

RESUMING CAMPUS OPERATIONS



STUDENT
GUIDE

MESSAGE FROM THE PRINCIPAL



Dear Students,

Firstly, I would like to welcome you to Forth Valley College.

As I am sure you are all aware, we have had to make some changes to the way we deliver our courses and life on campus due to the current pandemic.

To help everyone settle in, we have produced this guide to provide detailed information on the adjustments we have had to implement to ensure the safety of students, staff and visitors on our campuses.

Please ensure you are familiar with the information and if you have any questions, please refer to the College website/discuss with your Curriculum Manager.

All the best with your studies.

Dr Ken Thomson,
Principal



Sign-in Process

Students won't be required to sign-in on arrival on campus.

Course Start Information

Your Department will be in touch prior to the start of your course to confirm your specific arrangements, such as on-campus study, remote study, dates and times of classes.

Reception

Each reception will now have protective screens. Please ensure social distancing at all times.

Term Dates

Please visit our website for our 20/21 term dates.

OPENING HOURS (TERM TIME)

ALLOA CAMPUS

Monday & Wednesday
8am – 9pm
Tuesday, Thursday & Friday
8am – 6pm

FALKIRK CAMPUS

Monday & Friday
8am – 6pm
Tuesday, Wednesday & Thursday
8am – 9pm

STIRLING CAMPUS

Monday & Friday
8am – 6pm
Tuesday, Wednesday & Thursday
8am – 9pm

ON ENTERING THE BUILDING



Enter the building through the designated entrances



Use the hand-sanitisers provided on entering and exiting the building



Maintain physical distancing



Be patient, as moving around the campus may take longer than usual



Follow instructions on the yellow signage



Head straight to your allocated work station or classroom



Avoid touching surfaces, where possible



Face coverings should be worn on campus - more info on page 5

CAMPUS LIFE

Got symptoms? DO NOT COME ON CAMPUS



Symptoms

When the College reopens, anyone with symptoms, or who lives with someone with symptoms, as defined by the Scottish Government's advice, must not attend College under any circumstances and should contact the NHS to follow their test and protect procedure. Students' contact details may be provided in line with the Scottish Government's Test, Trace, Isolate and Support (TTIS) process.

Unable to Come to College

Students should contact their department if they have concerns about attending College.

Arriving on Campus

On entering the campus you must ensure you use the hand sanitiser provided. Please go straight to class and do not gather in groups.

Campus Navigation

Upon reopening, the College will be operating a keep left system, which will be clearly marked by yellow signs. Physical distancing will be in line with the latest Scottish Government Guidance and will be clearly marked with signage throughout the campus. These measures must be adhered to at all times. Corridor doors will remain open to reduce the touching of hard surfaces.

Toilets

All campus toilets are in operation across all campuses without any restrictions. However, users must adhere to physical distancing guidelines.

Showers and Changing Facilities

All shower and changing facilities are in operation without any restrictions. Users should ensure they change within a cubicle.

Lockers

Students should use lockers as normal and wash or sanitise hands before and after. Lockers within the workshops will be opened and closed by a technician at set times during the day.

Lifts

Lifts on campus will be restricted to single person occupancy and this will be clearly marked with a yellow sign. However, this does not affect those who are accompanied by a carer on-campus. To assist in maintaining the cleanliness of the lift system, we ask that only individuals with mobility or other issues (plus carer where needed) who cannot use the stairs, use the lifts. All other college users must use the stairs.

Flexible Spaces

Our flexible spaces on campus should not be used for gathering in groups or independent study. Due to physical distancing requirements, some of our flexible spaces will be used for the delivery of courses.

Quiet Room

Our quiet rooms have access to hand sanitising products and hand-washing facilities.

Appointments/Meetings

Meetings should continue via online video conferencing, where possible. Face-to-face meetings should only take place under exceptional circumstances with appropriate physical distancing measures in place.

Events and Gatherings

No events or large gatherings should take place on any campus until further notice.

Sports and Leisure Facilities

Our sport and leisure facilities will remain closed to staff and students until after the October break. These facilities will only be used for learning and teaching for related courses.

Salons

Our salons will remain closed to staff, students and members of the public until after the October break. These facilities will only be used for learning and teaching for related courses.

Social Distancing

All our campuses are following the two metre rule in regards to social distancing. This applies to visitors, staff and students on all courses, including school partnership programmes.

Face Coverings

The Scottish Government have provided new guidance on the requirement for face coverings whilst on campus and this will take effect immediately. This applies to all colleges and universities across Scotland. Unless you are exempt, you are advised to wear in covering on campus.

Face coverings should only be removed when you are seated in a classroom, other teaching environments, workrooms, or within our refectories, unless otherwise advised.

However, individuals can choose to wear a face covering in these areas if preferred.

Things to consider when wearing a face covering include:

- Do not share face coverings with others
- Ensure your hands are clean before putting on or removing a face covering
- Ensuring your face covering fits properly and covers your mouth, nose and chin
- Store your face covering in a washable, sealed bag or container
- Avoid placing your face covering on surfaces
- Wash re-usable face coverings after each day of use
- Disposable face coverings should be disposed of safely and hygienically in a general waste bin

Please also be aware that some staff, students and/or visitors will be exempt from wearing a face covering and we would ask you to be respectful and considerate towards others.

Face coverings will be available for those who don't have access to one.

Finally, it is still important to follow other measures in place to ensure your safety and wellbeing such as physical distancing and following good hygiene practices.

FOOD AND DRINK

Gallery Restaurant/ Refectories

These facilities will remain closed until after the October break and will only be used for learning and teaching for related courses.

Bring Your Own Refreshments

Students should bring their own lunch and are encouraged to remain on campus until the end of their timetabled classes. Please dispose of your waste appropriately.

Breaks

Breaks will be staggered, where possible.

Drinking Water

Water fountains are in operation and students are advised to use their own cup.

Have a peek at what to expect on campus . . . watch our video here.

Students should bring their own lunch and are encouraged to remain on campus until the end of their timetabled classes.

TRANSPORT AND TRAVEL

Public Transport

Please ensure that you refer to the latest Scottish Government Guidance when using public transport. The College website also has useful links about getting to College.

www.forthvalley.ac.uk/about-us/getting-here

Parking

There are no changes to our current parking arrangements however, please be patient when waiting for others exiting their vehicle and ensure you maintain physical distancing.

Electric Vehicles

Electronic charging points will be available as normal. However, users are reminded to wash or sanitise hands before and after use.

Cycle Lockers

Cycle lockers will be in operation. However, users must ensure that they wash or sanitise their hands before and after use.

Car Share

Students are advised to follow current Scottish Government Guidance in regards to sharing vehicles.

"There are no changes to our current parking arrangements however, please be patient."

Please ensure that you refer to the latest Scottish Government Guidance when using public transport.

COURSE DELIVERY

On-Campus Study

The number of students in each classroom are restricted due to physical distancing requirements. Students may be required to remain within the classroom for the duration of their time on campus.

Remote Study

Students will be expected to undertake some of their study remotely and will normally require access to an electronic device and the ability to use platforms such as Moodle or Microsoft Teams.

All students are reminded that their conduct should be the same, whether they are on or off campus, and in line with our Student Charter.

Industry Placements

During this period, work placements will not take place. However, we are working with our industry partners to review options.

IT Support

Our IT team will be operating a 'remote first' approach. Therefore, please ensure you use the following methods to contact a member of the team, whether you are on/off campus.

Log via: [i-support](#)

Email: itnsuhelp@forthvalley.ac.uk
Call: 01324 403039.

Timetables

Full-time Students/Modern Apprentices
Course delivery will be a combination of face-to-face delivery on campus and remote learning. Attendance on campus is likely to be on a fortnightly rotational basis, but this may vary depending on your subject. All on-campus learning will be delivered with the appropriate physical distancing measures in place, however, there may be some exceptions and the required PPE will be provided.

Evening Students

Practical/leisure based evening courses will be delivered on campus with physical distancing measures in place as required. Advanced level evening courses such as Highers, HNCs, etc, will be delivered via a blended learning approach. This will include a combination of on campus learning with physical distancing measures in place, and remote learning off campus.

Commercial Students

All courses will be delivered on campus with physical distancing measures in place.

Workshops, Studios and Specialist Areas

Within practical areas staff and students should practice safe hygiene measures and follow social distancing rules for cleaning equipment and tools. Sanitising products will be available across campuses, and we also have sanitising tunnels, which are a quick way to ensure equipment is clean and safe for others to use. Our sanitising tunnels will be situated at each campus reception.

Computer Labs

Computer labs require staff and students to take responsibility for cleaning equipment before and after use. Sanitising products will be available within these areas to ensure equipment is clean and safe for others to use.

Outside Space

Some of our course delivery may be undertaken outside if weather permits.

Flexible Spaces

During this time, flexible spaces will be used for learning and teaching, and should not be used for gathering in groups.

Induction

All students are required to complete an online pre-entry induction before starting their course. Departments will also conduct a specific induction at the start of term.

Registers/Attendance

As we are adopting a blended approach, there has been a slight change to our class registration process. Options now include:

- Present
- Present online (new option)

Communication to Students

Departments will contact all student groups before the start of term to provide information on course delivery, start dates and times.

IT Equipment

Remote study will require access to an electronic device and access to the internet.

ESTATES, FACILITIES & HEALTH AND SAFETY

Cleaning/Hygiene Measures

Increased cleaning measures are in place for the added safety of students, staff and visitors. There are also additional sanitising products, including foot operated dispensers and contactless sanitising units across all campuses.

Fogging System

A fogging machine will be used across campuses on a rolling programme as part of our additional sanitising arrangements. This treatment lasts 30 days. The fogging machine will cover all surfaces with a fine mist creating a protective membrane and will be conducted by our Estates team.

Sanitising Tunnels

Tunnels are available at each campus reception to sanitise tools and equipment.

Electrostatic Machine

Our electrostatic machines will be operated by our Estates and Facilities team to support the enhanced cleaning schedule and will be used as an additional measure to keep hard surfaces safe.

Air Conditioning

Air conditioning filters are routinely changed with units serviced at regular intervals throughout the year. Windows should be opened in rooms to provide additional ventilation.

Fire Evacuation

There are no changes to our current fire evacuation procedures, please follow the existing process. The priority is a safe evacuation, however, please maintain social distancing once you are outside the building, if possible.

Accessibility

People can continue to access the campus via lifts (with reference to the advice on page 4) and accessible doors. Please keep to the left when circulating through the building.

First Aid Provision

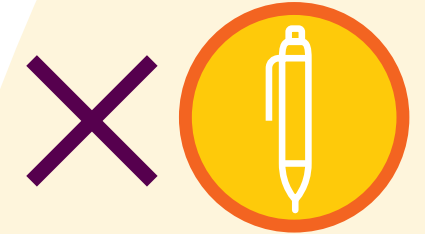
First Aiders will not be expected to attend a call, which is symptomatic of COVID-19. Those displaying symptoms should leave campus and seek medical advice from NHS inform.

Increased cleaning measures are also in place for the added safety of students, staff and visitors.

KEEP YOURSELF SAFE – THINGS TO AVOID

1

Chewing your pen



2

Using a classmate's device



3

Sharing headsets



4

Putting anything near your face which has come into contact with surfaces



5

Chewing gum



SERVICES FOR LEARNERS

Learning Resource Service and Flexible Learning

The Learning Resource Centres will be open to students at the usual times but with restricted numbers due to physical distancing requirements.

Students should be advised that access to IT facilities and study areas will be on an appointment basis. For students requiring to borrow a book, they should be directed to browse the online catalogue in the first instance and then order the book via a click and collect service. A drop off area has been set up on each campus for books being returned.

PCs and study space can be booked by emailing the Learning Resource team members. Email:

learning@forthvalley.ac.uk

Face coverings should be worn at all times in our Learning Resource Centres

Time4Me

The Time4Me Mentoring Service will continue to run as normal. Referrals should be made using the standard referral form.

Training will be provided for all mentors prior to starting any mentoring relationships.

For further details, please contact sarah.tervit@forthvalley.ac.uk

Counselling

Our counselling service has been extended to provide additional support. This will continue via video/telephone appointment. Counsellors will be available on each of the campuses for crisis intervention/emergency appointments as follows:-

Falkirk: Every day in the Student Hub

Alloa: Monday pm, all day Thursday and all day Friday in room A201 on the upper floor

Stirling: Monday pm, all day Tuesday and all day Wednesday in room S0.134 on the ground floor

Any referrals should be made via the following email: scs@forthvalley.ac.uk

Learning Support Service

The Learning Support Teams will operate via an online service. Students who require additional support should still complete the Additional Support form, but all appointments, including the completion of Change to Personal Learning Support Plans (PLSPs) will be via video appointments using Microsoft Teams.

If any Alternative Assessment Arrangements (AAAs) are required, please contact the team in the first instance to discuss.

Email: learningsupport@forthvalley.ac.uk

Learner Advisory Service

There will be a Learner Adviser based on each of the campuses and they will continue to offer the same service, but it will be mainly via email or on an appointment basis. To book an appointment, students should email the Learner Advisory Service in the first instance or call any of the following numbers:-

Alloa: 01324 403132

Stirling: 01324 403144

Falkirk: 01324 403139 or 01324 403093

Email: learneradvisers@forthvalley.ac.uk

In case of an emergency situation such as a safeguarding issue or a student in immediate need of assistance, please contact the Learner Advisory team.

Student Funding

A member of the Student Funding Team will be available Monday - Friday, based in the Student Hub at our Falkirk Campus. Appointments should be pre-booked via funding@forthvalley.ac.uk or via phone on **01324 403000**. To adhere to social distancing, most of our face-to-face contact will be via appointments.

For other campuses, please contact us via phone or email for any funding queries.

Exams

Exams will be conducted with the appropriate physical distancing measures in place and in line with the current Scottish Government Guidance. Our Exams Team will work with college staff, invigilators, students and candidates to ensure a safe and compliant examination experience for all.

Enrolments

For session 20/21 most enrolments will be completed by students online. Online enrolments are expected to be live from Monday 17 August. Where online enrolment is not possible, the Students Record Team will arrange a time for a face-to-face enrolment on campus, whilst complying with social distancing guidelines.

A dedicated payment telephone number is available from Monday - Friday (10am - 2pm) for students making any card payments related to their course.

Tel No: **01324 403170**

Any direct debit mandates will need to be completed on campus.

Students will be able to collect their ID cards when on campus. Due to GDPR guidelines, these cannot be posted out. Existing photos will be used for

progressing students and new students will be required to supply a photo as part of their enrolment.

Student Association

From the start of the new term, our Student Association will be available on campus to provide support and advice - please note that meetings must be booked in advance.

For Students

Meetings can be held face-to-face with physical distancing measures in place or via telephone/video call.

For Staff

Meetings will be held via telephone or video call.

Further information, please email student.association@forthvalley.ac.uk

Thank you for keeping our campuses safe



RESUMING CAMPUS OPERATIONS

Keeping you connected -

keep up to date with the latest information from FVC:

College website, digital screens
social media, and student e-zine.



Making Learning Work

STUDENT GUIDE