



**ACCESS
DIPLOMA
HANDBOOK**

2011



2012

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Staff List

Welcome to the Access Course, we hope you have a fulfilling and successful year. The Access Course staff will be pleased to help with any questions or difficulties you may have during your studies. However its also useful to know who does what so that if you have a specific difficulty you know who to talk to straight away.

Joanne Blackwell

Joanne's job is to make sure that the course runs smoothly and to liase with AQA (the validating body). She may also be a personal tutor to some of you whilst you are on the course. She also teaches the Sociology, Psychology, Social Policy, Core Skills and Extended Studies units.

Robert Cartman

Robert is a Sociology tutor on the course.

Danielle Cowap

Danielle is the Psychology tutor on the course.

Sue Holdsworth

Sue is the Maths tutor on the course.

Peter Leech

As Head of Centre Peter is responsible for the smooth running of all aspects of the college.

Belinda Miller.

Belinda is Peter's deputy. If you have any problems with your course and you do not feel able to discuss them with your tutor please see Belinda.

You might also meet:

Paula Hoban, Ruth Hawksworth, Lisa White, Fi Protor & Joanne Johnson.

Usually on reception, these are the people that run the admin, finance and exams systems as well as being around to deal with general enquiries.

Education Advice & Guidance Staff

They are available to give careers and education advice by appointment. They will also help you to make choices about degree courses and applications to university.

Aims of this Handbook

This booklet is designed to help you get the most out of your course. In particular it aims to:

- List important dates that you need to know
- Give you an overview of the access course and how it works
- Give you a clear understanding of what you can expect from your course
- Give you a clear understanding of what you can expect from the college
- Give you a clear understanding of what the college expects from you
- Help you to review and record your achievement throughout the course

It contains some quite detailed information about the course and you'll need to refer to it from time to time during your course.

Aims of the Access Course

The aim of the access course is to prepare you for university through:

- Equipping you with the knowledge, understanding and skills to qualify you for university
- Developing your understanding of the subject/s you intend to study at university
- Developing your organisational and study skills
- Developing your IT skills
- Supporting you in making your application to university

Course Structure

Units and Credits

The course is made up of units, which are available in different subject areas (see below). Each unit is worth either 6, 9 or 12 credits, some credits are level two (GCSE) and others at level three. (pre university). As a guide it's useful to think of each credit as representing 30 hours of work. You need to achieve at least 60 level three credits to gain your access Diploma.

All of the units offered on the course units are compulsory and are designed to support you in becoming an effective and independent learner. The units available include;

Core studies

Extended studies

Introduction to Social Sciences

Psychology

Sociology

Social Policy

Tutor Support

You will be allocated a personal tutor during induction week. You will meet with your tutor once a term to discuss your progress on the course. You should contact your personal tutor if you have any problems or queries about:

- Attending classes
- Changing units / options
- Deadlines and workload
- Personal difficulties that might affect your progress

Attendance

To ensure that you get the most from your course and that you contribute to group activities and learning it is important that you attend college regularly. There is therefore an 85% attendance requirement for all units. If you are not going to be in college for any reason please can you contact college services on 01274 773310.

Assessment

Assessment Tasks

In general assessment for the access course is through exams and coursework. Within this you will probably encounter a variety of tasks, which may include:

- Short essays
- Extended essays
- Presentations
- Research reports

- Group work
- Portfolio building

Requirements vary from unit to unit and you will be given full details at the start of each unit.

Marking

All assessed work (coursework or exams) will be given a grade. As a guide the grade bands are shown below.

A	B	C	R
Distinction	Merit	Pass	Fail

If you achieved a Pass, Merit or Distinction grade you have passed the unit. If you receive a referral grade you have not fulfilled the unit outcomes sufficiently to pass. You can resubmit or re-sit the work **once** within a month of it being referred. If the work or exam is referred a second time you will be either required to retake the entire unit the following year or your work maybe referred to the exam board for further consideration.

If you have any concerns about a grade there is an appeals process in place to resolve this matter.

AQA Appeals Process – Representations

- All work is graded by the subject tutor and a selection of graded work is then checked by another appropriately qualified person who will either confirm or disagree with the tutor's grade.
- If a student wishes to contest the grade given, he / she must do so at the earliest opportunity (normally within one week of receiving the assessed work).
- In the first instance the tutor will discuss the assessed work with the student to explain the grading decisions made.
- If an administrative error has been made (for example, in the completion or calculation of the unit grade profile), the effort will be corrected.
- If the student wishes to pursue the representation, it will be considered by another appropriately qualified member of the course team or internal moderator / internal verifier.
- If the internal consideration concludes that there maybe a case for regrading, the work is referred to the External Moderator. The External Moderator will need to consider whether an error of judgement has been made in order to approve a change to the grade indicators. The making of such changes will be formally recorded.
- No adjustment to tutor grades can be made without the written agreement of the External Moderator.
- The External Moderator's judgement is final.

Assignment Deadlines & Extensions

At the beginning of each new unit you will be given an assignment title and a deadline date. (See page on key dates). These dates are **final**. It is really important that you submit work on time – not only as preparation for university but also for the smooth running of the course.

If for unavoidable reasons you are unable to complete a piece of work you **may** be granted an extension. If you think you need an extension you should apply to your personal tutor **at least three days** before the work is due. A mitigating circumstances form will be completed by both yourself and the subject tutor. Evidence may also be required.

Work handed in late without an extension **maybe** accepted within **one week** of the original due date. However work will have a maximum **pass** grade imposed. If work is repeatedly handed in late the college has the right to refuse to mark your work. This work will then be judged as a fail.

With regards to **extensions** and **late submissions** the **AQA Handbook** states that
" If work is submitted after the formal deadline has passed, and no extension has been granted (and there are no extenuating circumstances which explain the failure to request an extension), all grade indicators relating to that assignment (whether that be all or part of the assessment of the unit) are capped at a **PASS**".

I understand that if work is handed late without prior consent the college may either refuse to mark the work or impose the maximum grade of a Pass.

Student Signature.....

Please note that all assignments handed in should have a signed front cover sheet attached. There is a sample at the end of this handbook (p.26).

A Note About Plagiarism

Plagiarism is using or presenting another person's thoughts, words or ideas as if they were your own. Examples of this might include:

- Copying chunks out of textbooks, other student's work or off the Internet
- Paraphrasing someone else's work without acknowledging them.

To avoid plagiarism you must make sure you acknowledge whenever you use:

- Another person's ideas or opinions
- Facts or data, which are not common knowledge
- Quotations of someone else's spoken or written words
- A paraphrase of someone else's idea or theory.

It is very important that all the work you hand in is your own and it is your responsibility to make sure you do not, inadvertently or otherwise, engage in plagiarism. When you hand in each piece of work you will be required to sign a cover sheet declaring that the work you are handing in is your own.

If a tutor is concerned about plagiarism in your work they will:

- Speak to you directly to try to resolve the matter. If the issue cannot be resolved:
- The matter will be discussed at a meeting with the Access Coordinator who will take action. This may include reducing marks, refusal to accept a piece of work, further work being set. In very serious or repeated cases students may be asked to withdraw from the course.

- **College Key Dates**

Key Dates 2011/2012	
Date	Event
12 th September	Term Begins
21 st October	Break for Half-term
31 st October	Term Resumes
16 th December	Break for Christmas
3 rd January	Spring Term Begins
10 th February	Break for Half-term
20 th February	Term Resumes
30 th March	Break for Easter
16 th April	Term Resumes
7 th May	Bank Holiday
4 th June	Break for Half-term
11 th June	Term Resumes
20 th July	Break for Summer Holiday

ACCESS TO HE DIPLOMA

Timetable 1 – September to Christmas 2011

Day	AM	PM
Monday Group 1	UCAS Jo (Group 1)	Sociology – The Family Robert (Group 1)
Monday Group 2	Social Psychology Danielle (Group 2)	Core Skills Jo (Group 2)
Tuesday Group 1	Core Skills Jo (Group 1)	Social Psychology Danielle (Group 1)
Tuesday Group 2	Sociology – The Family Robert (Group 2)	UCAS Jo (Group 2)
Wednesday Group 1	Social Policy Jo (Group 1)	Sociology – The Family Robert (Group 1)
Wednesday Group 2	Sociology – The Family Robert (Group 2)	Social Psychology Danielle (Group 2)
Thursday Group 1	Social Psychology Danielle (Group 1)	Numeracy (Optional)
Thursday Group 2	Social Policy Jo (Group 2)	Numeracy (Optional)
Friday	Literacy (Optional)	

ACCESS TO HE DIPLOMA

Timetable 2 – January to June 2012

Day	AM	PM
Monday Group 1	Introduction to Social Science Jo (Group 1)	Sociology – Identity & Society Robert (Group 1)
Monday Group 2	Psychology - Attachment Danielle (Group 2)	Extended Studies Jo & Danielle (Group 2)
Tuesday Group 1	Extended Studies Jo & Danielle (Group 1)	Psychology - Attachment Danielle (Group 1)
Tuesday Group 2	Sociology – Identity & Society Robert (Group 2)	Introduction to Social Science Jo (Group 2)
Wednesday Group 1	Social Policy Jo (Group 1)	Sociology – Identity & Society Robert (Group 1)
Wednesday Group 2	Sociology – Identity & Society Robert (Group 2)	Psychology - Attachment Danielle (Group 2)
Thursday Group 1	Psychology - Attachment Danielle (Group 1)	Numeracy (Optional)
Thursday Group 2	Social Policy Jo (Group 2)	Numeracy (Optional)
Friday	Literacy (Optional)	

**Access to HE Diploma
Course Exam & Assessment Dates
2011 - 2012**

Week Beginning	Subject	Assessment Type
	Sept - Christmas	
17/10/11	Social Psychology	Assessment 1: Research Report (Conformity)
14/11/11	The Family	Assessment 1: Essay (Family Diversity)
14/11/11	Social Policy	Assessment 1: Essay Development of the Welfare State
12/12/11	The Family	Assessment 2: Exam (Divorce)
12/12/11	Social Psychology	Assessment 2: Exam (Obedience)
	Jan - Feb	
30/01/12	Core Skills	Assessment 1: Portfolio
06/02/12	Social Policy	Assessment 4: Presentation (Ideology)
	March	
05/03/12	Attachment	Assessment 2 Essay (Maternal Deprivation)
05/03/12	Introduction to social science	Assessment 2 Research Proposal
26/03/12	Identity & Society	Assessment 1: Exam (Theory)
	April - May	
23/04/12	Identity & Society	Assessment 2 Essay (Gender/Class)
07/05/12	Attachment	Assessment 1: Exam (Studies)
07/05/12	Introduction to social science	Assessment 1: Exam (Theory)
28/05/12	Social Policy	Assessment 3: Exam (Poverty)
	June	
18/06/12	Extended Studies	Assessment 1: Extended Essay
25/06/12	Extended Studies	Assessment 2: Presentation
25/06/12	Social Policy	Assessment 2 Research assignment

Useful College Information

There are a number of college policies and handbooks that you may find useful during your time at college. Copies of the following are available at reception:

- Student Handbook
- Equal Opportunities Policy
- Health and Safety Policy
- Information for students with Disabilities Leaflet

In addition to your course of study, all students at Bowling College have access to:

East Bowling Library

You will receive information about joining the library during your first week at college. The library offers a range of resources for loan and for use in the library. You can also make use of the computers. The library is open:

Monday	12.30 – 4.30
Tuesday	12.00 – 7.00
Thursday	12.30 – 4.30

Information, Advice and Guidance

Qualified staff to advise on 'next steps' in education. Please ask to see the college guidance worker.

Childcare

Support for childcare maybe available. Please ask for more details at reception

Centre Café

Vending machines are available in the evening offering a selection of drinks and snacks.

Information about Fees and Costs

If you have any queries about fees please speak to a member of the College Services Team in Reception.

Cover sheet for Assessed Work

Student Name:	
Unit Title:	
Submission Date:	
<p>I certify that the work submitted for this assessment is my own. I have not used any resources that are not listed in my bibliography and I have received no additional help other than that given in tutorial and class time.</p> <p>(If there are any special circumstances which have required you to use additional help please specify below)</p>	
Signature	
Date	

ACCESS ASSIGNMENT OUTLINE

Unit Title:

Assignment Outline:

- **WORD LIMIT:**
- **SUBMISSION DATE:**

Assignment Criteria:

Guidance For Completing This Assignment:

Pass Mark: Pass

Submission Date:



ACCESS ASSESSMENT FEEDBACK SHEET

NAME:

SUBJECT TUTOR:

DATE OUT:

DEADLINE:

DATE SUBMITTED:

DATE RETURNED:

ASSIGNMENT TITLE:

TUTOR FEEDBACK:

Grades awarded for each grade descriptor:

Grade Descriptor:	
Grade Descriptor:	
Grade Descriptor:	
Grade Descriptor:	

STUDENT COMMENT

Are you pleased with your work? Highlight any difficulties you experienced in understanding & completing the task.

Grade Descriptor:
Grade Awarded:
Grade Descriptor:
Grade Awarded:
Grade Descriptor:
Grade Awarded:
Grade Descriptor:
Grade Awarded: