



# MA HANDBOOK



REVISED AUG '19

# MA Handbook

## WELCOME TO FORTH VALLEY COLLEGE

Contained in this document are some of the main forms and information sheets that you will need during your introduction to the college and to your course.

The first document is a complete pack that has everything you need for your introduction to the college. In it is a checklist that lists all the things that should be covered with you during the first few weeks of your course. You might have been given a paper copy of this pack already, but you can also keep this electronically. If you want a copy, click on the link to open the document and then save it somewhere (on your college drive or on a memory stick). You can then type straight into it or print it if you wish.

## INTOUCH MAGAZINE

Our exclusive FREE quarterly business magazine '[Intouch](#)' keeps our candidates and clients up-to-date with all the latest training and development news from the College.

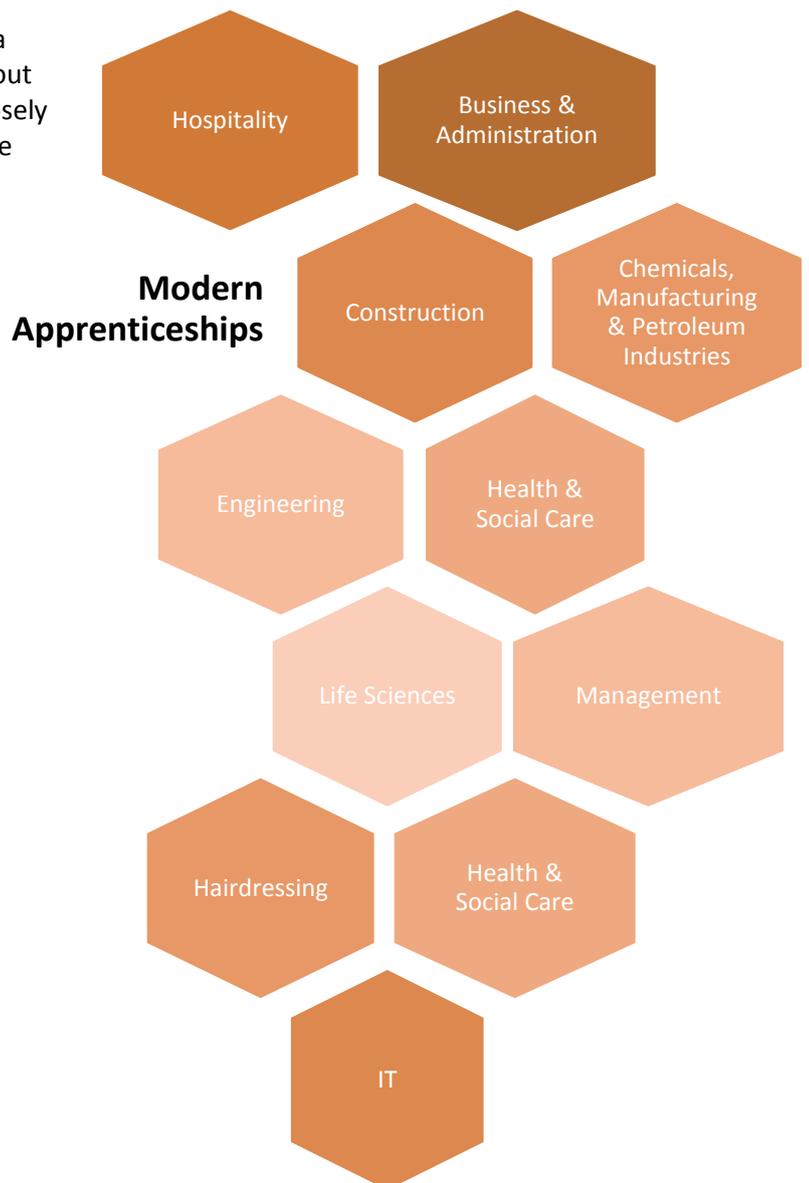


## MODERN APPRENTICE HANDBOOK

This handbook is intended as a handy guide, which should show you where to gain further information about the topics and the issues, which are important to you. An electronic copy of this document can be found on the college web site link: <https://www.forthvalley.ac.uk/about-us/publications-forms/>

The College is delighted to be working in partnership with your employer to provide your training programme as you start your

exciting new career. We want you to have a positive and rewarding experience throughout your programme and we will be working closely with your employer to enable you to achieve success.



This handbook has been designed to be user friendly and help you as a sponsored MA to access the information and support you need throughout your time on the programme.

It is important that you familiarise yourself with the policies and procedures associated with your programme, even though there may be some that will not directly affect you during your time here.

Candidates on MA Programmes should ensure that they work through the **MA Induction Handbook** below.

Once you have read and completed this task, you should then click into the link within [Moodle](#) to confirm that you have read and understood what will be expected of you during your programme of study.

### MY PERSONAL DETAILS

Personal Details	
Name	
Employer	
Your College E-mail Address	
FVC Business Partner Contact Details / Tel. No	
Employer Contact Details / Tel. No	

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## MODERN APPRENTICE PROGRAMME

### OVERVIEW

The Modern Apprentice (MA) programme is between 1 to 4 years long and has been selected by your company as a way of delivering qualifications to employees giving them an understanding of operations specific to their company.

The MA programme provides the opportunity to gain a level 2 to 4 qualification which can be combined in some cases with a National Certificate and Higher National Certificate in a specified discipline.

### MA ENGINEERING PROGRAMME

For more information on the new MA Engineering Programme delivery model introduced from August 2016, please click on the link below or visit [http://business.forthvalley.ac.uk/ma\\_engineering](http://business.forthvalley.ac.uk/ma_engineering)



Modern  
Apprenticeship in Eng

Discover more about our Modern Apprenticeship Programme for Engineering and find out how the model could benefit you and your company - [Modern Apprentices Engineering Programme](#)

For the duration of the MA Programme, you will be employed by your employer.

Forth Valley College work closely with your employer throughout the duration of the programme.

### PROGRESSION THROUGH THE PROGRAMME

Progression from first to each subsequent year is only permitted if you have demonstrated consistent good performance in terms of academic studies, work skills, timekeeping, conduct and discipline and achieved all required outcomes.

Individual performance is continually monitored. The performance of each MA is reviewed on an annual basis and before the end of July in their final year.

It should be noted that employment offers might not necessarily be made to all MAs. However, the aim of this programme is to generate MAs who will be highly sought after by all companies within their sector. The company may only consider employing those apprentices that successfully complete the Modern Apprenticeship Programme.

### GDPR / DATA SHARING AGREEMENT

Our privacy notice which can be viewed at <https://www.forthvalley.ac.uk/privacy/gdpr/> provides you with information about us, why we collect information from you, what we do with the information we collect from you, who we share your information with and your rights under the Data Protection Act in relation to that information.

## TRAINING & DEVELOPMENT

### TRAINING AND DEVELOPMENT

This section outlines the various stages the MA will cover during their Training & Development. Details of what is covered during the Initial Review to ascertain suitability for the programme, agreeing Individual Training plans defining the different roles and responsibilities, reviews and updates, work placements etc. This sections also provides useful links on the latest funding and support available.

### INITIAL REVIEW

During the Induction, each new MA is reviewed in terms of existing qualifications and experience to establish suitability into one of the standard VQ plans or whether any additional training will be required. MA personal objectives are also noted for reference.

If the candidate is taking part in a programme which involves National Certificate and HNC/HND, the initial meeting also serves to help determine whether this is appropriate for the MA.

### INDIVIDUAL TRAINING PLANS

Based on the findings of the Initial Meetings, an Individual Training Plan (ITP) is produced for each MA. This defines the roles and responsibility of the MA and those involved in the programme delivery. This detailed plan is reviewed and updated on a regular basis and is amended where appropriate.

### COMPANY PLACEMENTS

Company placements are managed by the employer in conjunction with the Contact Manager. It is during these company placements that the MA will build on the practical competence, knowledge and behaviours necessary for them to become fully effective personnel.

In some instances it may be necessary to rotate MAs through different areas of their workplace so that they can gain all the competencies necessary to become fully effective.

### TRAINING AND APPRENTICE FUNDING

Forth Valley College can also provide useful help and advice on the latest funding and support available to you and your employer. At present, **no** candidates on funded programmes should use Individual Learning Accounts (ILA) funding for any part of the MA Programme noted on their Individual Training Plan (ITP). For further information, please link:

<http://business.forthvalley.ac.uk/funding>

Development Skills Scotland (SDS) also recommend that Providers encourage apprentices to register with My World of Work and this can be completed by following the link:

<https://www.myworldofwork.co.uk>

### MA PERFORMANCE MANAGEMENT – MONITORING PROCESS

The following aspects will be monitored as part of the performance review process: -

- Progress against learning objectives set in their training plan
- Progress against vocational objectives as set in VQ training portfolio

Each MA will also have the opportunity to comment on and seek resolution and support in respect of any identified barriers to progress.

## KEY CONTACTS & COMMUNICATION

Key Contacts - all apprentices should ensure that they have the information for staff/company contacts and are aware of whom to contact when seeking support or assistance as appropriate:

- Forth Valley College Contacts:
- Business Development Partner
- SDS and MA Recruitment Account Manager
- Curriculum Manager
- College Teaching Department Administrator
- Contact Name for reporting sickness/absence when at college if agreed by employer
- Company Contacts

### KEY CONTACTS

Role Title	Named Contact	Tel. No
Forth Valley College Contacts		
Business Development Partner *		
SDS and MA Recruitment Account Manager		
Curriculum Manager		
Curriculum Manager		
Curriculum Manager		
Curriculum Manager		
Curriculum Manager Science		
College Teaching Dept Administrator		
* Contact name for reporting sickness absence when due at College if agreed by your employer.		
Company Contacts		

## EMERGENCY CONTACT ARRANGEMENTS

The following phone numbers are provided to assist you with the following issues.

### COUNSELLING

A counselling service is available through the Student Services, Learner Advisers Team. Apprentices can access this service for example:

- Family and relationship problems
- Bereavement
- Anxiety and depression
- Stress at home or at work/college
- Concern about alcohol, drug use or gambling
- Bullying or harassing behaviour
- Involvement in a traumatic incident

Contact the Learner Adviser for referral.

01324 403000          Falkirk

01259 215121          Alloa

01786 406000          Stirling

Further information can be accessed via the Forth Valley Student Association by clicking on the link [FVSA Student Association](#)

### CORPORATE PARENTING PLAN

Forth Valley College wants all Looked After Young People/Care Leaver (LAYP/CL) students, to be successful during their time studying here.

Applicants are strongly encouraged to indicate they have been in care via their college online application. This information will allow the Student Services team to contact applicants and ensure they are aware of the wide range of support available pre-entry and on-course. If you are a Looked After Young Person/Care Leaver and have not already highlighted this via your application please contact the Learner advisory Team to discuss the support available. Contact details can be found here: <https://www.forthvalley.ac.uk/student-info/support-advice/>

### HOW DO I ACCESS THE COUNSELLING SERVICE?

- If you feel you would benefit from accessing the Counselling Service, please speak to a Learner Advisor via Reception. Tel: (01324) 403000 or Email: [adviceshop@forthvalley.ac.uk](mailto:adviceshop@forthvalley.ac.uk)

### LEGAL ADVICE

In the event that an apprentice requires legal assistance in relation to criminal matters then there are several 24/7 legal help lines available – the College will not cover Legal costs and this number is given for information only. Please note that the College will not be liable for any legal advice given.

Our aim is to support you with any issues that may affect you before and during your time at college. Please get in touch as soon as an issue arises, and we will do our best to assist you.

If you are experiencing personal issues which are having an impact on your studies, then you should speak to your allocated Business Partner or contact a College Learner Adviser who can refer you to the appropriate support/service. Forth Valley College Learner Advisers are available Monday to Friday in Alloa, Falkirk and Stirling Campuses, and also offer a 'drop in' as well as an appointment service. As well as this, advice and guidance can be provided by e-mail or by telephone. For information, please click on the attached link: [Learner Advisory Team](#)

### ACCIDENT AT COLLEGE

In the event that an apprentice requires hospital treatment as a result of an accident at FVC, then FVC will accompany the apprentice to hospital and contact a representative from your employer, who will arrange to attend the hospital as soon as possible to check the health & welfare of the apprentice. The Forth Valley College representative will make contact with the nominated company emergency contact as necessary.

MAs are reminded that in the event of an emergency then the normal Health & Safety guidelines should apply as laid out in Health & Safety section of this handbook.

**Misuse of any of these numbers provided will result in disciplinary action.**

## **IT COMMUNICATIONS**

Moodle is the College's virtual learning environment (VLE) or online classroom. As students of the college, MA will be able to access course materials, email, discussion groups, conference (chat) rooms and lots more to help with their learning across the World Wide Web. In addition, MAs will be able to access in full all policies and procedures which affect them via Moodle.

Moodle can be accessed via any computer, either inside or outside the College, with an Internet connection. In addition, MAs will be linked to Ementor – an online frequently asked questions (FAQs) database for a range of college subjects and topics. These tools really help students to make the most of their learning experience and provide invaluable support. Access to computers with Internet connections are available to students in some classrooms and the Learning Resource Centre.

MAs should be aware that the rules surrounding the appropriate use of IT and e-mail facilities will apply when accessing this both at College and in the workplace. Any misuse will be deemed to be a disciplinary offence and will be dealt with under the disciplinary procedure. Details of the disciplinary procedure are detailed in Disciplinary Policies & Procedures section of this handbook. MAs will be required to sign a code of conduct and Internet usage policy document before a username and password is issued and activated. This will be issued at the start of term.

## **ONEFILE E-PORTFOLIO**

On commencing your SVQ Level 2/3/4 Award, you will be issued a unique college e-mail address which must be used at all times. This is to ensure that under the General Data Protection Regulations your OneFile keychain account is secure.

You will be allocated an Engineering or Multi-discipline Assessor who will guide you through the OneFile Induction process and explain all aspects of this system and where to find the One File user guides .

## **ICT USAGE POLICY (INFORMATION SERVICES)**

MAs should be aware that improper use of College Internet and e-mail facilities is a disciplinary issue. The ICT Policy outlines what the College deems to be acceptable use of these facilities. New members must indicate their acceptance of these rules / standards prior to being given access to the Virtual Campus.

Your employer will also expect you to comply with their own ICT usage.

## **SOCIAL MEDIA**

MAs must be aware that any views or opinions shared on social media sites that bring the reputation of either Forth Valley College or Employer into disrepute will result in disciplinary action. Furthermore, comments which could be deemed bullying, harassing or discriminatory will result in disciplinary action.

All apprentices are strongly advised to ensure their social media profiles are protected and not open to the public.

Personal social media sites must only be accessed during non-work time (lunch, before or after work).

Please remember that inappropriate use of Social Media could lead to disciplinary action. If you are in any doubt whether or not to post a comment – don't!

Any MA who has concerns about inappropriate use of social media should contact the company Contact Manager.

## MA EMPLOYMENT / ATTENDANCE

### Welfare Support for MA

For the duration of the programme, each MA will be required to learn a great deal, both factually and in their development of personal and practical or technical skills. This will be a period of great change for each individual concerned. It is recognised that such challenges will not always be easy and as such support is in place to assist whenever required.

The Forth Valley College Business Development Partner plays an important role in supporting MAs during their time in the programme, and will therefore be the first point of contact. However, others who are closely involved in the programme also provide valuable support: -

- Business Development Partner
- Lecturers from Forth Valley College Teaching Departments
- Employing Companies
- Workplace/Assessor staff members who will carry out assessments of their practical work to meet national standards (SVQ) and provide them with feedback on their assessed performance
- Supervisor who will support or mentor candidates to gain a practical understanding of the work they will complete

### CHANGES TO PERSONAL DETAILS

Any changes to your personal details e.g. your name, address, telephone number, etc., should be advised in writing to the FVC Business Development Partner as soon as possible. This is to ensure that our college records are kept up-to-date, as failure to inform us of any changes, may result in any communications or certificates sent by the college to yourself containing the wrong details and/or going to the wrong address etc.

### WORKING HOURS

Normal working hours depend on placement company/employer. It should be noted, however, that MAs under the age of 18 must be restricted to working normal day shifts only; this is in line with the HSE Guidelines "Young People at Work".

### COLLEGE HOURS

The Core teaching times range between 09.00 to 16.45 with 45mins for lunch and one 15 minute refreshment break. There are also twilight classes for some courses.

### MA HOLIDAYS

These will be in line with the Terms and Conditions of your Contract with your employer. When the college is on holiday MAs should normally be with their employer, unless otherwise agreed. **College Term Dates** can be found on the College web site: <https://www.forthvalley.ac.uk/student-info/term-dates/>

## COLLEGE CLOSURE DATES

College Closure/Holiday Dates - Session 2018/2019			
<b>First Term Begins</b>	<b>Monday</b>	<b>12 August 2019</b>	
Staff Development Days – College Closure	Tuesday	13 August 2019	2 days
	Wednesday	14 August 2019	
September Holiday	Monday	09 September 2019	1 day
October Holiday	Monday	14 October 2019	3 days
	Tuesday	15 October 2019	
	Wednesday	16 October 2019	
<b>First Term Ends</b>	<b>Friday</b>	<b>20 December 2019</b>	
Christmas Holidays	Monday	23 December 2019	10 days
	Tuesday	24 December 2019	
Christmas Holidays	Wednesday	25 December 2019	
Christmas Holidays	Thursday	26 December 2019	
Christmas Holidays	Friday	27 December 2019	
Christmas Holidays	Monday	30 December 2019	
Christmas Holidays	Tuesday	31 December 2019	
Christmas Holidays	Wednesday	01 January 2020	
Christmas Holidays	Thursday	02 January 2020	
Christmas Holidays	Friday	03 January 2020	
<b>Second Term Begins</b>	<b>Monday</b>	<b>06 January 2020</b>	
February Staff Development Week	Monday	17 February 2020	5 days
	Tuesday	18 February 2020	
	Wednesday	19 February 2020	
	Thursday	20 February 2020	
	Friday	21 February 2020	
<b>Second Term Ends</b>			
Easter Holiday	Monday	06 April 2020	10 days
	Tuesday	07 April 2020	
	Wednesday	08 April 2020	
	Thursday	09 April 2020	
	Friday	10 April 2020	
	Monday	13 April 2020	
	Tuesday	14 April 2020	
	Wednesday	15 April 2020	
	Thursday	16 April 2020	
	Friday	17 April 2020	
<b>Third Term Begins</b>	<b>Monday</b>	<b>20 April 2020</b>	
<b>Easter Break</b>			
Good Friday	Friday	10 April 2020	2 days
Easter Monday	Monday	13 April 2020	
	Tuesday	14 April 2020	
<b>May Holiday</b>	Monday	04 May 2020	2 days
	Tuesday	05 May 2020	
<b>Third Term Ends</b>	Friday	26 June 2020	
<b>Session 2020/2021 begins Tuesday 11 August 2020</b>			

## COLLEGE ACADEMIC CALENDAR

Please also find the College Academic Calendar outlining teaching block weeks as well as other information you may require if attending college for part of your MA Programme.



College Calendar  
2019-20.pdf

## MA POLICIES & PROCEDURES

### EQUALITIES POLICY (ACCESS & STUDENT SERVICES)

Forth Valley College is committed to the provision of equal opportunities in all aspects of college life.

We have a range of equalities policies which ensure that staff, learners and visitors are treated equally regardless of age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion and belief, sex and sexual orientation.

We value diversity and aim to advance equality of opportunity, foster good relations and eliminate discrimination, victimisation and harassment in all our activities.

For more information click [http://www.forthvalley.ac.uk/about/equality\\_diversity](http://www.forthvalley.ac.uk/about/equality_diversity)

### HARASSMENT CODE OF PRACTICE & PROCEDURES (HUMAN RESOURCES)

We recognise the right of everyone to have a working / learning environment free from harassment and intimidation. The College and the employer recognise the problem of harassment in the workplace as a legitimate grievance and are committed to ensuring that any incidents are quickly and positively dealt with and treated with utmost confidentiality. [Prevention of Harassment and Bullying Policy](#)

In the event you feel you are being harassed or bullied then you should, where possible ask the alleged harasser to stop or make it clear that the behaviour is unwelcome. If you feel this would be too difficult or if the behaviour persists then please speak to the Business Development Partner or one of the College harassment advisers for further advice and support.

Student Policies & Procedures can be found by clicking on link: <http://healthwellbeingandsport.my-free.website/>

### LIABILITY

The College does not accept liability for MAs possessions which are lost or damaged on College premises or whilst on in the workplace. MAs are advised to take precautions to safeguard their property and to arrange appropriate personal insurance cover.

Where lockers are provided, it is the responsibility of each MA to ensure that their locker is securely locked. Items/valuables are placed in the lockers at the owner's risk. Forth Valley College will not accept responsibility for valuables/items going missing from lockers.

## MA HEALTH & SAFETY

MAs are students of FVC, the College Board of Management and Senior Management Team must ensure compliance with the general duties placed on them by all relevant legislation, and in particular, with their general obligations **under the Health and Safety at Work Act 1974**.

However all MAs **have a responsibility to maintain standards of health & safety and promote good practice**.

### FVC'S RESPONSIBILITIES

It is the duty of FVC, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all students.

This includes ensuring the health, safety and welfare of all students by identifying the hazards, providing information, instruction, training & supervision, producing a safety policy and consulting safety representatives

### STUDENTS' RESPONSIBILITIES

Whilst at college, students must take reasonable care of their own health & safety, and that of others, cooperate with FVC to ensure compliance, not intentionally or recklessly interfere with or misuse resources provided, in the interests of health & safety

Summary of Your Health & Safety Responsibilities

- Comply with the health and safety policy of your work environment
- Report any safety hazards within your work area
- Comply with written or verbal instructions
- Observe safety rules
- Dress sensibly & safely for your particular working environment.
- Use any safety equipment & personal protective equipment (PPE) required
- Report any defective equipment
- Observe the fire evacuation procedures

### HEALTH & SAFETY POLICY

The College Health and Safety Policy details how we intend to meet the legal requirements and has been prepared to give guidance, understanding and instruction in this regard. Full details of this policy can be found on the Virtual Campus or via the FVC Business Development Partner.

It is important that you are aware of the steps you need to take as a student to ensure the health and safety of yourself and others during your course. To find out what you need to know, read the important information about health and safety in the college by opening the document below or follow the link <http://moodle.forthvalley.ac.uk/moodle/course/view.php?id=919>



FV College HS  
Student Induction.pdf

Full details of the Health & Safety rules and regulations of employer will be covered at employer induction and available from the Employer Contact Manager.

### YOUNG PERSONS ISSUES

Guidance on the regulations controlling the nature, timing and duration of work undertaken by young people is given in the HSE publication, "Young people at work – a guide for employers". Copies of this publication are available for reference from the Business Development Partner.

The regulations of relevance to the MA programme relate only to those who are under 18 years of age.

### LONE WORKING

MAs must never be put in a position where the apprentice is the only person present in a work area whether at College or on work placement with employer. MAs must be actively supervised at all times when at college. MAs must report any such incidents to FVC's Business Development Partner or appropriate member of college staff as soon as possible.

### ALCOHOL & OTHER SUBSTANCES

MAs are expected to refrain from alcohol consumption during working hours nor should they be under the influence of other intoxicants.

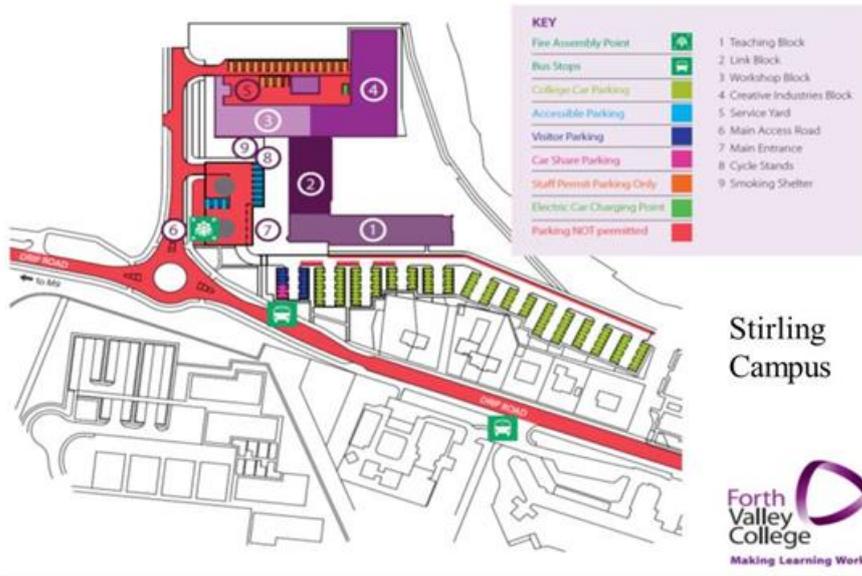
### SMOKING / E-CIGARETTES

In order to comply with the Law on Smoking in public places and to provide a more pleasant environment for students and staff, Forth Valley College and the employer have a NO SMOKING Policy.

Use of E-Cigarettes are not permitted in the Forth Valley College campus buildings.



Cars will be stickered when they are parked outwith the conditions above. Repeated offenders will be noted and enforcement progressed. Please note the parking areas available on the College maps.



## FORTH VALLEY COLLEGE (FVC) ACCIDENT, EMERGENCY AND FIRST AID PROCEDURES

The following guidance applies to Forth Valley College policy & procedures.

### FVC FIRE PROCEDURES

Fire procedures are detailed throughout each College campus. In the event of a fire, the alarm will sound continuously. You must evacuate the building immediately by the nearest exit and proceed to your nearest assembly point. Do not re-enter the building until you are instructed that it is safe to do so by an authorised person.

Do not go to your car (cars are not allowed to move during an evacuation). Stay off the roads and remain at the assembly point until the “all clear” safety horn has sounded.

The fire alarm system is tested every Wednesday morning at 9.00 am. This will only last a few seconds – there is no need to evacuate the building at this time. However, if the fire alarm continues beyond a few seconds then this is not a test and the above fire evacuation procedure must be followed.

### FVC ACCIDENT REPORTING

All injuries, regardless of how minor they may appear, should be reported to and treated by a qualified first aider.

There are several reasons for reporting accidents. The most important is to enable us to take action to prevent a similar occurrence happening in the future, perhaps with more serious consequences. We may also need to report the incident to the Health and Safety Executive or to our insurers or Skills Development Scotland or your company.

The following must be reported:

- Any incident in which anyone is hurt (regardless of how minor the injury might appear at the time and regardless of whether they need medical treatment).
- Any incident in which someone could have been hurt. These incidents are referred to as near misses.

### TO REQUEST A FIRST AIDER WHILST AT FVC

First Aid Procedures are detailed throughout each campus.

Alert a member of staff and/or call the **emergency number:**

**Falkirk Campus** – 3500

**Alloa Campus** – 3501

**Raploch Campus** – 5800

**Stirling Campus** – 3502

or the switchboard on '0' and request the need for a first aider to report to the First Aid Room.

In the event of the injury being serious, and the injured person is not capable of making their own way to the first aid room, you should call the appropriate emergency number and

- request a first aider
- request the emergency ambulance service
- give the precise location of the accident
- give the nature of the injuries
- Please stay on the line, as further information may be required for the emergency services.

The First Aider will complete the appropriate accident form and record details in the electronic recording system on the College Intranet (example below).



### Accident & Incident Report Form

In the event of a **serious accident** sustaining injury; immediately call for a First Aider and request an Ambulance. Notify the Head of Department and the Health & Safety Department.

#### First Aid Numbers:

From Internal Phones:

**FALKIRK - 3500**  
**ALLOA - 3501**  
**RAPLOCH - 5800**  
**STIRLING - 3502**

#### Accident/Incident/Disease:

**REPORT**

An unplanned event or sequence of events which has resulted in damage to property or equipment, loss of production or personal injury.

#### Near Miss/Dangerous Occurrence:

**REPORT**

No damage, harm or loss or injury has been sustained on this occasion, but could have been or could be in the future.

Forth Valley College - Health & Safety

## INCIDENT REPORTING

Any incidents, accidents or near misses should be reported on the following basis:-

- Report forms are available within the first aid rooms, receptions and from the Department Administrators.
- Staff, students, first aiders must report accidents or incidents using the FVC Intranet book format.
- This must be signed off by the person responsible for the area e.g. lecturer, line manager, Head of Department.
- Where appropriate, a further investigation must be completed using the follow-up form and procedures changed/risk assessment updated accordingly etc, depending on the nature of the incident.
- All completed forms to be sent to the Health and Safety Department as soon as possible.

Everyone is responsible for Health and Safety in the workplace. Report any near miss or incidents to your Lecturer or a member of staff.

If you see unsafe practices, report these, don't wait until something happens. Follow all Health and Safety information, signs and instructions. Know who to contact for any Health and Safety matters, ask your lecturer or a member of staff.

## ILLNESS/INJURY/ACCIDENT REPORTING PROCEDURE - FVC

### **Forth Valley College (FVC) Accident, Emergency & First Aid**

The following guidance applies to Forth Valley College policy & procedures.

- Injury Notification
- Injury/Illness –Working & Non-work Placement Related
- Medical Certificate
- Illness/Injury Return to Work Procedures
- Period between Doctors Line ending & OHS Medical
- FVC OHS Medical Assessment

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All injuries, regardless of how minor they may appear, should be reported to and treated by a qualified first aider.

There are several reasons for reporting accidents. The most important is to enable us to take action to prevent a similar occurrence happening in the future, perhaps with more serious consequences. We may also need to report the incident to the Health and Safety Executive or to our insurers or Skills Development Scotland or your company.

The following must be reported:

- Any incident in which anyone is hurt (regardless of how minor the injury might appear at the time and regardless of whether they need medical treatment).
- Any incident in which someone could have been hurt. These incidents are referred to as near misses.

## PPE – LOCKERS

If MAs are entitled to a locker whilst at Forth Valley College, keys will be issued during Induction.

### PPE (PERSONAL PROTECTIVE EQUIPMENT)

All MAs are provided with the agreed range of PPE by employer for the duration of the programme.

The PPE to be worn in each set of circumstances is explained to all MAs during induction sessions.

It is the MAs responsibility to follow such instructions and to ensure that PPE is properly worn or used whenever and wherever it is required.

Each item of PPE must be checked to ensure that it is serviceable before it is used. If any PPE is found to be defective or becomes damaged in use, it should be replaced as soon as it is safe to do so. Lost or defective items should be reported to the Business Development Partner whilst in College so that replacements can be ordered via the Business Development Partner.

Personal Protective Equipment (PPE) is worn to protect you from hazards in the workplace. Follow the safety signs in the **PPE Zones!** Only use equipment that you have been trained to use. Report any problems with your equipment.

Follow the guidelines for safe manual handling, use of chemicals and display screen equipment. Use barrier creams, cleansers and disinfectants as directed. Ensure all items are properly stored

For some Modern Apprentices who attend College, they are provided with Locker Keys. A £10 refundable deposit is payable at Induction. In the event of keys being lost or stolen, please speak to your Business Partner.

### YOUNG PERSONS ISSUES

Guidance on the regulations controlling the nature, timing and duration of work undertaken by young people is given in the HSE publication, “Young people at work – a guide for employers”. Copies of this publication are available for reference from the Business Development Partner.

The regulations of relevance to the MA programme relate only to those who are under 18 years of age.

### LONE WORKING

MAs must never be put in a position where the apprentice is the only person present in a work area whether at College or on work placement with employer. MAs must be actively supervised at all times when at college. MAs must report any such incidents to FVC’s Business Development Partner or appropriate member of college staff as soon as possible.

### ALCOHOL & OTHER SUBSTANCES

MAs are expected to refrain from alcohol consumption during working hours nor should they be under the influence of other intoxicants.

### SMOKING / E-CIGARETTES

In order to comply with the Law on Smoking in public places and to provide a more pleasant environment for students and staff, Forth Valley College and the employer have a NO SMOKING Policy.

Use of E-Cigarettes are not permitted in the Forth Valley College campus buildings.

## TRAVEL/PARKING ARRANGEMENTS

For further information on getting to your campus please follow the link [http://www.forthvalley.ac.uk/contacts/getting\\_here](http://www.forthvalley.ac.uk/contacts/getting_here) . We expect all staff, students and visitors to park safely and sensibly in a designated parking bay. Non-compliance will be addressed via the college disciplinary procedures.

## PARKING INFORMATION FOR STAFF AND STUDENTS

From August 2018, all students and staff must display a parking pass in order to park on-campus. Please follow the steps below to receive your pass:

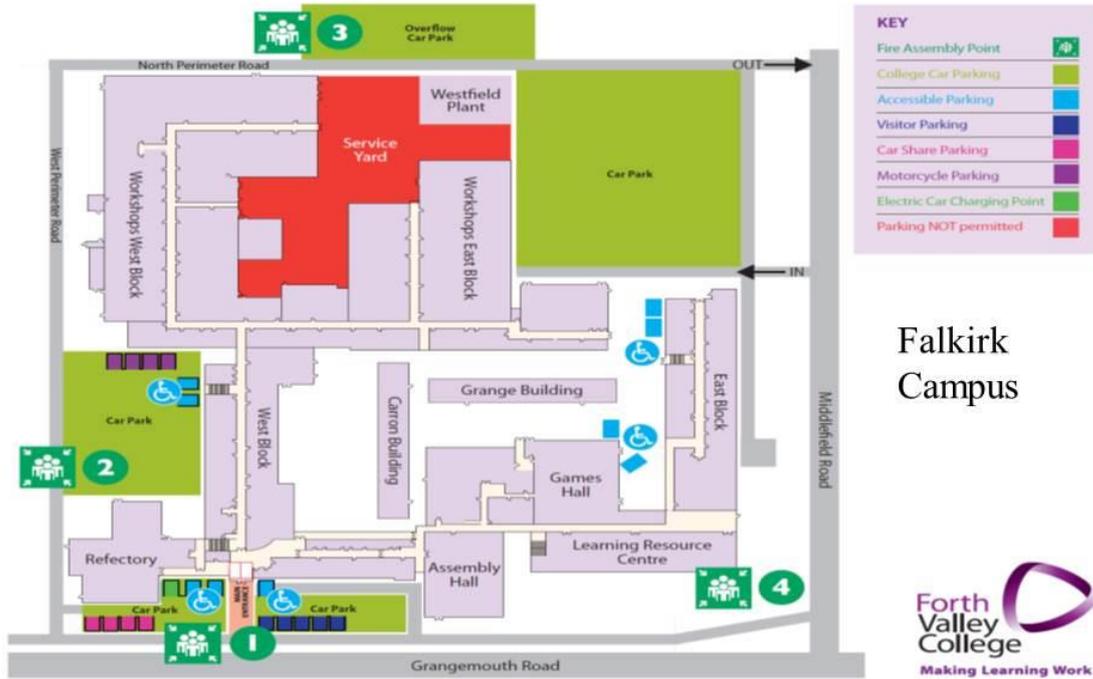
- Register your vehicle via Moodle - Myinfo
- Agree to the parking terms and conditions
- Complete the travel survey
- Print off your QR Code
- Display pass on your vehicle

**Please note that each pass is unique and the code will correspond with your vehicle information and contact details, so please do not distribute your QR code to others.**

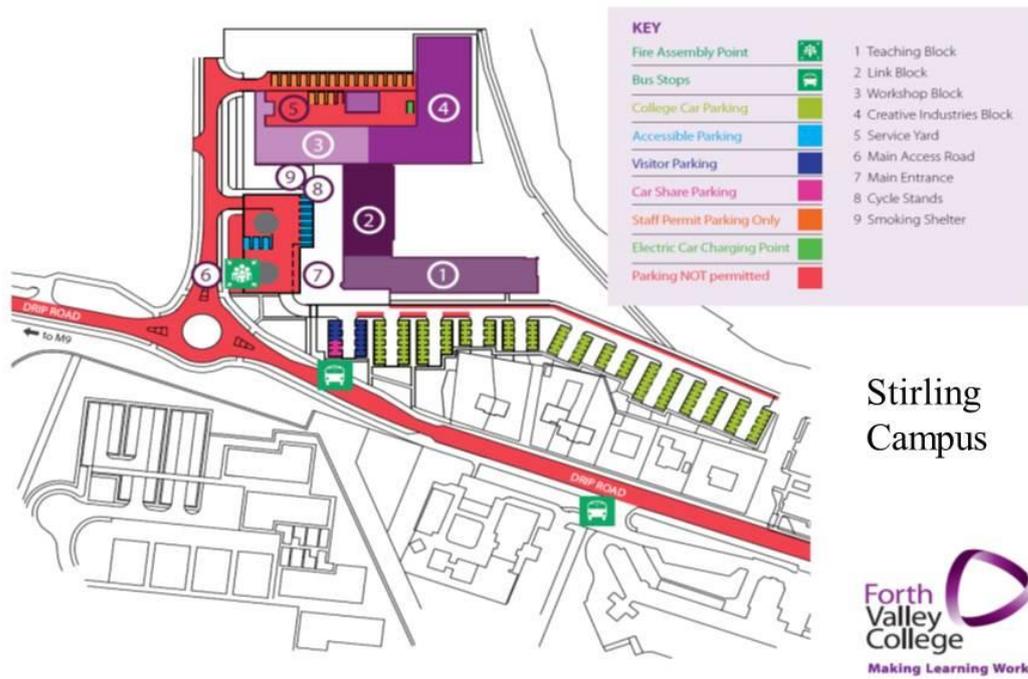
New students are required to log on to a college computer and reset their password before gaining access.

All students must have their parking pass by the end of September.

Cars will be stickered when they are parked outwith the conditions above. Repeated offenders will be noted and enforcement progressed. Please note the parking areas available on the College maps.



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## CODE OF CONDUCT

### CODE OF CONDUCT

All MAs are expected to conduct themselves in a safe, sensibly and restrained manner whilst at College or on work placement with the employer.

To this end, all MAs are required to comply fully with FVC's Code of Conduct which is issued and explained during their Induction training and to which they have access via the VLE. Each MA has responsibility for ensuring full understanding and compliance with this Code, any breaches will be dealt with under the Forth Valley College's Student Discipline Procedures. MAs should be particularly clear on the rules.

### MISUSE OF DRUGS & ALCOHOL

MAs must refrain from alcohol consumption during college hours nor should they be under the influence of other intoxicants.

Only bone fide drugs for medical purposes can be taken and must be approved by your employer, Business Development Partner and/or Occupational Health. This is to ensure that a safe working environment and that the health & safety of yourself and others is not jeopardised.

In the event that an MA is suspected of being under the influence of drugs or alcohol, the apprentice will be referred to the Employer.

Failure to comply fully with legitimate requests from or on behalf of Forth Valley College, employer, and/or any test proving that substance abuse has occurred, could result in dismissal.

MAs will also be required to adhere to the policies on substance abuse while at college or employer premises.

Student Policies & Procedures can be found by clicking on link: <http://healthwellbeingandsport.my-free.website/alcohol-and-drugs>

### CLOTHING

MAs are expected to wear suitable and acceptable clothing which is appropriate to represent the image of Forth Valley College. No football/rugby colours or clothing with football/rugby emblems should be worn.

### ID CARD

MAs will be issued with Student ID cards for use during College attendance. These cards should be carried at all times within the College.

If an MA loses or damages their College ID card at any time, please contact the Student Records Department or Business Development Partner for a replacement

## MA CODE OF CONDUCT-ACCOMMODATION

These rules will apply to any Apprentices who requires to stay in hostelry or hotel accommodation to allow them to attend college or placements during any part of their training Programme.

### GENERAL

- There is no smoking allowed anywhere on the premises.
- No alcohol or drugs allowed.
- No late night visitors.
- No pets allowed.
- Music to be kept at an agreeable level.
- Rooms and sitting / dining room to be kept in good order.
- Please show hotel staff the same level of respect that you expect. Rude or abusive behaviour will not be tolerated.
- If you are only in the hotel for 5 nights, please ensure you remove your belongings on the Friday and hand the key into the main reception before you attend college.

Any damage to furniture and fittings must be reported immediately and the cost for replacements met by the Apprentice. Damages should be signed for and agreed by the Apprentice. Any disputes should be referred to the Business Development Partner.

### APPRENTICE'S ROOM

- There are to be no visitors to the Apprentice' room except the Apprentice's family members on occasion.
- Smoke Detector fitted. Follow procedures printed on back of door in case of fire.
- Towels should be left over rail to dry and room kept tidy as much as possible.
- Be aware that there are other guests in hotel. So entering other rooms continually after 10pm and speaking in corridors to each other or on mobile phones can be quite intimidating to other guests especially in large numbers.

### DINING ROOM

Breakfast and evening meal supplied and served in the dining room at a suitable time agreed. Please dress appropriately for meals, socks and shoes are required and we prefer trousers or jeans as opposed to shorts.

Recreational area can be used in the evening up to 10pm.

Please refrain from using bad language at meal times and in and around the hotel.

### HOLIDAYS

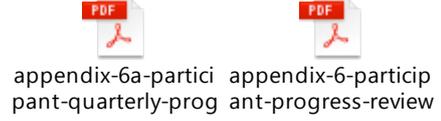
During the Summer, Easter and Christmas breaks the rooms will be cleared of all the apprentice's belongings and can be let to other guests as the provider requires.

## APPENDICES

1. APPENDIX 1 – CODE OF CONDUCT



2. APPENDIX 2 – PROGRESS REVIEW



3. APPENDIX 3 - YEAR END APPRAISAL



4. APPENDIX 4 – 1<sup>ST</sup> YEAR BLOCK PROGRAMME (AVAILABLE FROM BUSINESS PARTNER)

5. APPENDIX 5 – APPRENTICE HOLIDAY REQUEST



6. APPENDIX 6 – RETURN TO WORK FORM



7. APPENDIX 7 – COLLEGE CALENDAR



8. APPENDIX 8 – DRIVING AT WORK



## OTHER RELEVANT DOCUMENTATION/INFORMATION (CANDIDATE FILES)

SPECIMEN SIGNATURES



3 - Specimen  
Signature Sheet 201

CODE OF CONDUCT



4 - Code of  
Conduct 2019-2020.

SDS PROGRAMME RULES/MA CONDITIONS



5 - Programme  
Rules 2019-2020.doc

LEARNER HEALTH & SAFETY CHECKLIST



6 - Learner Health  
and Safety Checklist

FVC DISCLOSURE SCOTLAND INFORMATION FORM



7 - FVC Disclosure  
Scotland Informatio

INDIVIDUAL TRAINING PLAN (ITP)



appendix-2a-indivi  
dual-training-plan-2

EQUALITY MONITORING FORM



ntp-equality-monit  
oring-form-2019-20.

EQUALITY FOR ALL



Equality for All.doc

MA TRAINING AGREEMENT



appendix-12-ma-tra  
ining-agreement-v1.

PARTICIPANT & PROVIDER DECLARATION



1920-appendix-5-p  
articipant-and-provi

REVIEW DOCUMENT



appendix-6-particip  
ant-progress-review



appendix-6a-partici  
pant-quarterly-prog

SUMMARY OF ACHIEVEMENT



appendix-3-summar  
y-of-achievement-re

## SDS PROGRAMME RULES

### CANDIDATES ON MODERN APPRENTICE PROGRAMME

I would like to take this opportunity to welcome you to Forth Valley College and to the Skills Development Scotland Modern Apprentice programme you are about to undertake.

This programme will offer you a mixture of practical work experience and training leading to a recognised qualification.

Included in your induction folder provided by your Business Partner is your:

1. Modern Apprentices (aims and objectives)
2. Terms and Conditions
3. Notes of Guidance on Terms and Conditions
4. Health & Safety Checklist

Your success on this training programme is largely dependent upon the amount of effort you put into it and your Business Development Partner and Assessor are available to help and assist you at any time should you have problems with your programme. Please make sure that you ask for help in order that we can remove any problems that may arise.

I hope that you enjoy your training and that you will find it useful in pursuing your chosen career.

Please confirm by ticking the box confirmation box in Moodle that you have read and understood the above policies & procedures



5 - Programme  
Rules 2019-2020.doc

<http://moodle.forthvalley.ac.uk/moodle/mod/choice/view.php?id=47700>