



Dear Student

Congratulations on securing a conditional place on one of our Computing courses at Slough & Langley College. We look forward to welcoming you to our department and supporting you to gain the skills needed to be successful within an exciting and rewarding industry. Please find below some key information that we hope you will find beneficial to have before starting your course and which clearly outlines our expectations of what you need to prepare for the start of the academic year in order to help you to achieve your full potential.

Equipment

Whilst it is not necessary for you to have a computer at home it is definitely helpful. The courses we deliver include a heavy amount of coursework which you are expected to complete at home. The college does have computers you can use on your study days in the LRC, but some software is only available during lesson time as it requires specialist hardware to run.

Health & Safety information

If working in the IT lab you will be directed on how to stay safe and how to ensure you do not damage any of the sensitive equipment. Be warned, these guidelines are enforced and any student disregarding these rules will face disciplinary proceedings.

All students are expected to adhere to the college guidelines- no hats, caps or hoodies to be worn in the building and college ID must be visible around the lanyard provided and worn around the neck.

No food is allowed in any of the teaching areas and only bottled water in a bottle with a closable lid may be brought in for drinking. Open cups/hot drinks/cans can never be taken into an IT Lab.

Industry Placement

As part of the study program students are required to carry out industry placement. This can be completed within any area of the IT industry. It is helpful if you can find your own industry placement near home, but the college will support you with this if it proves to be difficult. All employers accepting industry placement students will be visited by the work placement team to ensure that they comply with health and safety regulations and have public liability and employers' liability insurance.



Student expectations (Code of Conduct)

Within IT we expect our students to conduct themselves in a manner that respects others and the environment. There is also a collegewide 'Student code of conduct' and during the first week of term we will go through this to ensure that all students are aware of the expectations that we have of them whilst they are on college premises or whilst representing the college offsite. This will include timekeeping and readiness to engage in learning. Food and drink (except water) are not allowed in the learning centre, classrooms and workshop areas.

Any additional information

Mobile Phones and Electronic Devices – Whilst we understand that many of our students are incredibly tech literate, we still need to ensure distractions from learning are kept to a minimum.

The use of mobile phones and electronic devices during practical and theory lessons are restricted to 'directed use' by the staff member taking the session. We advise that students turn phones off and store them securely out of sight during practical and theory lessons to avoid any temptation to use them. Where this rule is being ignored, we may insist that the device is left securely in the staff office at the beginning of the day and collected at the end of the day.

Personal laptops – some students opt to bring their own laptops into college. If these are used in an appropriate and work-related fashion this is acceptable, but students who abuse this privilege will be directed to leave the device at home. Wifi is available for learners following our acceptable use policy.

Trips and Visits - Any trips that are undertaken throughout the year will be charged separately and the cost will depend on the trip. Sometimes additional qualifications that are not part of the course may be offered and there may be charges associated with these courses.

Course contact details:

Level 2 ICT - daniel.ighodaro@windsor-forest.ac.uk

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Level 3 Extended Diploma in IT - yannique.elliott@windsor-forest.ac.uk

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