ICON College of Technology and Management

BTEC HND IN BUSINESS, COMPUTING INTERNATIONAL TRAVEL & TOURISM, HOSPITALITY MANAGEMENT, AND HEALTHCARE PRATICE (Integrated Health and Social Care)

INDUCTION FOR
February 2020 Students Part A

ICON College of Technology and Management

About ICON College

- The College was founded in 2003 to meet the demand for quality education and to make the UK university degrees more accessible and affordable to local and international students via the BTEC HND route

- The College is committed to expanding access to higher education to individuals of those sections of the community historically underrepresented in the sector.

- The College is proud of the fact that the vast majority of students are mature, many of whom having been out of education for a considerable period of time, are from Black and Minority Ethnic Communities (BME), and come from lower socio-economic background.

2

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About ICON College

- *Pearson Education (formerly Edexcel) approved centre: to offer* BTEC level 5 HNDs since 2004

- The College is listed on the DfE Register for specific course designation. Specific course designation allows eligible students to access student funding in accordance with the Education (Student Support) Regulations 2011 (as amended). The Guidance is available at:

  - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/535846/bis-16-293-specific-course-designation-2016.pdf

- *"QAA reviewed" see the web://www.qaa.ac.uk/instititution report*

- *Registered with the Office for Students (OfS)*

- *Awarded TEFF Silver*

3

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- **Mission:** The mission of providing an opportunity for quality higher education for aspiring and willing students in London and around irrespective of their status in the society at an affordable price. The College also aims to reach out to the disadvantaged group of students from all categories.

- **Value:** The College values it commitment to diversity and equality in students and staff recruitment. Today, majority of our students come from the London BME community with a fair distribution of students from both genders representing all age groups.
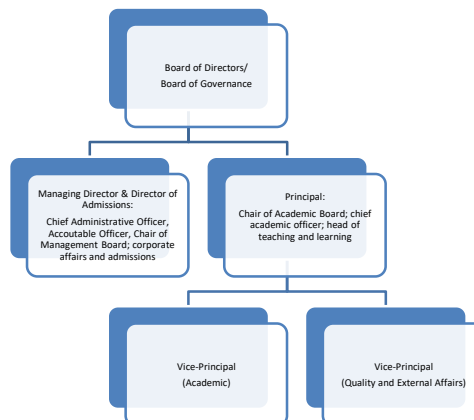
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College Organisation and Committee structure
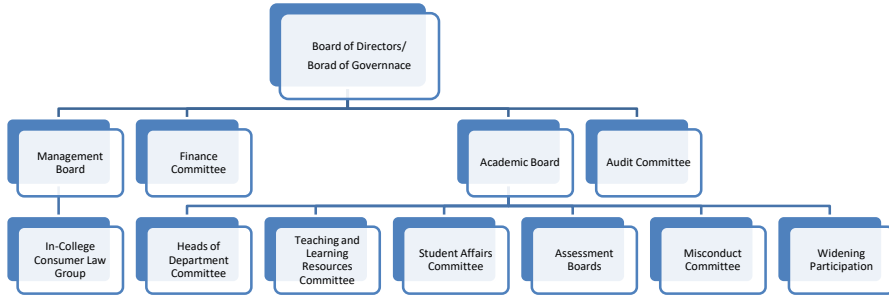
5

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Senior Management Structure

Board of Directors/
Board of Governance

Managing Director & Director of Admissions:
Chief Administrative Officer, Accoutable Officer, Chair of Management Board; corporate affairs and admissions

Principal:
Chair of Academic Board; chief academic officer; head of teaching and learning

Vice-Principal
(Academic)

Vice-Principal
(Quality and External Affairs)

6

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Senior Committee Structure

Board of Directors/
Borad of Governnace

Management Board

Finance Committee

Academic Board

Audit Committee

In-College Consumer Law Group

Heads of Department Committee

Teaching and Learning Resources Committee

Student Affairs Committee

Assessment Boards

Misconduct Committee

Widening Participation

7

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Academic Management Structure

Principal

Examination Office

Vice Principal (Acedemic)

Vice Principal (External Affaires & Quality)

English language Development Unit

Head of TTM & HM Department

Head of Business Department

Head of Computing Department

Head of Health and Social Care Department

Library

8
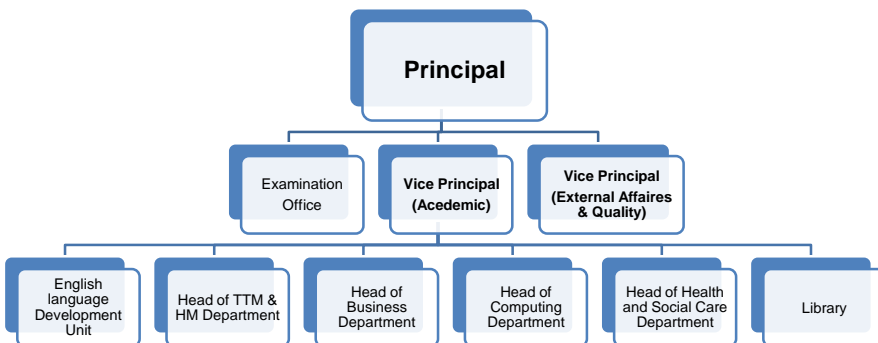
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Student Engagement:

•Student engagement focuses on providing opportunities for students to be partners in quality assurance and enhancement processes.

•The purpose is to allow the views of students, individually and collectively, to inform and improve the student's educational experience both for current and future cohorts.

•Student engagement is facilitated through the various committees that the student representatives are elected to.

9

Student Engagement

- The College has a formal student representation system. Student Representatives (SR) are appointed yearly by their peers at the beginning of the academic year.

- The number of SR from each course is proportionate to the number of students in that course.

- The Student Representatives that are elected will be based on meeting the 80% criteria for attendance and meeting 100% academic progression and demonstrating a commitment to the College.

10

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Student Engagement:

SR team will elect 8 members to sit on the following college formal Committees and Board of the College:

- **Academic Board** (AcB) one student
- **Teaching and Learning Resource Committee (TLRC**) two students will sit on the TLRC
- **Student Affairs Committee (SAC**) one student from each of the four department or Faculty SSLPs will sit on the SAC
- One student will sit on the **Prevent Duty Lead Team**.
- **Staff Student Liaison Panel** (SSLP) for their respective Course.

11

Office for Students (OfS)

What the OfS does for students

- regulate the higher education system in England, working in the interests of students and prospective students from all backgrounds

12

Office for Students (OfS)

Focus is 4 areas:

•Helping students to get into and succeed in higher education

•Helping students stay informed

•Making sure that students get a high-quality education that prepares them for the future

•Protecting students' interests

13

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About UK Quality Code for Higher Education:

• The UK Quality Code for Higher Education (the Quality Code) is used to assure the standards and quality of higher education in the United Kingdom.

• It is developed and maintained by the Quality Assurance Agency for Higher Education (QAA) through consultation with the higher education sector and is used by individual higher education providers to ensure students have the high-quality educational experience they are entitled to expect.

14

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About UK Quality Code for Higher Education:

- It consist of series of separate Chapters which are grouped in three Parts and published on line at:

http://www.qaa.ac.uk/quality-code/the-revised-uk-quality-code

   The revised Code is based on three elements that together provide a reference point for effective quality assurance:

1. Expectations which clearly and succinctly express the outcomes providers should achieve in setting and maintaining the standards of their awards, and for managing the quality of their provision.
2. Practices representing effective ways of working that underpin the delivery of the expectations, and will deliver positive outcomes for students.
3. Advice and guidance which will help established and new providers alike to develop and maintain effective quality assurance practices.

15

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The Competition and Market Authority (CMA)

- The College adheres to "Higher Education Provider Consumer Law"

   You can see more details on:
      www.gov.uk/government/collections/higher-education-consumer-law-advice-for-providers-and-students

16

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About (OIA) Office of independent Adjudicator:

- ICON College is the member of OIA.

- Students who have exhausted the relevant internal complaint/appeal procedures of the College and are not satisfied with outcome may be able to complaint to the OIA.

  See: http://www.oiahe.org.uk

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About Prevent and Safeguarding Policy:

- The Counter Terrorism and Security Act 2015, section 26 places a duty on 'specified authorities' including Colleges and Universities to have "due regard to the need to prevent people from being drawn into terrorism".
- ICON College as a 'Relevant Higher Education Body (RHEB)' is subject to this duty. This legislation is given specific statutory force through the Prevent Duty guidance for higher education institutions in England and Wales, referred to as the 'Prevent Duty'. (**Prevent policy statement attached**)

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Student Survey:

- **GRADUATE OUTCOME (previously DLHE):** Students who completed HND courses are required to participate in the GRADUATE OUTCOME survey to provide information (data on courses, student and graduate employment) to Higher Education Statistical Agencies (HESA)
- **NSS Survey:** (Video: **https://youtu.be/01ufPrqAu-Y**)
  Every academic year Hefce select a specific number of students to participate in the MORRI survey based on line questionnaire. Students are required to participate
- **Pearson BTEC Higher National Annual Student Survey**

19

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HN Global:

All students are advised to register on HN Global Services. Students can search a vast range of learning resources via an online digital library.

This is a tool kit that supports the delivery, assessment and quality assurance of BTEC HNDs.
HN Global website available at:
www.highernationals.com

20

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STUDENT HANDBOOK 2018-2019

- Course admission, entry requirement and progression
- College rules and regulations
- Equal Opportunities Policy
- Data Protection Policy
- Assessment and Quality assurance
- Appeals and Complaints
- Support for Students
- Student Engagement
- Health and Safety at the College
- Student Protection Plan
- Academic Staff
- Key contacts for students
- Forms

21

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COLLEGE RULES and REGULATIONS:

- Evidence of qualification
- Attendance
- Progression
- Course transfer
- Students with disabilities
- Accidents/damage to college property
- Expulsion from the course
- Extenuating circumstances
- Fees and payments
- No food, drink or switched on mobile phones

22

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COLLEGE EXPECTATIONS:

- Feedback, comments and communication from students
- Maintaining and observing Health and Safety in the learning environment
- Attendance and Punctuality: Student **cannot be signed in after 15 minutes of the start of the class but they are allowed in for another 15 minutes.** Any student who comes in after **30 minutes** will be required to enter the class after the break - **fingerprinting**
- Appropriate use of college equipment, including computers, by students
- Maintaining a friendly and cordial environment

23

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Student Conduct

- All students must behave appropriately at all times in the College in such a manner as not to cause:

  a) nuisance

  b) offence

  c) sexual harassment

  d) injury or damage to other persons (students & staff) damage to the college properties, including buildings and equipment's

24

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DISCIPLINARY PROCEDURE

- This procedure aims to ensure fair and equal treatment and to promote good relations between the College and its students.
- The College expects high standards of conduct, attendance and performance from all its students.
- Failure to observe these standards through may result in disciplinary actions.

25

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DISCIPLINARY PROCEDURE

The procedure has 5 stages

Stage 1: Recorded verbal warning

Stage 2: Formal written warning

Stage 3: Suspension

Stage 4: Dismissal from the College

Stage 5: Appeal to OIA

26

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ACADEMIC APPEALS PROCEDURE

Academic appeal, as defined by the Office of the Independent Adjudicator (OIA), is a "request for a review of a decision of an academic body charged with making decisions on student progress, assessment and awards".

An Appeal form must be submitted to the Examinations Office.

27

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FACTORS AFFECTING COLLEGE POLICIES RELATING TO STUDENTS:

- Equality Act 2010
- Counter Terrorism and Security Act of 2015
- General Data Protection Regulation 2018

28

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Health and Safety at the College

- College Health and Safety Policy
- Responsibilities of students under the Health & Safety at Work Act 1974
- Fire regulations
- Evacuating the college in the event of a fire

29

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Student Protection Plan (SPP)

- The SPP provides assurance (current and future students) that the College has in place appropriate arrangements to protect the quality and continuation of study for all.
- This plan sets out our approach to protect your interests in a transparent and clear way.
- The SPP assures that procedures are in place to protect your interests and you have contact the OfS if you feel our SPP is not mitigating risks to your satisfaction.

30

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Student Support Services:

1. Academic and IT Skills development

2. Administrative and IT Support

3. Disability support services

4. Careers, employability and further study, support services

5. Counselling and welfare services

6. Extra-Curricular support services

31

End of Part A
Thank you

32