



Doncaster
College

FURTHER EDUCATION STUDENT & APPRENTICE HANDBOOK

2025/2026

DN COLLEGES GROUP

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Message from the Principal & Chief Executive Officer

I extend you a very warm welcome to the DN Colleges Group (DNCG). DNCG is a major education provider in South Yorkshire, Greater Lincolnshire and the Humber Region, incorporating Doncaster College and North Lindsey College.



We want you to enjoy your time with us and to help you meet your full potential there are dedicated teams on hand to make sure that you get the support, advice and guidance you need to help you progress to employment, further study, or onwards to university.

Whatever your ambitions, we're here to help them become a reality.

We recognise that students will take different routes to reach their personal and professional goals. Whatever route you take, we want you to enjoy your time with us and become an active member of our College community.

To maximise your chances of success, we believe that good attendance and punctuality are important and will be essential for you. This is not only important for learning on your course to ensure the best possible grades but is also highly valuable preparation for your future working life. You will all be aware of the importance of attaining Maths and English to a good standard and we will continue to support

you to achieve those qualifications if you haven't already done so.

We encourage you to get involved in the life and work of the College. There are many opportunities to get involved in College activities and our community and to make your voice heard. These include becoming a Student Governor, Student Rep, taking part in trips, clubs and societies, WorldSkills UK events, internal College leagues, The Duke of Edinburgh's Awards Scheme and much more.

You can expect us to provide you with great teaching and learning, as well as wider wrap around support to enable you to succeed. We wish you all the best and look forward to seeing you around the College.

John Rees
Principal & Chief Executive Officer

Behaviour & Expectations

At DNCG, we believe that everyone deserves to feel respected, valued, and supported. That's why Equality, Diversity, and Inclusion (EDI) is at the heart of everything we do.

We're proud to have a College community that's made up of people from many different backgrounds, cultures, and experiences. We see this diversity as one of our biggest strengths - it brings fresh ideas, wider perspectives, and a stronger sense of belonging for everyone.

Our commitment to EDI means that we aim to go beyond simply following the rules. We're constantly working to create an environment where fairness, respect, and opportunity are built into every part of College life - for students, apprentices, staff, visitors, and everyone connected to us.

This approach helps us grow together, learn from each other, and make DNCG a place where everyone can achieve their full potential.

Our community is one which is inclusive, where all students, colleagues and visitors feel safe and respected.

This is what students can expect from us:

- High quality teaching and learning
- A range of teaching and assessment strategies and activities to enable you to achieve your aims
- Support to achieve your course and career aims from friendly, caring and qualified staff
- To be treated equally and with respect, in an inclusive learning environment that

is safe and free from discrimination

- Regular reviews, support and guidance to ensure you are making good progress.

What we expect from you:

- Ensure your lanyard is visible at all times by wearing this around your neck with the badge showing
- Attend all your timetabled sessions on time including English, Maths & Personal Development
- Applying yourself to your course
- Respect College staff, campus and our local environment
- Being a representative of the College.

Dress Code

At College we don't have a formal dress code, however we do ask all students to be mindful that the College is a professional environment.

Therefore, we ask you not to wear:

- Clothes that cause offence to others
- Items that expose significant amounts of skin such as singlets, crop tops, transparent clothing, revealing underwear and exceptionally short skirts or shorts
- Clothing with discriminatory, explicit or sexual slogans or images
- Hoods, helmets, balaclavas, ski masks or peaked hats whilst inside

- Inappropriate footwear for course activities.

In some curriculum areas, we follow an industry standard dress code which you must abide by for health and safety, and personal protection reasons. These specific dress codes are for certain vocational courses, and you will find out about this during enrolment.

You are now a representative of the College, and we expect all members of our community to uphold these values and behaviours both on and off campus.

Lanyards

Our aim is to provide a safe, secure environment for students, colleagues and visitors to all of our campuses.

You will be provided a lanyard before starting on your course. Your lanyard is proof/evidence that you are meant and allowed on campus.

A lanyard must be visible all times whilst on campus. This applies to staff, visitors and governors.

The badge you are provided with also gives access to resources on campus, such as borrowing books from the Learning Resource Centres, printing documents and access control through certain doors.

Credit can also be added to your badge so that you can pay for items such as food and drink at the Food Halls / Coffee shops.



The College Commitment

The College undertakes to provide:

- A course Tutor, Personal Development Facilitator and access to wellbeing support and a Tutorial programme relevant to your Programme of Study
- An appropriate Programme of Study which includes, work experience opportunities, timetabled Personal Development sessions, visits and residentials (compulsory where appropriate)
- Effective tutoring and support with access to specialist facilities wherever possible, including catering services, resource centres, student support, and a planned Tutorial programme where appropriate
- Assessed course work in support of your studies
- Access to advice and guidance in a confidential setting through College Careers Guidance staff and others
- Access to counselling in a confidential setting
- Regular and ongoing reviewing of progress through completion of electronic Individual Learning Plans (e-ILP's) and parent/carer events and contact with parents/carers, and employers when appropriate
- Commitment to providing an environment that reflects and respects cultural, ethnic and religious diversity and ensures equality of opportunity for all
- Opportunities to participate in enrichment activities
- The opportunity to complete e-ILP's, which will record progress & achievements and be shared with parents/employers as appropriate
- A reference to support applications for Higher Education and/or employment

- Membership of the Students Union
- The opportunity to be a Student Representative and attend College Parliament and other events
- Access to Learning Support for individuals linked to the students Programme of Study.

College staff

Our students refer to us by our first names, rather than formal titles - such as Mr or Miss. It can take some time getting used to this.

Independent study

Each student has a unique timetable. It is up to you to ensure that you make your way to the correct room in time. There is no bell, or anyone to remind you where you need to be.

You may not be required on campus every day. On the days you are off, this is time for you to catch up with any work you need to do for your course. We also support and encourage students to obtain part time work which fits around their timetable. Our Careers team can also help and support you with this. It is important that employment does not become a priority over your qualification.

This can bring a lot of freedom to students. It is essential that you manage your own time, accordingly, ensuring that you have enough time to complete your work - but with downtime too for rest and relaxation.

Attendance

We expect all our students to attend all sessions they are timetabled for this includes Work Placement, Maths, English and Personal Development and is important to help you achieve your ambitions and get the best possible outcome at the end of your course.

We have the same expectations of you as your future employer has.

Your Tutors will track your attendance and punctuality carefully and will talk to you if this starts to slip. We want to support you to attend College and know that sometimes you might need some extra help to do this, so don't be afraid to approach your Tutor or Wellbeing Coach if something is preventing you from giving College 100% attention.

Students who receive financial assistance – it is important you attend, and your attendance mark is correctly recorded as this may affect the support you receive; therefore you should check your attendance via the DNConnect App or alternatively ProPortal regularly.

You should report any absence through the **DNConnect App**.

The only authorised absences are : if appropriate evidence has been provided

- i. A hospital appointment which cannot be arranged outside College/ placement hours or sickness with a Drs medical certificate
- ii. A visit to a University, either to attend an Open Day or interview (Notionally present - this will not count as a negative on overall attendance percentage)
- iii. A probation meeting
- iv. A funeral of a close relative (immediate family)
- v. Severe problems with transport i.e. severe weather conditions or public transport strike
- vi. A driving test
- vii. College representative's meeting i.e. Governor's meeting
- viii. Employer requires an Apprenticeship to work on the scheduled attendance of College time.



Doncaster
College

DN COLLEGES GROUP

REPORTING A STUDENT ABSENCE

It is very important that you attend all your classes. If you are sick, you must report your absence.



EASIEST WAY:

Use the DNConnect App:

- Open the app
- Tap “Report Absence” on the home screen
- Complete the form with your details

OTHER WAYS TO REPORT:

 **Call: 01302 553553** (Option 1)

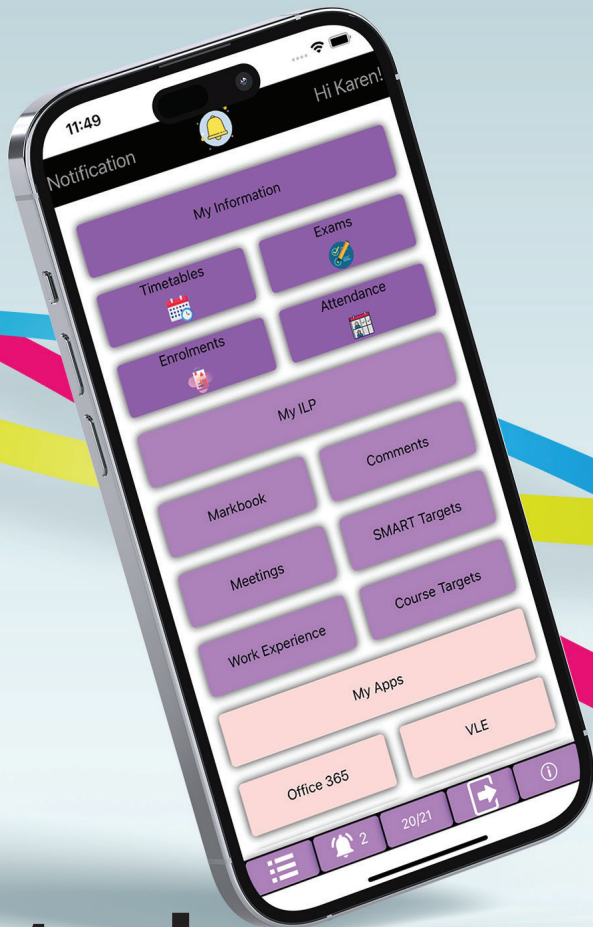
 **Text: 07860 055713** -

Include your **name**, **student number**, and **reason for absence**

 You can also email:

absence.reporting
@dncolleges.ac.uk





Stay Connected with **DNConnect!**

**Your complete college
experience in one app.**

- ✓ Report attendance and sickness
- ✓ Check your timetable and ILP
- ✓ View your enrolments and upcoming exam dates



Available to download for
free on Android and IOS.



Doncaster
College

Have you applied for Financial Assistance

No?

If you are 16-18 years of age and have a household income of less than £60,000 (net take-home pay), or if you are 19+ with a household income of less than £44,000 (net take-home pay), you may be entitled to:



Meal Allowances

£5.50 a day will be uploaded on to your student card to use at the onsite food outlets.



Course Costs

Support towards course-related costs (please speak to your tutor for an itemised list).



Tuition fees

We can support up to 100% tuition fees (subject to the course and level).



Childcare costs

We can support you with childcare whilst you are studying subject to your attendance.



Travel Costs

For students aged 16-18: If you live more than 1 mile from College, you could be eligible for help towards transport costs.

For students 19 or over: If you live more than 2 miles from College, you could be eligible for help towards your travel costs.



Stationery

You will receive two payments of £15.



Printing

A one off payment of £20 will be credited to your student account to help with printing costs.



Laptops

Laptops may be available for students to loan throughout the year.

How to apply

Online: <https://dncg.paymystudent.com>

Or request a paper application by contacting the Financial Support Team

Apply now to find out if you are eligible

For more information just speak to a member of the Financial Support Team who will be happy to help.

Call the Financial Support Team on **01302 553760**, email **FinancialAssist@don.ac.uk**

or visit <https://don.ac.uk/school-leavers/financial-support-for-school-leavers/> or

<https://don.ac.uk/adults/financial-support-for-adults/>



Student Services

Student Services are able to support you within a range of areas including Careers, Personal Development, Wellbeing, Transport and Finance to name a few. Further information is shown below, detailing the wide range of Student Services which are available across our College.

There is lots more to College than the course you have chosen to study with us. As part of your induction your course tutor and wider team will introduce you to your specific Programme of Study, and what to expect over the coming weeks and months.

Personal Development

In order to give you the best possible chance to reach your next chosen destination, whether that be the world of work, furthering your career or into Higher Education, there are other elements of your Programme of Study you will have to complete. This will include enrichment activities that are appropriate to your chosen course - such as attending guest speaker events, industry pop-ups or taking part in visits and tours.

Weekly timetabled Personal Development sessions take place which are built around a Scheme of Learning consisting of 5 core modules (Safeguarding, Prevent & British Values; Online Safety; Health & Wellbeing; Money Matters and Preparing for Work/Further Learning). These sessions are delivered by a specialist team of Personal Development Facilitators and include essential learning about British Values, staying safe on-line, equality and diversity along with student choice sessions, social action projects and workshops to boost your citizenship skills and enable you to become future ready.

Young Money Centre of Excellence

We aspire for students to leave College with the knowledge, skills, and confidence to be able to make informed and independent financial decisions for your future. Financial education is embedded within the Personal Development Scheme of Learning.

Work Placement

If you are aged 16-19, you will have to undertake Work Experience as part of your Programme of Study. We will support you to find a suitable placement if you cannot source one yourself, and we have many links with local industries and businesses to help you be successful in your search. Your time on Work Experience helps not only with your studies, but in helping you think about your next steps when you leave College. Work Experience looks great on your CV or UCAS application too.

Wellbeing, Counselling and Safeguarding

We have a wealth of experience working with students facing difficulties or challenging situations in their personal life whilst at College. We are committed to supporting and safeguarding all our students.

We want every student to be physically, emotionally, and socially well. We offer a range of wellbeing activities and support around health and wellbeing alongside providing support through our Wellbeing Teams.

We have on campus Safeguarding offices, or you can contact the team by email safeguarding@dncolleges.ac.uk

White Ribbon Accreditation

We are pleased to have joined an increasing number of organisations that have made a public commitment to ending male violence /against women. We embed this work in our Personal Development and wellbeing services.

For more information, please email wellbeingcentre@dncolleges.ac.uk

IT Safety

When connected to the Wi-Fi either on a personal or College device, we monitor usage with a system called Smoothwall.

This system will alert a member of the Safeguarding team to inappropriate material, searches, or concerning key words and will respond accordingly.





WELLBEING CENTRE

DN COLLEGES GROUP

All of our students and apprentices can access help and support from a Wellbeing Centre.

You can talk to us about:

- Personal wellbeing
- Money and budgeting
- Housing and transport
- Relationships and families
- Mental health and wellbeing
- Any concerns you may have

Whatever your worry or concern, we are here to help. We can offer phone or online appointments as well as face-to-face support.

To contact someone at a Wellbeing Centre you can email us:

wellbeingcentre@dncolleges.ac.uk

or you can visit us at:

**Doncaster
Campus:**
Room N.G18

**Doncaster
Phone:**
(01302) 553642

**North Lindsey
Campus:**
Room JG22

**North Lindsey
Phone:**
(01724) 294610

**UCNL
Campus:**
Room 1.07

**UCNL
Phone:**
(01724) 709434

Alternatively, scan the QR code, fill in the short form and we will contact you directly.



Push the Button

At any time, you can report any concerns you have about bullying, victimisation or harassment. You can also speak to a member of staff about any concerns you have.

We are committed to providing a safe, respectful, and inclusive learning environment for all students, which is why we have a clear policy on Preventing Sexual Harassment in the Workplace and Learning Environment.

The policy outlines the standards of behaviour expected within our College community and ensures that any concerns are taken seriously and handled promptly. The policy can be found on the website.

If you experience or witness sexual harassment, we strongly encourage you to report it.



Push The Button

Report bullying, victimisation,
or harassment.



**Scan the QR Code
for 'Push The Button'**

How to Report a Sexual Harassment Concern

Formal Reporting

- The “Push the Button” reporting tool.
- Report through the Safeguarding team.
- Speaking with a Student Engagement Officer, Wellbeing Coach, tutor, or staff member.
- Using the College’s Complaints and Compliments Form.
- Report using the dedicated email shconcerns@dncolleges.ac.uk and telephone **07763 567 212**.

Anonymous Reporting

- Anonymous reports can be submitted through the secure channels. However, anonymity may limit the scope of the investigation.

Whistleblowing

- If you fear retaliation or believe previous reports were ignored, you can use the College’s Whistleblower Policy.

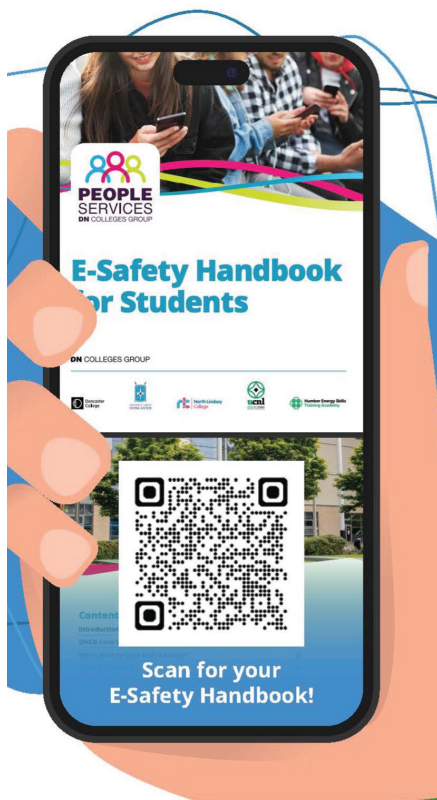
It may be that you never have to use this, but it is important to know of this support as you may need to let others know.

Speaking up helps you help us maintain a positive and respectful learning environment for all.

E-Safety

In today's digital world we're constantly using the internet, social media, apps and online games. While these tools make life fun and more connected, it is important to stay safe and make smart choices.

Please scan the QR Code to access the E-Safety guide to help you understand how to protect yourself from online dangers, avoid risky behaviours and use technology in a positive way.



Student Enrichment and Engagement Team

Your Student Enrichment and Engagement Teams are here to support your personal development throughout your time at College. Whether you're looking to build confidence, discover new interests, or simply make some great memories, we've got you covered.

Throughout the year, you'll have plenty of opportunities to get involved, have fun, and make a real impact. This is your College experience make it count, make it yours, and most importantly, make it unforgettable.

Student Enrichment

At College we're here to help you get the most out of your time with us - both inside and outside the classroom. Whether you're into sports, gaming, debating, or just want to relax in our student common rooms, there's something for everyone.

Here's what you can get involved in:

- Join a variety of clubs and societies, from football, darts, and chess to the LGBTQ+ and Democracy societies
- Take part in exciting trips to places like Alton Towers and Yorkshire Wildlife Park
- Get involved in cross-college themed weeks such as Staying Safe, Drive 4 Life, and Mental Health Awareness
- Support national charity campaigns like Children in Need
- Attend inspiring talks from guest speakers and take part in fun, meaningful activities.
- The College has many different Sports Teams for those students who enjoy participating in Sport and want to do

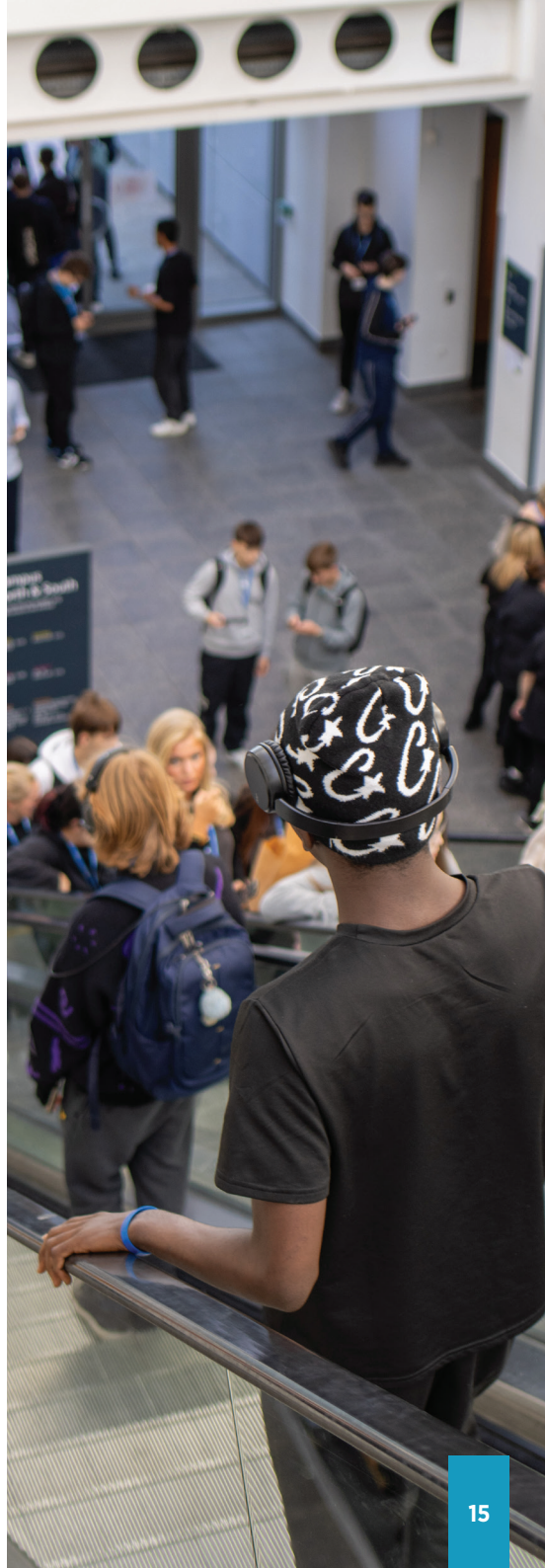
so alongside their studying. We have the opportunity for you to represent the College in the AoC leagues for both male and female football, rugby and netball. At Doncaster we hope to be introducing a Basketball team too in the near future. All fixtures and training are on Wednesday afternoons. **For more information contact Liv Severn on liv.severn@dncolleges.ac.uk**

- As a student you also have free access to our onsite gym during our open hours which will be announced in September. **To use the gym you first have to book a gym induction by emailing liv.severn@dncolleges.ac.uk**

Got an idea for a new club or event?

We'd love to hear it – this is your College experience, and your voice matters.

Please scan the QR code on the next page and let us know.





WELLBEING CENTRE

DN COLLEGES GROUP

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- Personal wellbeing
- Money and budgeting
- Housing and transport
- Relationships and families
- Mental health and wellbeing
- Any concerns you may have

Whatever your worry or concern, we are here to help. We can offer phone or online appointments as well as face-to-face support.

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Campus:**
Room 1.07

**UCNL
Phone:**
(01724) 709434

Alternatively, scan the QR code, fill in the short form and we will contact you directly.



Your Voice Matters

Your voice isn't just heard it helps shape the future. Student Voice is at the heart of our decision-making, and we are committed to making your College experience the best it can be.

Why not become a Student Representative?

You'll attend Student Parliament and other feedback forums to share your thoughts, ideas, and suggestions helping to shape College life now and for future students. We also encourage you to get involved in local and national campaigns to ensure student voices are heard far and wide.

Reasons to become a Student Representative:

- Help shape real decisions
- Boost your CV with leadership experience
- Gain valuable employability skills
- Support and represent your classmates.

Whether you're passionate about change or just want to shape college life, this is your chance to get involved and make a difference.

Interested in becoming a Student Representative? Speak with your Course Tutor or a member of the Student Engagement Team for more information.

Dates for our Parliament Meetings:

North Lindsey College	Doncaster College	Joint Parliament
12 th November 2025	19 th November 2025	10 th December 2025
28 th January 2026	11 th February 2026	18 th March 2026
13 th May 2026	20 th May 2026	18 th June 2026



If you would like more information or to talk about this opportunity please email dnsu@dncolleges.ac.uk



Become a Student Ambassador

Want to boost your CV, meet new people, and represent DNCG, become a Student Ambassador?

Ambassadors are friendly, reliable, and full of college spirit. You will help out at events such as Open Days, Careers Fairs, and campus tours sharing your student experience and making our visitors feel welcome.

What you'll do:

- Show off college life on tours and at events
- Chat with prospective students and parents
- Support themed activities and staff interviews
- Share your story for marketing and social media
- Help build a strong, proud student community.

What you'll get:

- Real work experience
- A certificate and reference
- Networking opportunities
- A branded t-shirt and hoodie.

Ready to inspire others? Speak to the Student Engagement Team to get involved!

Student Discount

All students have access to online and in-store discounts from a wide range of retailers. To join just register with your college email address.



StudentBeans



UNiDAYS



Hair & Beauty Salon, Hospitality & Catering, and Floristry Shop

During your time at College, you have access to some excellent facilities such as an industry standard hair and beauty salon for a trim, fade, colour, hair extensions, a new set of nails, waxing, brows and lashes and much more! Ensure you pop and see our Salon Manager to make an appointment, for yourself or friends and family!

We also have a Cafe, and full professional restaurant for you to dine in at College, treat yourself to a halloumi salad or some loaded fries on the 2nd floor - just follow the signs!

A modern and vibrant flower shop where you order your flowers for friends and family or just treat yourself is also available or you to visit located on the ground floor.



The Duke of Edinburgh's Award (DofE)

Taking part in a DofE journey will give you skills, confidence, and something to talk about when you apply for College, university or a job.

Beyond your academic achievements, universities want to see evidence of 'soft skills' that you have developed through extra-curricular activities, such as communication, commitment, leadership and teamwork. Your DofE Award is a fantastic way to demonstrate and evidence these skills in practice.

Since offering the DofE award in 2017, we have had over 1700 students at DNCG take part in a DofE award with engagement numbers rising each year.

You will complete your award within your College timetable and be given step by step support from your course Tutors and the DofE team.

Have an opportunity to get involved with volunteering, playing new activities, such as benchball and dodgeball and further develop on your soft skills preparing for employment.

At the end of the year, you will have an opportunity to complete your camping and hiking expedition which is the area students most look forward to.

You will learn all the skills to prepare you for expedition such as first aid, cooking, map navigation and more! You will also receive full support through completing other sections of your award from our in-house DofE team.

Take the leap and go outside your comfort zone and make memories that will last a lifetime.



WorldSkills UK

Whilst at DNCG your Tutors will not only be ensuring you get the best education possible and achieving your qualifications but also enhancing your learning experiences through a range of internal/ external and cross-College competitions.

These may be held in class, across College, College sites or against other Colleges to benchmark your skills and how they have developed and improved during your time at College.

This is important to give you the best chances of employment and success in your chosen careers.

Competition-based learning such as WorldSkills UK is proven to upskill people and improve their chances of a successful career by giving you the confidence, motivation and skills to get that job you want, pass that exam, win that competition or be successful

at a job trial, giving you something that other candidates might not have.

You will also be using the Mindset masterclasses via the Learning lab from WSUK to further enhance your learning, these online self-study classes will help you to further develop your wider skills in areas such as time management, distraction control and self-regulation, you will receive an e-certificate on completion of the modules.

For more information, please contact Simon Barton (Ambassador for Skills and Competitions) at worldskills@dnccolleges.ac.uk



International Opportunities

We believe that international work experience is a fantastic opportunity to develop both your personal and professional skills, whilst experiencing work and life in a whole new culture.

We work with the Turing Scheme and one part of their exchanges, giving you the opportunity of a lifetime to work abroad with one of our many partner Colleges and organisations in the following countries:

This UK government scheme provides

- Fiji
- Portugal
- Finland
- Spain
- France
- St Lucia
- Germany
- USA
- Greece
- Thailand
- Indonesia
- Bali
- Netherlands
- Belgium

funding towards international education and training around the world. Students, including those on an apprenticeship, can study, work, and take part in skills competitions abroad.

Our international team will be happy to help guide you through the process and share the opportunities available. Ask your Tutor how you can apply or email: international.team@dnccolleges.ac.uk



Customer Services

The Customer Services Team are located at main Reception, which is based at the front of both campuses. The team are available between 8.30am to 5.00pm Monday to Thursday and 8.30 am to 4.30pm on Friday (4.00pm on Fridays during non-term time).

The team are able to help with a range of different enquiries such as;

- Issuing student temporary passes if you forget your student card
- Issuing Council Tax Exemption Certificates
- Issuing Confirmation of Attendance Letters
- Booking Careers appointments
- Logging student absences
- Lost property
- Transport queries
- General enquiries
- Student reference requests.

Customer Services are accredited with the Matrix Quality Standard for Information, Advice & Guidance services, and pride ourselves in being able to offer help, support and guidance when you are unsure who to go to.

You can speak to someone from the team using the following methods:

Face to face: at main Reception

Telephone: 01302 553553 (option 3)

Email: dcinfocentre@dncolleges.ac.uk

Financial Support

The Financial Support Team are located in the main Reception areas, which is based at the front of both campuses. The Team are available between 8.30am to 5.00pm Monday to Thursday and 8.30 am to 4.30pm on Friday (4.00pm on Fridays during non-term time).

Financial Support is designed to help students remove any financial barriers during their time at College. If you are eligible, you may be able to access support for things such as help with food, transport, printing, stationery, course related costs, tuition fees and childcare. Eligibility is for students aged;

- 16-18 with a household income of less than £60,000 per year (net take-home pay).
- 19 or over with a household income of less than £44,000 per year (net take-home pay).

Applying online is quick and easy, and you do not need to be enrolled to start your application. You can use the link below or scan the QR code to access the online application.

<https://dncg.paymystudent.com/portal/>



Transport and Bus Pass Information for Doncaster College

There are many different travel options for getting to our campus, including bus routes and car parking. Whether you choose to take the bus, drive, or try a different mode of transportation, it's important to plan ahead and know what to expect so you can arrive on campus safely and on time.

Students aged 16-18 (as of 31/08/2025) for Doncaster College

Students aged between 16-18 who live in South Yorkshire can apply for a Zoom 16-18 Travel Pass and receive concessionary travel, anytime, anywhere in South Yorkshire at £1.00 per journey.

You can also receive 50% off local Northern train fares for travel anytime, anywhere in South Yorkshire with the Zoom 16-18 Travel Pass. This applies to Anytime Day Single/Return or Off-Peak Day Single/Return fares. See further information on the website here <https://shorturl.at/l2xKH> or scan the QR code.

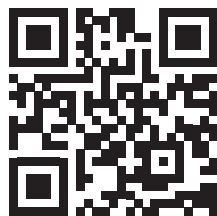
You can apply for financial assistance to help with these costs, for more information see the Financial Support section above.



Students aged 19 or over (as of 31/08/2025) for Doncaster College

Students aged between 18-21 who live in South Yorkshire can apply for a Zoom Beyond 18-21 Travel Pass and receive concessionary travel at £1.50 per journey on First and Stagecoach buses. £2.00 on the tram. Scan the QR code to find out more information or visit the website here <https://shorturl.at/voZ2T> for other student tickets and passes available in South Yorkshire.

You can apply for financial assistance for help with these costs for more information see the financial support section above.



If you're unsure about how to apply for your bus pass or have any other concerns about travel, please get in touch on 01302 553760 or email financialassist@dnccolleges.ac.uk or by coming into the College.

Careers Education, Information, Advice & Guidance (CEIAG)

We pride ourselves on offering impartial and unbiased CEIAG to help you with your College and course choice.

It's essential that you receive careers advice before selecting your course. This ensures you fully understand how the qualifications you choose will support your future goals and career pathway.

Getting the right advice will help you make the right choices for you. Everyone is different, so the advice given to one person will not be useful for others (such as friends or family members); so individual careers advice is something you should get.

During your careers appointment we will discuss subject entry requirements, careers you can use the qualifications for, and how best to prepare for your transition to College.

The CEIAG Team can help you:

- Find out about courses on offer
- Help you recognise the skills you already have and what additional skills we can help you develop
- Create an action plan to help you take your next steps

Contact the CEIAG Team for:

- A one-to-one appointment
- A personalised College tour

Call: (01302) 553553

Email: careersteam@dnccolleges.ac.uk

We use and implement the Gatsby Benchmarks to provide Good Careers Guidance: <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

We hold Matrix Quality Standard for Information Advice and Guidance services; <https://matrixstandard.com>. This national quality mark recognises excellence in supporting individuals with career, learning and life choices.

We are also proud to hold the Quality in Careers standard which is a nationally recognised award for excellence in careers education, information, advice and guidance (CEIAG). Fully aligned with the Gatsby benchmarks, this achievement recognises our commitment to delivering high quality, impartial support to help every student make informed decisions about their future.

We offer a course swap shop if you think you're on the wrong course or have changed your mind, please come and see us.

Our careers provision also provides an opportunity to speak with trained advisors in relation to your next steps and progression. As impartial advisors, our aim is to support you in finding the pathway and opportunities which best suit your needs, circumstances and wants.



COURSE SWAP SHOP

DN COLLEGES GROUP



Doncaster
College

Are you on the right course?
It's not too late to change!

Text: SWAP plus **your name, student ID number** and **current course** to **07355 033736**

Email: careersteam@dncolleges.ac.uk | Call: 01302 553805

We will then be in touch to arrange a potential transfer!

English and Maths

We aim to ensure that all learners improve their confidence and competence in English and Maths skills sufficiently enough so that they can thrive in their academic or vocational ambitions and in many aspects of their personal life. As such, English and Maths are an essential part of your studies here at DNCG.

Employers and universities really value these key qualifications, so it is important we help you achieve them. If you do not have a pass in either or both subjects, then do not worry.

As a mandatory part of your Programme of Study, you will work towards achieving a GCSE grade 9–4 (A*–C) with the help of our specialist Tutors, alongside studying your chosen subject with us. If you have a grade 3–1 in either or both subjects, you will be enrolled onto our GCSE programme.

If this is not the case, our staff will assess your current level and you may be enrolled onto a more suitable Functional Skills Programme, which will still teach you the same skills needed for everyday life, studies and employment.

Learners who have achieved a grade 4 or above in English and Maths will continue to develop their skills via the embedding of English and Maths in their main aim curriculum sessions.

Why study English and Maths?

These skills can help you understand your finances, communication, and help you gain a better understanding of current issues, including politics and current affairs as well as supporting you to excel in your main aim and then into the world of work. Not having these qualifications can sometimes be a real barrier for the future.

Most employers and universities look for at least a grade 4 (C) in GCSE English and Maths.

Exam Dates (November 2025)

GCSE English Paper 1
4th November 2025

GCSE English Paper 2
6th November 2025

GCSE Maths Paper 1
5th November 2025

GCSE Maths Paper 2
7th November 2025

GCSE Maths Paper 3
10th November 2025

(Summer 2026):

GCSE Maths Paper 1
14th May 2026

GCSE Maths Paper 2
3rd June 2026

GCSE Maths Paper 3
10th June 2026

GCSE English Paper 1
21st May 2026

GCSE English Paper 2
5th June 2026

Academic Services

We have a team of dedicated Learning and Digital Resource Specialists to help you with your studies.

We make sure you have access to the best possible resources, and we offer support with digital tools and essential academic training like referencing, research and information skills.

You'll see the team in and around the Learning Resource Centres (LRCs), or perhaps we will call into your classroom to offer group support. Alternatively, you can book 1-to-1 personalised appointments.

Learning Resource Centres

Books are just one of the sources of information available to you during your course. The LRC also provides e-books which are available for you online, 24/7 from any device with internet access.

Other resources in our LRCs include desktop PCs and laptops, as well as photocopying, scanning and printing facilities.

You can find details of all the resources provided by the College to support your studies in our online LRC Guide, which you can find on the College website.

It's not all about studying though: we've got plenty of fiction, novels, local history and hobbies. If you call into the LRC throughout the year, you'll also see our themed displays and fun activities. We've got mindful activities like colouring in, mental health resources, reading challenges and festive games. The LRC is also a safe place to come and sit if you need a quiet space away from it all.

Finally, don't forget we have people too. Go and say hello to the Learning Resources Assistants who have a wealth of experience in supporting students.



Additional Learning Support

DNCG is able to provide support for you if you have additional needs. This support often begins before you enrol and will be available throughout your time with us.

Possible support may include support with:

- Mobility and wheelchair access
- Visual and hearing impairment
- Specific learning difficulties e.g. Dyslexia, Dysphasia, Dyspraxia, Dyscalculia
- Medical conditions e.g. diabetes, epilepsy
- General learning difficulties
- Basic skills support e.g. literacy, numeracy and language
- Personal assistance
- Hidden disabilities ADHD, Asperger's, Autistic Spectrum Disorder
- Mental health
- SEBD (Social Emotional Behavioural Difficulties)
- Personal care

To discuss your support needs you can get help by:

- **Contact Additional Learning Support** on 07855 309550
- **Asking your Tutor** to refer you to Additional Learning Support
- **Calling in to The Learning Zone** in N.332
- **Email** als.contact@dncolleges.ac.uk



Examinations

Assessment Scheduling

- Your Tutor decides when you're ready for an assessment
- You'll receive a Text message with the Date, Time, and Location
- Arrive at least 15 minutes early
- Keep your mobile number updated with the College
- If details are wrong or missing, email: exams@dncolleges.ac.uk

Assessment Guidelines

What to Bring:	What's Not Allowed:
✓ Student ID card	✗ Mobile phones
✓ Black Pen	✗ Smart watches, wrist watches, smart glasses
✓ Any other equipment required such as a calculator, maths set	✗ Talking or communicating with others
	✗ Notes or electronic devices

Computer-Based Assessments:

- Log in with Student ID
- Know your password

Paper-Based Assessments:

- Candidates must stay in the room for the entire duration

Missed Exam?

- Email exams@dncolleges.ac.uk immediately to explain your situation

Summer Exam Results

- Level 3 BTEC, T Level, Level 3 Technicals: 13th August 2026
- Level 2 BTEC and GCSEs: 20th August 2026
- Results available from 11am via College email
- You'll get a text reminder
- Results will not be sent to personal email addresses

Post-Results Services

- If you suspect an issue, speak to your Tutor ASAP
- Requests must be made within 3 weeks
- Some qualifications may not be eligible
- Charges may apply and grades can go up or down

Certificates

- Sent out in Autumn
- Posted to your home address
- Keep your contact details updated

Catering Facilities

Our DNCG Catering Values:

- We give our customers a genuine fresh food offer at the most competitive price
- We value our people and invest in their training and future
- We employ a skilled team to deliver our concepts
- Our policy of buying locally as possible endorses our fresh food policy and reduces food miles

Healthy eating is at the heart of our approach to food. We work within our DNCG Healthy eating policy which sets out our expectations and minimum requirements to meet our customers' nutritional needs. And, it's not just fresh ingredients that are considered when creating our menus, but also the most efficient cooking methods that may not just be better for us but that also save on energy and our carbon footprint.

Set yourself up for the day with our hot breakfast selection. All the traditional favourites are on offer and with a Mini Breakfast promotion it's great value too.

Our Menus change weekly and include meals to suit Vegetarian, Vegan & Halal diets. We use suppliers such as Pasta King and Chicken Joe's and our menus are a mix of snack items & traditional meals. Healthy Options are also available, and include Jacket Potatoes, Homemade Fresh Soups, Wholemeal Bread, Salad Pots, Fresh Fruit & Yogurts.

All our Grab & Go Products are labelled with a full list of ingredients. Our on-site Chefs can help with any other Allergen information you may need. Come & talk to us, we're happy to help.

Look out for Meal Deals throughout the year, as well as inhouse promotions and Pop-Up Themes.

Whether it's a Caramel Latte, an Espresso or a warming Hot Chocolate, each campus has its own Coffee Bar, so we have you covered. We offer Milk alternatives at each site too.

Opening Times vary at each campus, so please check out the information at each location.

We operate a strict No ID, No Serve policy, so please wear your College lanyard & ID while on campus.

Vending services are also available across all our sites. We have both hot and cold drinks vendors and snack machines which are accessible throughout the day. These machines accept both cash & card payments.

All our outlets accept cash, credit/debit cards, Apple Pay and Google Pay.

Have you seen our Catering App?

- Once you've got your College email address you can download 'DNCG Pocket'. It's FREE! Then start collecting your loyalty stamps from our Coffee Bars. Not only can our App be used across sites to collect loyalty points, but it's also a great way to check any financial support you may receive.
- Your Student email will connect to the Wallet section of the App automatically once you have downloaded it and you can view your daily balance wherever you are. You must use your valid student College email address to allow access to our App.

Step 1

Download

via the Apple App Store or Google Play.

Step 2

Sign Up

Create an account by electing "Sign Up".

Step 3

Personal Information

First name, last name, and date of birth.

Step 4

Security

Must be your college email address and select a password that meets the criteria listed.

Step 5

Verification

You will receive an email from MCR Symphony requesting you to validate your account.

Step 6

Collect Stamps

You can now access the DNCG Pocket App and start collecting stamps.



Download on the
App Store



GET IT ON
Google Play



Health and Safety

DN COLLEGES GROUP



HEALTH AND SAFETY INFORMATION

Never dismiss
a **NEAR MISS**

Scan Me



Near misses can be reported by scanning the QR code.

A near miss is an event that, while not causing harm, has the potential to cause injury, ill health or damage.

The reporting of near misses helps us to identify and implement preventative measures before it turns into an accident.

If your phone is not able to scan the QR code, please email healthandsafetydncg@dncolleges.ac.uk

Emergency Arrangements

Emergency action notices are displayed throughout all buildings, please familiarise yourself with these.



General Evacuation Information

- Please evacuate the building by your nearest available exit, as quickly but as calmly as possible, do not assume that this is the same way as you entered the building.
- Please be aware of the correct assembly point, these vary for each College building.
- For persons not able to evacuate the building by use of the stairs, please inform the health and safety team by scanning the QR code to request a **Personal Emergency Evacuation Plan**.

**Invacuation,
Firearms and
Weapons
Attack
RUN, HIDE,
TELL**



Scan Me

Accident Reporting

All accidents that happen on college premises or on official activities offsite must be reported to the Health and Safety Team, this can be done by accessing your Smartlog account, via your tutor or visiting the Health and Safety Department.



Scan Me
PEEP Referral
Form

The College Health and Safety Team are available on site to answer any health and safety queries you may have.

Please contact: healthandsafetydncg@dncolleges.ac.uk

Fire Alarm Testing

Weekly fire alarm tests are conducted at/on:

- Doncaster College - Fridays at approximately 06:30

First Aid Arrangements

Emergency action notices also include information on how to obtain first aid assistance, please familiarise yourself with these.

To request first aid please call:

- Doncaster College ext. 3933 or 01302 553933
- Stainforth Go to room SF15

In an emergency, please call 999 or get someone else to do this for you and then request a first aider. If you call for an ambulance, please ensure that reception have been informed so we can guide the paramedic crew to you.

Smoke/Vape Free Campus

Doncaster College / Stainforth - Smoking/vaping is only permitted outside and away from the buildings.

Area Specific Safety

Please be aware that certain buildings / departments have area specific safety rules e.g., the requirement to wear protective clothing or equipment, please always adhere to these instructions.

Health and Safety Team

The College Health and Safety Team are available on site to answer any health and safety queries you may have.

Please contact:

healthandsafetyDNCG@dncolleges.ac.uk



Parents/Carers

We know that the support and guidance from parents/carers at this stage is invaluable. We also understand that this can be a nervous time for you too.

As part of our transition support, we want to ensure that you are provided with information too. We've provided some details below on some key points.

Transition

It is a good starting point to have a conversation with the individual who is starting with us about how they are feeling about moving to College. This may highlight some concerns they have. Take time when they first start to check in and to ask them if they have any questions. We are always happy to help and support if required.

What is a full-time programme?

Unlike a school a full-time qualification / Programme of Study may mean that students are not on campus every day. This can provide an opportunity for students to find part time employment, around their Timetable requirements.

A full-time Programme of Study will try to be condensed into three full days of attendance at College. However, some qualifications for example T-Level qualifications may mean more days of studying in College.

The Programme of Study Entitlement is made up of various components to support students to their intended destination. The main part of a timetable will consist of their chosen vocational course and will be a mixture of theory, practical and technical skills.

Students will also have a 45minute session each week of Personal Development with a specialist Personal Development Facilitator. In addition, students will receive an hour of Academic tutorial with their Programme Tutor. Throughout the academic year, students will be expected to undertake a minimum of 30 hours work experience which is outside of their timetabled hours. Our specialist Work Experience team will help students find the right placement that matches their career aim. Students will also be supported and expected to complete a digital skills qualification as part of their studies to boost digital literacy skills and future employment opportunities.

Contact from College

To continue to develop individual skills, we will attempt to resolve any concerns on campus on an individual basis. We will continually challenge our students to reach the highest level possible.

We do provide (for 16-18 year old students) reports to home. They provide an overview for the Tutors who work directly with the student to feedback on progress to date.

We will, if required and deemed necessary make contact via the phone number provided for emergency contacts. This can be in relation to issues, concerns - or when something has gone well and we want to share the good news.

You can always contact us directly too for any questions you would like to be answered. We will, however, only be able to speak to the designated emergency contacts for our students.

If you have information you would like to share with us, particularly in relation to Safeguarding, please email safeguarding@dncolleges.ac.uk

Home visits

As a College Group we provide home visits, where required. These will mean attending the registered home address of the student. This can often be to discuss any issues or concerns which we have been unable to resolve.

Complaints, Compliments and Feedback

DNCG is committed to providing an excellent experience for all its students, staff, visitors and partners. To help us to continually improve standards, we welcome and encourage feedback.

To provide us with your comments and feedback, please visit the website link below or scan the QR code.

<https://don.ac.uk/contact-us/complaints-compliments-and-feedback/>

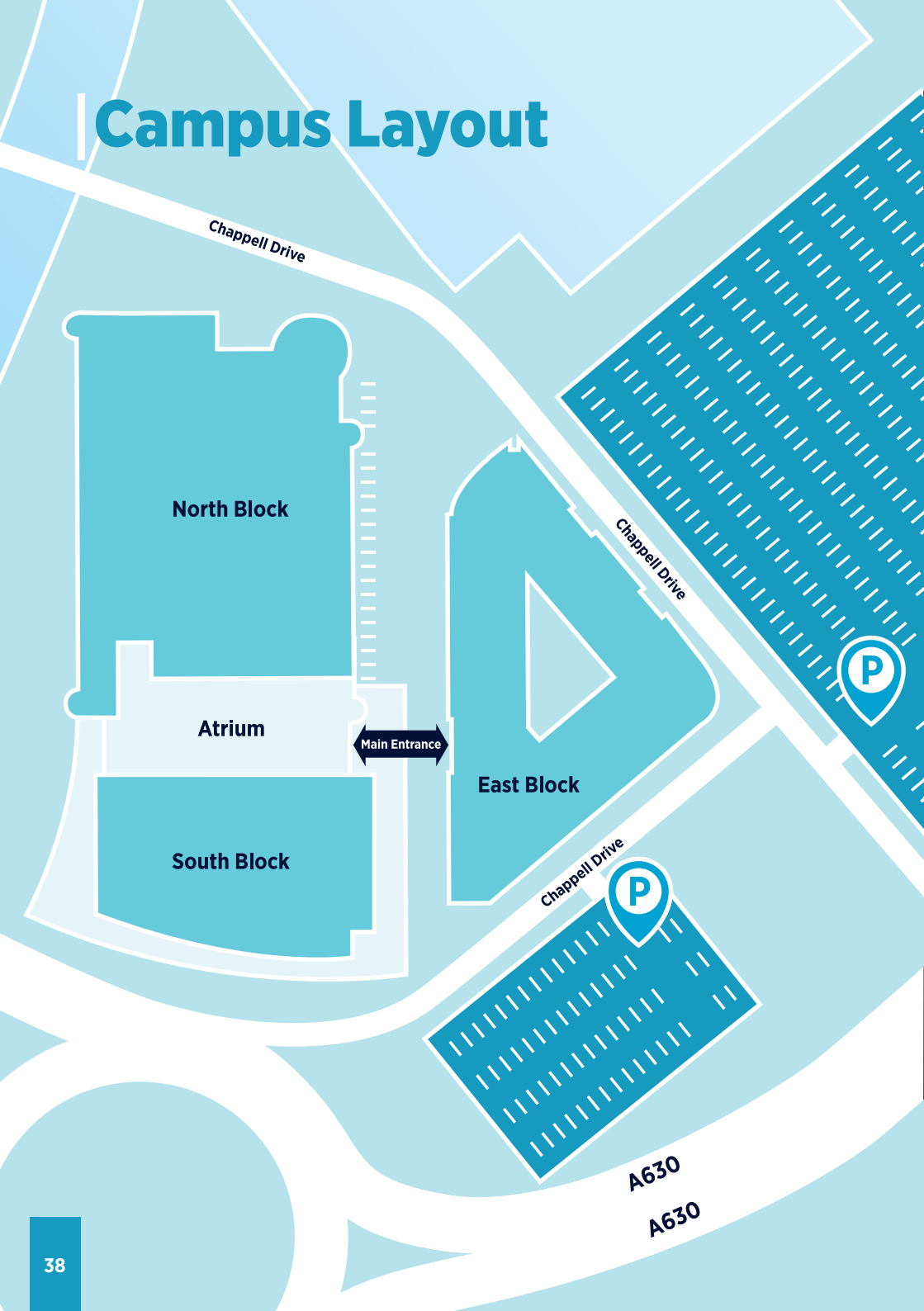
Alternatively, you can collect a printed feedback form from main Reception.



Term Dates

Date	Event
Tuesday 2 nd September 2025	Autumn Term Starts All FE Students Commence (as per their normal timetable – some variations for Part-time adults)
Monday 27 th October 2025 – Friday 31 st October 2025	Half Term
Wednesday 17 th December 2025	End of Term
Monday 5 th January 2026	Spring Term Starts All Staff and Students Return
Monday 16 th February 2026 – Friday 20 th February 2026	Half Term
Thursday 26 th March 2026	End of Spring Term
Monday 13 th April 2026	Summer Term Starts All students return
Monday 25 th May 2026 – Friday 29 th May 2026	Half Term (Spring Bank Holiday)
Friday 26 th June 2026	End of Summer Term for FE students

Campus Layout





UNIVERSITY CAMPUS
DONCASTER



Graduate in Doncaster

Find out more at ucdon.ac.uk
or scan the QR code

DN COLLEGES GROUP



In partnership with





**Doncaster
College**

The Hub, Chappell Drive,
Doncaster DN1 2RF
0800 358 7575 / (01302) 553553
don.ac.uk



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