

## STUDENTS' UNION & STUDENT ACTIVITIES

The Students' Union represents and looks after the general welfare of its members and all students are entitled to vote and stand for election to the Executive Committee. If you would like information about the Students' Union or information regarding the vast range of enrichment activities that you can access please contact one of the team on the telephone number below or call into the office at room BG19, next to the Common Room.

### KEY CONTACT

Matthew Lloyd - Student Activities Co-ordinator (ext 1017)

## STUDENT INVOLVEMENT

Student Services encourages your involvement with regard to the running of our services, and we have regular meetings in which students are represented on the Student Services Committee. The national principles of Information, Advice & Guidance are incorporated into our service delivery and we ensure that we are accessible to all by embracing diversity and promoting equality of opportunity.

Staff are professional and knowledgeable and will respond to your needs in a friendly and welcoming manner. Information given will be impartial and if the nature of enquiry is beyond our expertise you will be referred to other services.

Bournville college has a statutory and moral duty to ensure that the college functions with a view to safeguarding and promoting the welfare of young people and vulnerable adults receiving education and training at the college. Safeguarding is everyone's responsibility - If you are concerned about someone's welfare, discuss your concerns as soon as possible with a member of staff or the Assistant Principal: Student Services - 0121 483 1043

We welcome your suggestions, if you would like to make comments about our services or require further information about our policies, please ask a member of staff or write to Christine Horton, Assistant Principal: Student Services

### KEY CONTACT

Christine Horton - Assistant Principal: Student Services (Ext 1043)

**Bournville College, Bristol Road South, Northfield, Birmingham B31 2AJ**  
0121 483 1111 | [info@bournville.ac.uk](mailto:info@bournville.ac.uk) | [www.bournville.ac.uk](http://www.bournville.ac.uk)

# Student Information

Your guide to services at Bournville College



Student Services are widely accessible to help you achieve and progress

## INFORMATION AND ADVICE CENTRE (IAC)

The Centre is a useful point of contact for all students, prospective students, visitors and staff, and is located by the main college entrance. Opening hours are 8.30am to 7pm Monday to Thursday and 8.30am to 5pm on Friday. The IAC provides enrolment support, ID passes, course information, appointment bookings for other student services and also 16 to 18 travelcards, lost property and local information.

### KEY CONTACTS

IAC Reception - ext 1123  
Mark Lewis - Head of Advice & Admissions (ext 1129)  
Theresa Mead - Deputy Head of Advice & Admissions (ext 1179)

## FUNDING & WELFARE

### Funding

The Student Funding Team can advise you on possible funding options available to help you attend college. These options are dependant on your personal circumstances and course you are undertaking.

### KEY CONTACT

Jerome Boothe - Learner Support Fund Coordinator (ext 1094)

### Welfare

The Welfare Service provides information and support relating to financial, housing or benefit problems.

### KEY CONTACT

Warren Evans - Welfare Advisor (ext 1046)

## STUDENT FINANCIAL SERVICES

The Finance Office for making or receiving payments (e.g. course or exam fees), the opening hours are 9am to 5pm, Monday to Friday and is conveniently located near Main Reception (Room AG01).

### KEY CONTACTS

Manuela Alpaton - Management Accountant (ext 1055)

## CAREERS

The College Careers Service is staffed by experienced and qualified staff and is located on the ground floor in room FG01. A wide range of careers resources are available to help you research careers and make choices. The Careers Resources Room is open Monday - Thursday 8.30am - 4.30pm and Friday 8.30am - 3.30pm. Individual appointments for students are available throughout the year and appointments can be made in the Information and Advice Centre.

### KEY CONTACT

Jenny Clarke - Careers Co-ordinator (ext 1119)

## ADDITIONAL SUPPORT

The Assessment Team will determine, co-ordinate and monitor additional support needs for students with learning difficulties and/or disabilities, students with mental health difficulties or who are medically ill. Personal care and assistance are made available.

### KEY CONTACT

James Challoner - Assessment & Support Manager (ext 1061)

## COUNSELLING

The college counsellors will assist students who are in need of emotional or psychological support. The services are confidential and meetings are undertaken in individual interview rooms. Appointments can be booked through the Information and Advice Centre.

### KEY CONTACT

Penny Brown - College Counsellor (ext 1130)

