students' Union each year to review the operation and effectiveness of the Union.

The College provides direct support to the Students' Union and its Student Councils through the Student Engagement Coordinator and Student Engagement Officers. Student Council Office Bearers will work directly with the Student Engagement team to:

- Organise events
- Inform future programmes and plans
- Consult on campus issues
- Represent the student body as appropriate

All Students' Union activities and events will be organised through the Student Engagement Team and will be indemnified by the College.

Students' Union Elections

The election for vacant officer positions in the 2023/2024 academic year will take place in October 2023. Details will be circulated through the tutorial system, digital screens, noticeboards and social media platforms. If you are enthusiastic and enterprising, please give it a go!

The College will give you training and support. Check out the website for further information or contact the Student Engagement Officer on your campus.

Fundraising Activities

Students at the College are very passionate about fundraising and have gone to great lengths to raise money for many worthwhile causes. Some of the charities we have supported this year have included PIPS, Northern Ireland Air Ambulance, Action Mental Health, AutismNI, Southern Area Hospice and NI Children's Hospice.

Health and Wellbeing Activities

The College promotes healthy living by providing health education information on health and wellbeing activities to students. This includes health clinics, wellbeing tutorials and seminars and a free, confidential counselling service to all students delivered by Inspire Students.

Environmental Awareness

At the College, we encourage you to become actively involved in activities which will enhance our campus environment. The Student Engagement Team, in partnership with Friends of the Earth, offer the prestigious environmental leadership programme, 'My World My Home'. This provides a high-quality personal development and enrichment opportunity for students.

Exhibitions and Shows

A series of creative shows and exhibitions take place on all campuses to celebrate the success and achievements of our students as they showcase their work from a range of disciplines including art and design, media, music, drama, and visual arts.

Visits

Throughout the year several visits are planned for our students, ranging from educational day trips to exchange visits. For further information, check out the Student Activities section of the College website or contact the Student Engagement Coordinator or the Student Engagement Officer on your Campus over the course of the academic year.

Learning Support

The College aims to provide a safe, supportive and friendly learning environment for all students with learning difficulties and/or disabilities.

What is Learning Support?

Learning Support is additional support to assist students who might otherwise be unable to access a programme of study or who, by reason of their learning difficulty or disability, may require specialist support beyond that normally provided by the College.

This support will assist students with learning difficulties and/or disabilities to realise their full academic and personal potential. Examples of difficulties includes specific literacy difficulties, Autism or Asperger's Syndrome, mental health difficulties or mobility difficulties. Examples of support include learning support assistants, mentors, scribes, special exam arrangements or assistive technology loan.

Students with additional learning support requirements will be interviewed and assessed in relation to their needs and an individual support plan drawn up and agreed with them. The College welcomes the student's designated person (e.g. Parent, Guardian, Carer, Key Worker, Social Worker, Support Worker) to attend their initial needs assessment.

Should I disclose my learning difficulty and/or disability?

There is no obligation to disclose learning difficulties or a disability, either when applying to the College or throughout time spent studying at the College.

However, we would strongly advise you to inform us, as it is impossible to provide assistance if we are not advised of the support that you may require.

All information will be treated in a sensitive and confidential manner.

How can I access Learning Support?

There are multiple options available for you:

- Complete a Referral Form and forward to the Learning Support Coordinator. The referral form is available on the SRC website in the Learning Support section
- Contact the relevant Learning Support Coordinator on your campus by calling into the campus office or by email or phone. Contact details can be found on the SRC website
- Speak to your Personal Tutor

Learning Support resources and contact details are accessible on the College website at: www.src.ac.uk/student-life/student-support/learning-support

What support will I receive on my course?

The level of support you receive depends on your particular learning needs. Every student is treated on an individual basis. Types of support can include the following:

- Learning support assistant
- Mentoring support
- Assistive technology
- Examination support

How do I obtain special examination arrangements if I have any disabilities?

If you have a disability and are sitting exams, an application may need to be made to your awarding body.

It is very important to let College staff know as soon as possible if you need any adjustments to make your course accessible to you and this includes special exam arrangements. If you have been permitted exam arrangements such as extra time or a reader in your previous school and will be sitting exams here at the College, an application has to be sent to the awarding body at the beginning of the exam series. You need to make an appointment with the Learning Support Coordinator if you require examination support for your course.

What support will I receive if I am a higher education student?

Students on higher education programmes who have a diagnosed learning difficulty or disability may be eligible to apply to their local Education Authority for the Disabled Students' Allowance (DSA). DSA can help with the cost of a non-medical helper (e.g., mentor or note taker), items of specialist equipment, travel and other course-related costs. If you need any advice or guidance on this process, please contact your Learning Support Coordinator or alternatively www.studentfinancenl.co.uk for further details.

'AccessAble' - Promoting Accessibility at SRC

Southern Regional College is pleased to be working with AccessAble to promote the accessibility of our college. Visit: www.accessable.co.uk and search for the campus you want to find your way around.

Contact details for the Learning Support Team are available on the SRC website: www.src.ac.uk/student-life/student-support/learning-support.



Learning Resources

Learning Resource Centre (LRC)

The College offers extensive study and learning facilities spread over the five main campuses. Learning resources such as books and journals, are combined with a wide range of electronic multimedia learning materials and these are linked to the computer networks. The stock of resources is updated in line with curriculum developments. See www.src.ac.uk/student-life/facilities/learning-resource-centres for opening times.

Photocopying Facilities

Photocopying facilities are located across the College's campuses. Students can use their network user ID and password to log on and copies are charged against the students print credits. Print credits can be renewed through the LRCs on each campus – ask LRC staff for further information.

Student Cards

As a student, you will be issued with a free student card which confirms your current status as a member of the College and enables you to gain entrance to the LRCs and other facilities on any SRC campus. College policy is 'No Card, No Entry' to the Learning Resource Centres. Please note that you must have a student card to sit examinations or vote in the Students' Union elections.

Replacement cards can be obtained from your campus LRC. Please note, there is a charge for replacing lost cards. £2.50 for a replacement card and £2.50 for a replacement lanyard with a cardholder. For security reasons, students should wear their student card at all times when on campus. To contact the LRC, please telephone:

Armagh	028 3751 2815
Banbridge	028 3839 7711
Lurgan	028 3839 7809
Newry	028 3025 9638
Portadown	028 3839 7775

Safeguarding



What is Safeguarding?

Safeguarding is about helping students to keep themselves safe and to prevent harm happening to them. Safeguarding is 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 and safe from harm to ensure that they are fully aware of their responsibilities in this area. The Student Safeguarding Officers have undergone additional training for these roles.

Safeguarding Officer & Adult Safeguarding Champion

Lorraine McKeown

E: mckeownl@src.ac.uk M: 078 4197 0692

Deputy Safeguarding Officer

Donna Hughes

E: hughesdo@src.ac.uk M: 077 6716 7124

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

Contact details for the Colleges Safeguarding Officers are available on the SRC website under the Student Welfare section at www.src.ac.uk/student-life/student-support/student-welfare or you can email safeguarding@src.ac.uk.



Support For Young Carers & Young Adult Carers

SRC believes that young carers have the right to participate in learning and to have access to the information, support and guidance they need to have fair access to their learning and College life. Some students provide care for a family member with a chronic illness or disability, mental health condition (including substance misuse) connected with a need for care. The person receiving care is often a parent but can be a sibling, grandparent, partner, own child or other relative.

If you are a young carer, please either speak to your Personal Tutor or refer to the 'Support' section of the SRC website for further guidance. See: www.src.ac.uk/student-life/student-support/student-welfare/care-experienced.

Care Leavers/ Care Experienced Support

Southern Regional College is committed to supporting young people in and leaving care to ensure their success at Southern Regional College. Support systems are available to help you attain the student experience you need. Contact our Student Support Team on 0300 123 1223 for more information or call at any campus reception.

Criminal Convictions Disclosure Process

Southern Regional 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 available from college website, any campus reception or by telephoning 0300 123 1223.

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 available from the college website, any campus reception or by telephoning 0300 123 1223.



Scan the QR code for more information:

Student Counselling

For students struggling with a personal concern, counselling support is available in partnership with Inspire Students. This counselling service is independent and confidential and available 24 hours a day, 365 days a year. Common personal concerns include relationship difficulties, grief, difficult life circumstances, anxiety and depression. Get support from a qualified counsellor who works within strict professional guidelines and can help with whatever difficulty you are facing. Contact details and details of drop-in sessions available are on the website at: www.src.ac.uk/student-life/student-support/counselling-services.



How can I contact Inspire Student Counselling?

If you need to speak to a Counsellor in confidence, please call Inspire Students on 0800 389 5362 or email workandstudy@inspirewellbeing.org. Alternatively, you can contact your Personal Tutor or other staff members who can provide you with the information that you need.

Visit the Inspire website by scanning the QR code:



Drop-in Counselling

Drop-in counselling is available at several SRC campuses. If you need to speak directly with a counsellor, drop into one of the sessions. There is no need to book an

appointment. If you are feeling distressed, anxious or have a concern you would like to discuss, please come and talk. Check our website for locations, dates and times of drop-in sessions: www.src.ac.uk/student-life/student-support/counselling-services.

Support Hub

Through Inspire Student Support Hub, you will be able to instantly access professional, helpful, interactive content to support you in your personal wellbeing journey. The Hub includes mental health and wellbeing resources, guided self-assessment tools, e-learning, LiveChat and a personalised dashboard with mood and sleep trackers, a goal setting tool and a gratitude diary. These resources will help each individual student to create a bespoke digital wellbeing space.

Inspire Student Support Hub – The right support, at the right time! For more information visit: www.inspiresupporthub.org/students.

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 at www.src.ac.uk/about-us/data-protection.

Your success at SRC is best achieved through the 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.

Attendance Statement

While you are attending Southern Regional College you are offered every opportunity to be successful in your studies. This includes access to a wide range of support services and high-quality teaching. 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 must inform the College of your absence by contacting the Faculty Office - details are outlined in your course handbook. You may also make contact directly with your personal tutor to inform them of this 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 or someone acting on your behalf should:

- 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)
- Email or phone your personal tutor in the first instance to explain an unplanned absence
- 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
- 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, www.src.ac.uk/about-us/policies.

College Services

Eating Facilities

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

Hairdressing, Beauty & Barbering Salons

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

Booking is advisable.

To make an appointment, phone:

Armagh 028 3751 2859

Lurgan 028 3839 7827

Newry 028 3025 9608

Car Parks

If you are travelling to Southern Regional College by private car 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
- Drive carefully within the College grounds
- Park in a designated parking space

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

Please note that a parking permit gives you the right to park in College car parks if there is a space available. 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.

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. Edexcel. 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, SRC resit fees of £20 applies to all re-sits plus the awarding body fee.

Information on entry deadlines and timetables will be available from the College Virtual Learning Environment (Canvas), course tutor and display screens. Familiarise yourself with the examination regulations and arrive on time on the date of the examination. Mobile telephones/smart watches or any form of personal communications device are not permitted in examination halls.

Please note examinations may be scheduled in an alternative SRC campus depending on programme of study.

You are required to adhere to the Awarding Body guidelines at all times. Failure to do so may prevent you from submitting coursework or sitting an examination.

For further information please contact:
E: staffexams@src.ac.uk or T: 028 3025 9613.

Awarding Certificates

Once your course has completed, certificates will be dispatched at various prize-giving events or collected from the examinations offices. Ulster University certificates must be collected in person from the examinations offices. Any errors on certificates must be reported to the exams office within 6 weeks upon collection.

International Opportunities

Each year the College sends on average 100 students on life changing work placements and study programmes across the world, fully funded through the Erasmus and Turing Scheme. The benefits of getting involved are cultural awareness, development of employability, life skills and great for your CV and personal statement. The team have also put together a range of useful resource for students.

Learning for Living Together project

For resources to promote diversity and integration, scan:



Well Project – resources to support students' mental health and wellbeing when moving into higher education. Visit www.wellproject.online.

For resources to help you navigate your move to higher education, scan:



Further information on our international affairs, phone 0300 123 1223 or email internationalaffairs@src.ac.uk.

College Virtual Learning Environment (Canvas)

The College has embraced 'blended learning' which combines face-to-face learning carried out in normal classroom sessions along with on-line learning. The 'CANVAS' Virtual Learning Environment (VLE) is the platform used to deliver both on-line and blended learning programmes.

Key features of the Virtual Learning Environment include:

- 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



ICT Facilities

SRC provides modern ICT equipment and software to enhance your learning experience.

Acceptable Use Policy (AUP)

As a student at the College, you will be given a student account which enables you to access and use computers on the network throughout each of the College campuses as well as options for Wi-Fi and remote access and Microsoft Office 365 – Outlook, TEAMS, OneDrive etc. Use of the IT facilities is subject to the conditions within the Acceptable Use Policy and UK law. All students will need to agree to follow the College's Acceptable Use Policy (AUP) prior to using any ICT/ILT system.

There is a lot of specific guidance in the AUP itself – it is intended to help you be safe and to learn well.

A full copy of the policy is available by scanning:



In addition, the College has its own relevant guidance and requirements (including e-mail and internet use, health and safety and Student Code of Conduct). It is essential to adhere to these policies. If you don't understand any item, please find out more from a member of staff. You may like to know that the AUP also applies to staff use of information systems.

Bring Your Own Device (BYOD) Policy

The Bring Your Own Device (BYOD) policy is also important to adhere to. You should restrict access on personal devices and ensure that operating systems are supported with all updates applied to them and any apps/software. Having supported anti-malware software with regular updates should also be in place on these devices (Desktop, Laptop, Tablet or Mobile Phone).

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.

WIFI – Eduroam

Eduroam allows students from participating institutions including SRC to obtain internet connectivity across college campuses and when visiting other participating institutions. This allows you to connect your personal device to Wi-Fi.

To connect to Eduroam in SRC, search for wireless networks. When Eduroam is available select it, you will then be prompted for a username and password. Use your full SRC e-mail address: **UserID@students.src.ac.uk** (replace 'UserID' with your own student ID). Enter your password and you should get connected. Trust any certificates if prompted.

Help and Guidance

Further information can be accessed at www.src.ac.uk/ict-student-information including details on how to setup Multi Factor Authentication (MFA).

Many FAQs are covered in the IT Services section within the College Virtual Learning Environment (VLE). These cover a wide range of IT related activities like: Setting up MFA, Eduroam WiFi, Bring your Own Device (BYOD), Logging onto O365, Using Microsoft TEAMS, Printing, Software for Students and many more.

Username (UserID) and Password

You will be issued with a username and password when you are enrolled on a course. This will be communicated to you via email and text for new students.

New Students

Your UserID and instructions will be sent to the email you registered with. The 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.

- Once you register for a College course and obtain a password and ID you must keep that password confidential
- User IDs and passwords help us maintain individual accountability for Internet usage
- You must not share your User ID and password with anyone
- It is your responsibility to change your password regularly
- You should use a unique password and not one that you use elsewhere for any other purpose

Existing Students

If you are a recent returning or 2nd or 3rd year student, you will continue to use the same account (note you won't get an email or text message with logon details as you already have these). Your tutor will also be able to issue if required.

Logging on to a Computer in the College for the First Time

Take the following steps:

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

Note: You should change your password from the default issued by your tutor. If you require to at any stage, take the following steps from a College computer:

- Login - using your current username and password
- Press Ctrl, Alt and Delete
- Click Change Password
- You'll then be asked to enter your old password and your new password twice
- Click OK

Please note:

- Passwords are case sensitive
- Passwords should be complex, with at least one of each of the following – Uppercase letter, lowercase letter, number and a special character E.g. Hello2U! (sample - don't use this one)
- Minimum length is 8 characters
- If you forget your password, your lecturer can reset it for you. Your Tutor will be your first point of contact for IT issues

Multifactor (MFA) or 2 Factor (2FA) Authentication

Use of Multifactor Authentication (MFA) and Self-Service Password Resetting (SSPR) are required to protect your account. Full details are provided on the College VLE IT Services section or at www.src.ac.uk/ict-student-information.

Please setup MFA when on site from a College PC so your tutor can provide assistance.

Note: You will need MFA enabled to access resources from outside the College including Office 365, CANVAS and Remote Software Access.

MFA is where you will use an Authenticator APP on your mobile to verify your logon.

SSPR allows you to take responsibility for your own password for SRC and enables you to reset it if required, as long as you can correctly answer security questions which you will complete when setting up.

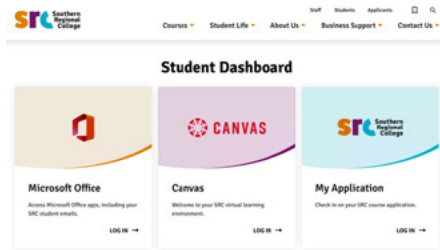
Note:

1. You are responsible for your account and network activity originating from it
2. It is essential that your password is kept secret at all times and that you do not let anyone else use your username. Log off the computer any time you leave it

Security Tip! Don't use the same credentials (emails and passwords) on multiple web sites. If one gets compromised, they all are! SRC recommends you use a unique password for your College account which you don't use for anything else.

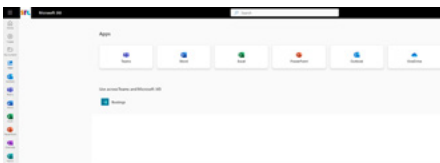
In College or Remotely Logging Onto Office 365 and CANVAS

From the homepage of the College website, select the Students link at the top right hand side. This presents you the Student Dashboard with options including logging in to Office 365 (MS Office) and Canvas. The direct link to this page is www.src.ac.uk/students.



This will get you access to email (Outlook), Teams, OneDrive (File storage) and office applications e.g. Word, Excel and PowerPoint including a free download of Office 365 for your computer at home.

Once you log on to Office 365 you will see icons for various online APPs you can use including Word, Excel, PowerPoint, Outlook (for college email) and Teams as shown below:



Microsoft Teams is a collaboration application within Office 365 and will be used by your tutor to collaborate with your class. This can be accessed from any computer with internet access by logging onto Office 365 or installing the TEAMS APP on your device.


Once you log on to Office 365 if you click on Teams icon and select **Get Application** you can install the APP and get full features. Note that due to Microsoft time to provision it can take 24 hours before your Teams access is available. You need to install this application to partake in class discussions and video calls with your lecturers and other students in your class.

We would now encourage you to log on and check you have access to your email and Teams as these will be key applications your tutor will use to communicate with you. Due to differences in Mobile Operating Systems and Browsers we would advise you to try your first logon on a Windows or Apple PC/Laptop using the Edge or

Chrome browser, if possible, to verify access. You can then try accessing from your mobile device (on mobile devices use of an APP is preferred to browsers for enhanced user experience, see next note).

Mobile Apps are also available for above and you can install the Microsoft Outlook and TEAMS Apps on your Mobile or Tablet from your normal APP store. Use the same username and password to connect to these Apps.

Virtual Learning Environment (VLE) – Canvas

 The College has embraced ‘blended learning’ which combines face-to-face learning carried out in normal classroom sessions along with on-line learning. The ‘CANVAS’ Virtual Learning Environment is a platform used to deliver both online and blended learning programmes. You can access Canvas from the Student Dashboard on the College Website. See www.src.ac.uk/students.

Student Email

You will be given a College email address to use as part of your studies. This email address will be used as the primary email communication if your lecturer or the College needs to contact you. The email address given to you will be in the following format. UserID@students.src.ac.uk (replace ‘UserID’ with your own UserID).

On College Desktop Computers, a short cut to your email account will appear on your desktop when logged onto a College PC. If prompted to logon use SRC\UserID (replace ‘UserID’ with your own UserID) plus your password.

Security Tip! Watch out for malicious email and be sure before following or clicking on links in emails. Review each email before taking action. If it feels wrong check it out before responding. If it’s demanding action or offering money be cautious, especially if you aren’t expecting such an email.

Saving Work (OneDrive) (Primary personal storage space)

With Office 365 you have use of OneDrive with 1Tb of storage space.

This can be accessed from within the College or remotely so is useful for working on files in either location. Students are encouraged to use this for general file storage.

Your OneDrive should be used for larger graphic or video type files. This can be used for your file storage needs or as a backup location for non-frequently used files to free up space on your H drive (see below for more details on the H drive).

Internal College H Drive

You will be given a set amount of storage space, which will appear as a H: Drive once you’re logged on in College and on which you can save your College work. All students are initially allocated 250MB of storage space on their H: drive (some classes will have a higher initial allocation). If the H: drive space becomes full, you should check and delete any files that no longer need to be stored.

If further storage is required, this can be arranged through your tutor and your H: drive may be checked for any non-course related material.

Note however that your OneDrive has easy to use recovery options for items deleted within the last 30 days, whereas your H: drive will be backed up periodically. We discourage the use of USB devices, especially as your only storage option as they have proven to be unreliable. You could possibly use USB devices for backup purposes.

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 College Learning Resource Centres.


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

Software for Students

Links are included in the IT Services section on the College VLE for software that you can download and use on your own computer. Licenses for these software products are only valid while you are a student at SRC and must be removed (and may not work)

once you have left SRC. Software includes Microsoft Office, Autodesk, Solidworks and others as they become available.

Free Microsoft Office Software

 An additional benefit of using Microsoft Office 365 is that students can avail of a free student copy of the Microsoft Office Software. The option is on the top right-hand corner of main Office 365 logon page when you log onto Office 365 – look for Install Apps. Note this is only for your personal device; all SRC devices will already have these installed.

Anti-Virus

All College computers run up-to-date anti-virus software. You need to ensure that your device is fully patched, up to date, and has Antivirus software which is automatically updated. If you repeatedly use media (e.g. USB pens) that contain viruses, your access to College ICT resources may be restricted or withdrawn and disciplinary action taken.

Security Tip! It is highly recommended on your personal device (BYOD) that you:

- Use an anti-virus product and keep it up to date
- Ensure your device is updated regularly with any security or application updates. This applies to all device types
- If using a shared device (e.g., PC, iMac or Laptop), use a separate local account to logon to this device to restrict access to your College work
- You can’t do this on for example a tablet like an iPad, so you should take great care if you have to use these. Use a passcode to help reduce access
- If possible, encrypt your device

These will help reduce compromise and exploitable vulnerabilities on your device.

General ICT Usage

The following are guidelines for use of all ICT equipment within SRC:

- As services provided by IT can change, please refer to IT Services section on the College VLE for current guides for various ICT activities

- No food or drink are allowed in any computer rooms
- Please treat all ICT equipment with respect, remembering that others must use it as well
- Please leave your workstation and the area surrounding it as you would hope to find it
- 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 ICT 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 to which the device is connected has an up-to-date anti-virus package running. Be aware that all these media types are prone to failure. Thus, we strongly 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

You need to be aware of the dangers that you face online. In some instances, young people are targeted by strangers who attempt to blackmail them over images they have been tricked into taking. Other cases involve private messages between friends being forwarded to others or a user posting a picture of themselves on a website or social media with low privacy settings.

At SRC, 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 do not hesitate to speak to your tutor or alternatively seek assistance through Student Services.

Useful contact numbers:

- PSNI on 101
- 24 hour Freecall Lifeline Helpline on 0808 808 8000
- Childline on 0800 1111 or www.childline.org.uk
- Inspire Students on 02890328474 or www.inspiresupporthub.org/students

Internet Advice (E-Safety)

The Internet is a marvellous resource which has transformed the way in which we learn, do business, and socialise. It is also a place that provides cover for those whose intent is to harm and exploit young people. Behind the mask of anonymity paedophiles, extortionists, and organised gangs of criminals from any part of the world can reach young people in their bedrooms. 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.

Cyber Security Advice and Guidance

- National Cyber Centre (NCSC), Cyber Security Guidance: www.ncsc.gov.uk/cyberaware/home
- Northern Ireland Cyber Security Centre Advice and Guidance: www.nicybersecuritycentre.gov.uk/advice-and-guidance

Protect Yourself Online



Check your privacy settings

Make sure that you are only sharing posts with friends and trusted sources



Would you want the world to see this?

Social media is public – if you wouldn’t want the world to see it, delete the post



Review your friend lists

Delete anyone who you have never met or do not know in person – they could be a fake profile trying to get information



Don’t send anything inappropriate

If you’re being asked to send content that you are not comfortable with, please talk to an adult you trust about the situation



Images shared of you

If a photo of you has already been shared and you are concerned, talk to an adult you trust

Resources for support & help



Our Safety Centre



Think U Know



Guide for Parents



Safer Internet

Most importantly



Never keep an issue you’re worried about to yourself

If you’re being made to feel uncomfortable online or are being threatened, don’t underestimate the importance of talking to your family, or a member of staff at the College.

It might feel scary or embarrassing but 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 you or treat you any differently. They just want to help.

Give Us Your 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.

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 your campus at the Student Council meetings. Meetings take place three times each year. Upcoming meeting dates can be found on the College VLE, Section 10 Student Activities and the Student Activities SharePoint page.

You could also become a Student Union Officer. Each campus can elect seven officers who will organise events and activities in matters that you want – 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 college VLE, section 10 Student Activities and Student Activities SharePoint page.

Focus Groups

Focus groups generate ideas and provide feedback from as many learners as possible.

Further Education Students and Trainees

Each semester, your Personal Tutor will hold a class focus group to allow you to discuss items which matter to your class.

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

Higher Education Students

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

Student Complaints/Compliments

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 to you on the College website: www.src.ac.uk/feedback/complaints

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 via: www.src.ac.uk/about-us/policies.

If you feel that the College has exceeded the expected standard of service, or you wish to provide a compliment or positive feedback, you can complete a 'Customer Compliments Form' which is accessible on the College website or available at Campus Reception. This form can be accessed at: www.src.ac.uk/feedback/compliments.

Alternatively, you can email the College's Corporate Compliance Manager on feedback@src.ac.uk.

SRC Student Charter

Southern Regional College aims to deliver quality education to all of our students in an atmosphere of mutual respect. This Student Charter sets out what you can expect as a student of the College and also what the College expects from you in order to ensure that your learning objectives are met.

Learning is a two-way partnership between the students and staff of our College. The Charter recognises the importance of staff and students working in partnership.

What Prospective Students Can Expect from Southern Regional College

We will:

- Provide you with Admission and Enrolment services to ensure that the transition to College is fair, equitable and transparent
- Treat you equally with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you have dependants
- Provide informed, impartial, supportive, and timely guidance and careers advice to enable you to choose a programme of study that suits your ability and aspirations

- Advise you on financial and other support available

What Students Can Expect from Southern Regional College

We will:

- Provide you with a comprehensive induction to the College services, resources, rules, policies, procedures, your programme of study, as well as an opportunity to meet other students
- Treat you equally with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not you have dependants
- Provide you with a learning experience in a safe and caring environment which is evaluated taking account of stakeholder feedback to enhance the quality of our provision
- Agree your individual programme of study, comprising quality teaching with informed, timely, constructive assessment and feedback on your work
- Provide you with access to the SRC Learning Resource Centres and e-resources
- Provide you with access to appropriate careers education, advice and guidance
- Provide opportunities to access work experience/placement and industry visits where appropriate
- Provide you with a personal tutor/class tutor (part-time courses) who will advise you on pastoral care information and services including:
 - Personal Tutor Support
 - Learning Support
 - Student Safeguarding
 - Student Activities
 - Health & Safety Instruction
 - Care Experienced Support
 - Student Finance Advice
 - Personal Counselling Service
- Provide you with clear information on fees and other costs, methods of payment and student finance support

- Provide opportunities to ensure your views and feedback informs improvements through:
 - Class Representatives
 - Student Council and Student/Staff Focus Groups
 - Student Governor and Student Union Elected Officers
 - Student Surveys and involvement in the student voice activities
- Allow you to make a complaint on any issue and ensure you receive a response in line with the College complaints procedure
- Treat your personal information with confidentiality and in accordance with current Data Protection Legislation, (The General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018) and Freedom of Information Act

What Southern Regional College Can Expect from Students

In return you are expected to:

- Fully engage as an active student in our shared educational experience and take responsibility for your own learning
- Treat everyone with respect and consideration at all times, regardless of differences in ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not they have dependants
- Adhere to the College clothing policy which permits students to wear sports tops and to use bags and kit which are affiliated to any sporting club with the exception of Celtic and Rangers
- Familiarise yourself and comply with College policies and procedures, rules and regulations - available in your Student Guide, Course Handbook, SRC website and on the SRC Virtual Learning Environment/SharePoint
- Behave in a responsible manner on and off campus and treat the property of the College with respect
- Wear your identity badge visibly at all times when on campus in the holder and lanyard provided by the College and when representing the College externally including on industrial visits etc.
- Comply with College health and safety requirements
- Complete all coursework and assignments on time and to the best of your ability
- Complete entry forms for external examinations and assessments and pay the appropriate fees when they are due
- Ensure the prompt payment of fees and charges, return of books, equipment and materials
- Act as ambassadors for SRC at all times on campus, in our community, in any public forum and after your time at SRC
- Attend regularly and punctually all scheduled classes, assessments and agreed meetings and be an active participant
- Contact your Personal Tutor by email if you are unable to attend class, assessments or examinations. Your Personal Tutor will guide you in relation to extenuating circumstances and the appropriate evidence requirements
- Comply with the SRC Network Acceptable User Policy and use your SRC email address for College related communication
- Maintain/keep up to date your personal information, e.g., new address or new telephone number
- Notify your Personal Tutor/Course Tutor in writing if you wish to withdraw from your chosen course of study
- Notify the College of your destination following completion of your studies

As a student in this College, you have a right to be able to study in a safe, harmonious environment, to be treated with respect, fairness and dignity, and not to be subjected to any form of bullying, harassment, abuse or victimisation because of your background, ability, culture, identity or caring responsibilities.

This section should be read carefully by you, the student, as it contains information, which may have an impact on your progress within the College. Please ask your Personal Tutor to assist you if you are unclear about any part of the document.

More information is available on the College website and College policies at www.src.ac.uk.

College's Rules For Students

1. You are required to respect all people who use or are present at the College. Abuse, threat of violence, violence, intimidation, bullying or taunting of anyone on College premises or involved in an activity associated with the College will not be tolerated.
2. You will be treated, and are required to treat others equally, with respect and consideration at all times, regardless of ethnic origin, religious belief, political opinion, age, gender, marital status, sexual orientation, disability or whether or not they have dependants.
3. You are required to attend all classes regularly and punctually with not less than 90% attendance.
4. You will be provided with a learning experience in a safe and caring environment. You should be respectful in the classroom or learning environment, and not interrupt or disturb the learning activities of others.
5. You will be asked to provide feedback to enhance the quality of our provision.
6. You are required to complete an enrolment form, and where required, should have paid tuition or other fees before commencement of the class.
7. Assignments and coursework must be handed in on time. Assignment work submitted for assessment, must follow examining body guidelines.
8. Assignments, assessments, or exams are subject to scrutiny and there will be no tolerance of cheating, collusion, plagiarism or fraud.
9. Students should not absent themselves from class without the formal approval of the Curriculum Area Manager or delegated authority.
10. Students who are required to wear specified dress or safety gear, must do so as advised by their Course Tutor or Curriculum Area Manager. Failure to do so may be considered a breach of discipline.
11. Students should follow their prescribed course of study and any alterations to this must have the permission of their Curriculum Area Manager.
12. Within the College:
 - a. Current student ID lanyard must be worn at all times when on SRC premises.
 - b. Smoking is strictly forbidden.
 - c. A current Student ID Card is required to enter the LRC/Library and for access and security.
 - d. Mobile phones should only be used under the direction of the lecturer during class time and must be switched off completely whilst in the LRC/Library.
 - e. The use of the camera facility within mobile phones is strictly prohibited anywhere in the College.
 - f. Possession or consumption of alcohol or drugs is strictly forbidden.
 - g. Students are not allowed on College property while under influence of illegal drugs or substances. This also applies to any activity associated with the College.
- h. All forms of gambling are strictly forbidden.
- i. Food and drink must be consumed only in areas provided and never in classrooms or corridors or the LRC/Library.
13. Anyone found causing damage to or theft of College property will be suspended from classes and will be required to make good any damage caused.
14. Textbooks, library books, instruments etc. are supplied on loan to students and must be returned in good condition at the end of the College year. Non return of library books or resources may result in examination results being withheld.
15. Students are required to pay tuition and examination fees as appropriate.
16. Students who fail to pay tuition and examination fees will have their results held and will not be permitted to graduate.
17. Students using any sports facilities must adhere to the College's dress code (outlined below).
18. Lifts are restricted to those unable to use the stairs.
19. In the event of the bell ringing continuously, which is a warning of suspected fire etc, students are required to evacuate the building immediately in an orderly manner and in accordance with the fire drill procedure.
20. Students are requested to help maintain keeping all areas of the College in a clean and tidy condition.
21. Litter should be placed in the bins provided throughout the buildings and on the grounds.
22. Students using the College's network and internet must sign up to and adhere to the College's Network Acceptable Use Policy. Inappropriate use of resources will result in disciplinary action and removal from the network system.
23. Students undertaking examinations must follow the instruction of the invigilators at all times. Students using unauthorised materials to assist them during examinations will be subject to disciplinary action, which may result in suspension from the College. Mobile phones must not be taken into an examination. Any student found to be in possession of a mobile phone during an exam may forfeit their opportunity to sit the examination.
24. The College operates a No Smoking Policy, except in designated areas. Smoking/Vaping within any of the College buildings or at entry and exit doors is strictly prohibited.
25. In line with the Equality Commission Guidelines, emblems directly linked to community conflict and/or local politics must not be worn or displayed. Celtic and Rangers attire is not permissible in College.
26. All students attending Southern Regional College are required to conduct themselves in accordance with the College rules. Failure to adhere to the College rules will result in disciplinary action.
27. Students should refrain from activities that are liable to discredit the College, disrupt the normal working of the College, prevent employees going about their normal business or results in complaints from the general public.

Formal Disciplinary Procedure

The following outlines the formal disciplinary process at Southern Regional College. It is possible to view the policy on the College website at www.src.ac.uk/about-us/policies or by contacting Chris Evans, Quality & Pedagogy Manager, evansc@src.ac.uk, to request a copy. Two disciplinary policies are in existence, one for Training for Success participants and one for all other students.

Disciplinary Policies – all students (other than Training for Success)

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 shall 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 via: www.src.ac.uk/about-us/policies. It is important that you read this policy fully.

Disciplinary Policy – Training for Success students

The disciplinary policy for Training for Success students is available at www.src.ac.uk/about-us/policies. Where a part-time/day-release student is in training or employment, the College may take the disciplinary action outlined in the policy, in conjunction with the student's Training Manager or Employer where they are the sponsor. Students should note carefully that the consequences of suspension or dismissal from a course at the College may include loss of earnings, EMA, loss of scholarship or dismissal from employment. It is important that you read this policy fully.

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.



View College policies on our website by scanning the QR code:

Useful Contacts



We have a list of useful contacts on our website which you can find by scanning the QR code:

Student Health & Safety

The College has a duty to make your learning experience a safe and healthy experience. This is a two-way relationship, so we must ask that you follow these points:

Students are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe all the health and safety rules of the College and staff instructions in an emergency
- Students must not wilfully misuse, neglect or interfere with things provided for their health and safety

Health & Safety Policy

The College's Health and Safety Policy comprises the arrangements for the health, safety and welfare of students, staff, contractors, visitors and others. The College's Health and Safety Policy is available on the College website at: www.src.ac.uk/about-us/policies.

Fire Safety

When you hear the fire alarm:

- Leave the building immediately by the nearest available clearly marked escape route. Do not use lifts
- Go to the designated assembly point and remain there (do not leave College grounds so we can ensure everyone is accounted for) until you are given permission to do so by the Evacuation Controller

Smoking & Vaping

Designated Smoking and Vaping shelters are provided at each campus. Smoking or Vaping is prohibited within College grounds excepted for these designated points.

First Aid Arrangements

First aiders for each campus are available in each classroom/workshop and in the caretaker's office. Each campus has a first aid room, and first aid boxes are provided in all laboratories, kitchens, workshops, and salons. You must report all accidents or injuries to your tutor.

Housekeeping

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

Electrical Equipment

Please ensure that when you use any equipment in the College, you follow all the instructions given. All electrical equipment should have a valid 'Portable Appliance Test' (PAT) conducted by the College. Non-PAT tested equipment (including portable computers, mobile phone chargers and e-cigarette chargers) cannot be used with the College electrical supply.



Calendar

August 2023

Mon 28 August
Wed 30 August
Wed 30 August
Thur 31 August
Thur 31 August

Statutory Holiday – College Closed
FE Full-Time Student Registration
HE Full-Time 2nd Year Student Enrolment
HE Full-Time 1st Year Student Enrolment
Clearing Day (FE, HE, TR & APP)

September 2023

Mon 4 September
Mon 4 September
Mon 4 September
Mon 11 September
Mon 11 September
Mon 11 September
Mon 18 September
Mon 25 Sept – Fri 29 Sept

FE Full-Time 1st and 2nd Year Classes Begin
Skills for Work and APP NI Classes Begin
FE Part-Time Day Classes Begin
FE Part-Time Evening Classes Begin
HE Full-Time & Part-Time Student Registration
HE Part-Time Day & Evening Classes Begin
Skills for Work and APP NI Student Registration
Freshers Week

October 2023

Mon 30 – Fri 3 November
Tues 31 – Fri 3 November

Mid-Term Break
College Closure

December 2023

Mon 25 – Fri 29 December

Student Holidays/College Closure

January 2024

Mon 1 – Fri 5 January
Mon 8 January

Student Holidays/College Closure
FE (all) and HE (all) Classes Resume

February 2024

Mon 12 – Fri 16 February

Mid-Term Break/College Closure

March 2024

Mon 18 March
Mon 25 – Fri 30 March

Statutory Holiday – College Closed
Student Holiday Easter

April 2024

Mon 1 – Tues 2 April
Wed 1 – Fri 5 April

Statutory Holiday
Student Holiday Easter/College Closure

May 2024

Mon 6 May
Mon 27 May
Fri 31 May
Fri 31 May

Statutory Holiday/College Closure
Statutory Holiday/College Closure
FE Part-Time Evening Classes End
HE Full & Part-Time Classes End

June 2024

Fri 7 June
Fri 7 June

FE Full-Time Classes End
FE Part-Time Day Classes End

Campus Information

SRC Armagh

7 Lonsdale Road
Armagh
Co Armagh
BT61 7JX
T: 0300 123 1223

SRC Portadown

36 Lurgan Road
Portadown
Co Armagh
BT63 5BL
T: 0300 123 1223

SRC Newry – Greenbank

Greenbank Industrial Estate
Ballinacraig
Newry
Co Down
BT34 2QX
T: 0300 123 1223

SRC Banbridge

Castlewellan Road
Banbridge
Co Down
BT32 4AY
T: 0300 123 1223

SRC Newry East/West

Patrick Street
Newry
Co Down
BT35 8DN
T: 0300 123 1223

SRC Newry – Model Catherine Street

Newry
Co Down
BT35 6JG
T: 0300 123 1223

SRC Lurgan

Kitchen Hill
Lurgan
Co Armagh
BT66 6AZ
T: 0300 123 1223





info@src.ac.uk www.src.ac.uk 0300 123 1223

   @southernregionalcollege  @srcchat

Great Careers Start Here