



SCHOOL LINKS NESCOL Times



Find your
WAY
around

OUR CAMPUSES

Welcome STUDENTS

My ESSENTIAL CHECKLIST

Do you know how to log onto the NESCol network?

Do you know where to get your student card?

Do you know what facilities are available to you?

Do you know where you can eat, relax and study in each of our campuses?

Do you have your PPE (Personal Protection Equipment) or uniform?

Your
EXCLUSIVE
Guide to life at
NORTH EAST SCOTLAND COLLEGE

All this and more inside!

Remember to collect your card today

**nus
extra**

My ESSENTIALS

Blackboard: access your materials from anywhere, at anytime

You may see several mentions of Blackboard in your induction literature – but don't worry, there's no chalk or dusters involved!

Blackboard is the Virtual Learning Environment system used in the College, where you can find a host of useful information and access your courses online. Blackboard will be the main platform that your lecturers will use to make resources available to you, including interactive materials, videos, assessments and feedback.

You can find information about your courses, including announcements, handouts and lecture notes, tests and quizzes, online assignment submissions, discussion boards, and blogs. You will also find information regarding where to get help if you have any queries or issues.

You will be expected to access Blackboard on a daily basis and you can access it from a variety of devices. **Blackboard app** is Blackboard's mobile app and is available for IOS, Android and Windows devices. You can download it from the App Store.

Get connected!

To connect your computer or mobile device to the College's WiFi network, simply select the **ConnectToNESCol** WiFi network to start the connection wizard and set up your device.

After you go through the set up wizard once, your device should connect to the WiFi network automatically when at the College.

If you need any support with this process please contact the Student IT HelpZone.

**Your use of the College's WiFi Network is subject to the College's Acceptable Use policy (a copy of which is available on the College Website).*

For more information and assistance on how to access College systems please visit the following link: <https://www.nescoldigitalfutures.co.uk/college-systems>

Office 365

As a student at NESCol you will have on-demand Free access to key Office 2016 applications.

- Free access to key Office 2016 applications – Word, Excel, Powerpoint and more!
- Access your College email account
- Use communication tools like Skype
- 1TB of cloud data storage to store all your college work – no need for a pen drive!

Log into Office 365 using your student email address. Download the Outlook app to access your College emails on the go.

For more information and assistance on how to access Office 365 please visit the following link: <https://www.nescoldigitalfutures.co.uk/office-365>

Getting logged in

You have enrolled into your course. What next? You will be provided with an eight-digit student number and a default password for logging onto our network.

When first logging into any College system, you must enter your Student Number followed by @nescol.ac.uk as your username and your DEFAULT password, which will be in this format:

1. Uppercase first character of your forename.
2. Lowercase first character of your surname.
3. Date of birth DD/MM/YY.

E.g. John Smith, with a date of birth 20/07/92, will have a password of: Js200792

Once you've logged in, the first thing you should do is access the Password+ page from Blackboard to change your password and set up your security questions.

By setting up a Password+ account you have complete control over your password and can reset or change your password at any time and from anywhere with an internet connection.

For Office 365 and MyNESCol, you'll use your student email address to log in.

Term Times

Your college class term times will be in line with your school holiday calendar but you are expected to attend during pre-leave study unless you have an exam.

Any changes to class dates and times will be communicated to you by your School Guidance Teacher.

Steps to receiving your Smartcard

In August once you have enrolled on your course, an email will be sent to your College email account.

The email will request for you to submit a photo to be printed onto your card.

1. Once your photo has been submitted, it will be checked and an email will be sent to advise if it has been accepted.
2. Once the photo is accepted the card should arrive within approximately 2 weeks.
3. You will receive another email as notification of your card arriving at the campus where you attend your college course with details of where to collect it from.

Your student card is used as a college ID card and has the same benefits/discounts as a Young Scot Card. Please visit the website below for more information on what is available to you:

www.young.scot/the-young-scot-card/



The Schools Liaison team at North East Scotland College can offer advice on a wide range of courses at a variety of levels to pupils in S4 to S6 across Aberdeen City and Shire.



Emma Clark
Schools Liaison
Officer

Emma manages the day to day arrangements relating to school pupils attending School College Links courses. Emma is responsible for managing pupil attendances, responding to any issues relating to pupils whilst engaged with a School College Link Course and co-ordination of pupil progress reports.

Emma is the first point of contact for pastoral care staff and Deputy Head Teachers with College Links on their remit.

Contact Emma by email at e.clark@nescol.ac.uk or by phone on **01224 612235**.

Available Monday to Friday from **9:00am until 4:00pm (term-time only)**.



Rachael Stirling
Schools Liaison
Administrator

Co-ordinates all documentation and records relating to School College links activities. Also responsible for collating information relating to Exceptional Entrants (Christmas Leavers), including monitoring and reporting of attendance levels.

In addition administers the weekly Pupil Recognition scheme and offers administrative support across all areas of School College Links business.

Contact Rachael by email at r.stirling@nescol.ac.uk or by phone on **01224 612393**.

Available Tuesday to Friday from **8:30am until 4:30pm**.



Heather Zacha
Foundation Apprenticeship
Programme Officer

Heather and Daniela are both responsible for the smooth running of Foundation Apprenticeship programmes and are available to respond to queries relating to applications, course content and work based learning activities. First point of contact for employers, pupils, parents and schools in relation to Foundation Apprenticeship queries.

Contact Heather by email at h.zacha@nescol.ac.uk or by phone on **07566 763029**

Available Monday to Thursday from **8:30am until 5:00pm** and Friday from **8:30am until 3:45pm**.



Daniela Smoke
Foundation Apprenticeship
Programme Officer

Contact Daniela by email at d.Smoke@nescol.ac.uk or by phone on **07540715849**

Available Monday to Thursday from **8:30am until 5:00pm** and Friday from **8:30am until 3:45pm**.

FREQUENTLY ASKED QUESTIONS



How do I get to college?

School bus – Please check with your guidance teacher if your school provides a bus service or if you have to use public transport.

You can access local bus timetables and route maps here:

www.firstgroup.com
www.stagecoachbus.com

You can access local train times and route maps here:

www.scotrail.co.uk

Foundation Apprentices are expected to use public transport where available and will be reimbursed for any travel costs.

Where a local bus service is not available you may be entitled to use College transport. This is only available for pupils attending the Fraserburgh College Campus. To apply please request a bus application form from your guidance teacher.

How can I keep up to date with news and events at NESCol?

Details of any School Links related news and events can be found on the following Social Media Links:

[NESColLinks](#)

<https://twitter.com/NESColLinks>

Or select the News & Events Section on your Blackboard homepage.

What should I do if I can't find my class?

If you are unable to find your class go to the main campus reception. Reception will contact the School Liaison Team who will have a note of your class location.

How do I receive my lunch vouchers?

If your guidance teacher has indicated to the School Liaison Team that you are entitled to Free School Meals, vouchers will have been issued to your School for distribution prior to you attending College.

If you have not received your lunch voucher from School please go to the main reception who will contact the Schools Liaison Team to provide a copy.

Lunch vouchers are only available to pupils who attend college for a full day. The lunch voucher entitles you to purchase your lunch **up to the value of £4.00**.

How can I track my progress on the course?

The Schools Liaison Team request progress reports from your lecturer **twice a year**. These reports are used to track your individual progress and will identify any areas that need to be improved in order to successfully complete your college course. Once the progress reports are received they are passed onto **your School Guidance Teacher who will discuss any key points** with you.

Is there a place I can go to relax if I'm feeling overwhelmed/need some space?

There are quiet rooms available in each of our campuses. Please ask your lecturer or the main reception where these rooms are located.

I have additional learning requirements. Can the College offer me assistance during my studies?

Yes our **Student Advice and Support team**, located within the Student Advice Centre, also offers a wide range of support to students who have additional learning or support requirements, including:

- Physical or sensory impairments
- Specific learning difficulties e.g. dyslexia, autistic spectrum condition
- Physical/medical/mental health conditions
- Support for young carers or care experienced students.

If this is you, you may have already met with the team for a support needs assessment. If you have not, contact the team in the **Student Advice Centre** to find out more.

The support needs assessment is a two-way review process with you and the team. Staff are highly skilled at putting people at ease and asking appropriate questions sensitively and professionally. The support needs assessment process identifies where additional support may be required and reasonable adjustments made in the learning environment that will assist you when studying at the College.

Many students do not require any support beyond that which is provided within the classroom, but the **Student Advice Centre** also offers one-to-one or group support to students for key skills such as:

- Communication
- Research
- Numeracy
- Proof reading
- IT
- Presentation skills
- Report writing
- Revision techniques

Where can I find the Information and Advice team?

In the Aberdeen City Campus, You'll find the team in the **Student Advice Centre** on the lower ground floor.

In our Fraserburgh Campus, you'll find our **Student Advisers** situated in the main atrium beside the refectory.

Student Advisers regularly visit Altens - details of these visits are available on Blackboard.

You can also get in touch via: studentservices@nescol.ac.uk or
01224 612284 (Aberdeen)
01346 586129 (Fraserburgh)

What do I do if I have an appointment during class time?

Please provide a note to your lecturer signed by a parent/carer with details of your appointment. Your parent/carer should make your School aware of the appointment before you attend your college class.

The Schools Liaison Team will need to contact your school to request permission before you can leave your class.



The Altens Campus consists of seven blocks:



M Block: Construction

A Block: ASET Main Office

B Block: Engineering Workshops

C Block: ASET Training Facilities

D & E Block: Automotive

F Block: Engineering

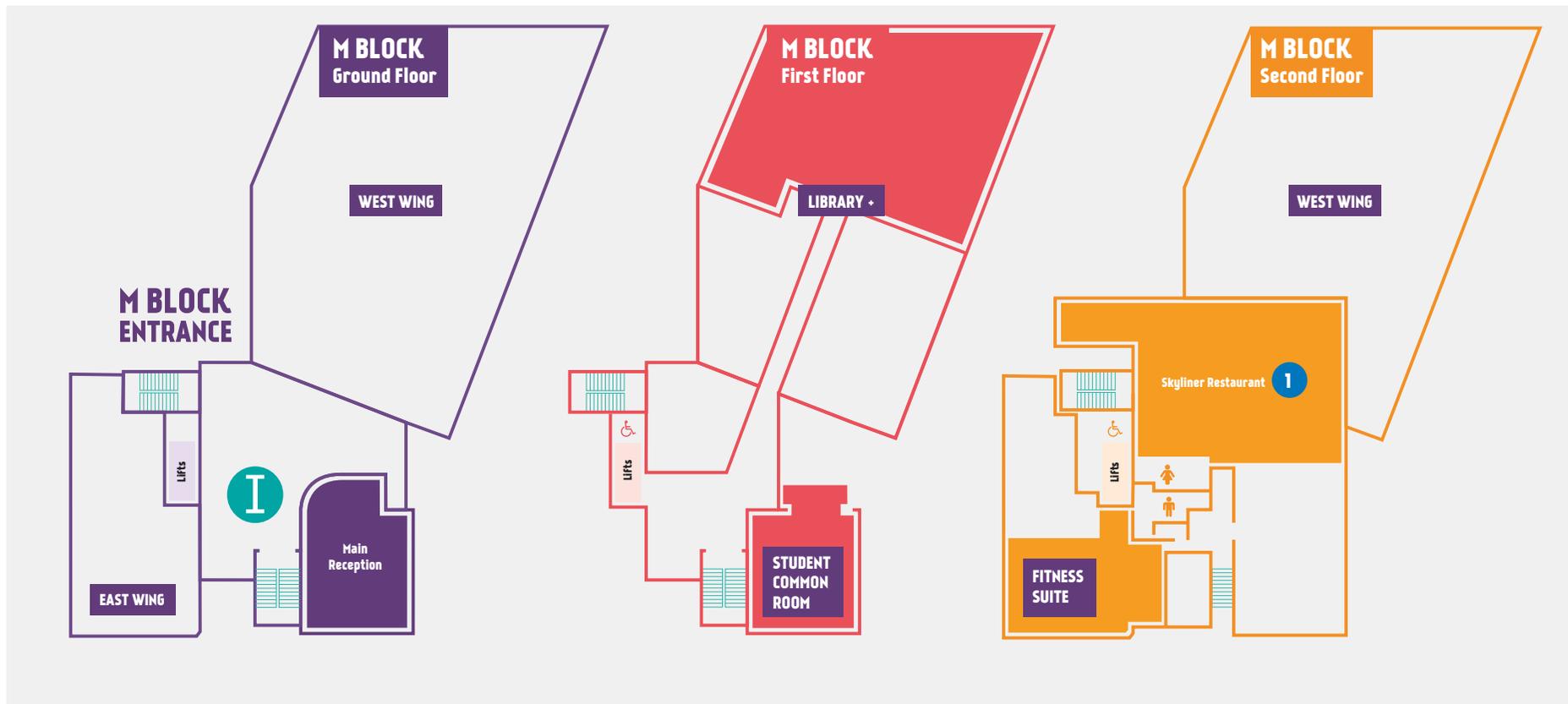
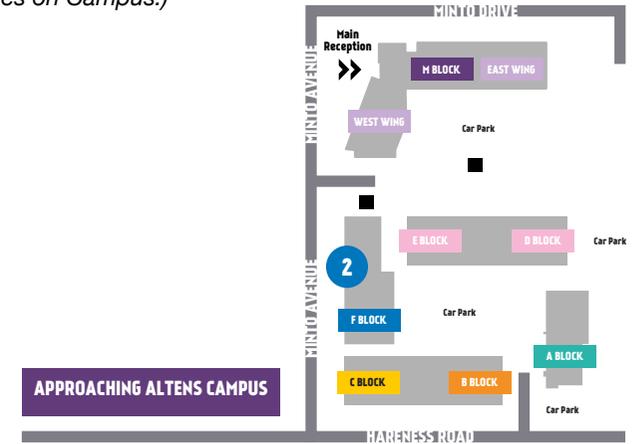
(Please follow current one way systems and any other COVID guidelines on Campus.)



INFORMATION STATION

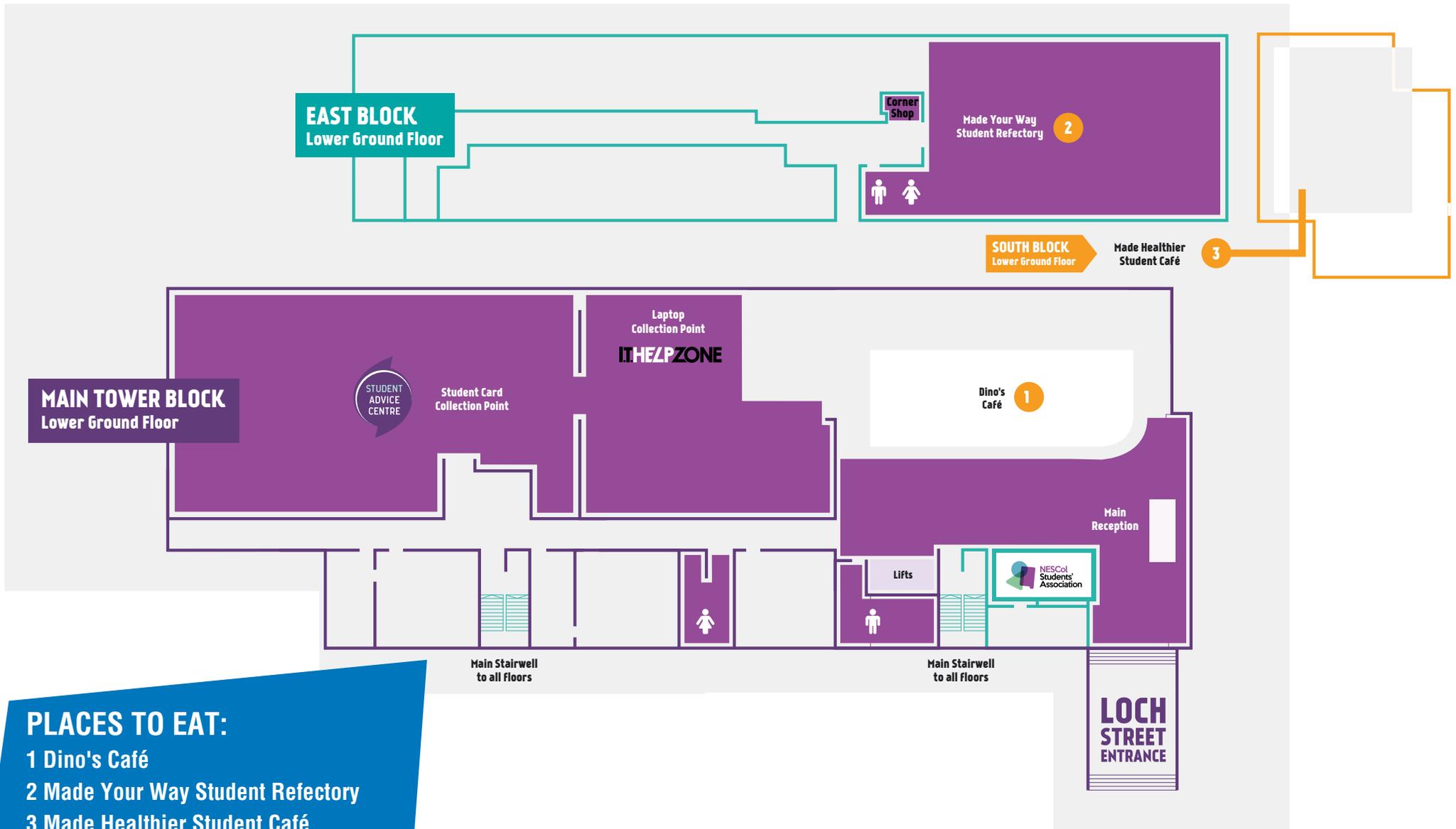
PLACES TO EAT:

- 1 Skyliner Restaurant
- 2 Café Bar (Located in F Block)





The City Campus is made up of three buildings: **Tower Block** • **East Block** • **South Block**
 (Please follow current one way systems and any other COVID guidelines on Campus.)



PLACES TO EAT:
 1 Dino's Café
 2 Made Your Way Student Refectory
 3 Made Healthier Student Café

PLACES TO EAT:

4 Gate 63 Restaurant

5 Quick Byte

Quick Byte

5

EAST BLOCK
First Floor

Gate 63
Restaurant

4

EAST BLOCK
Ground Floor

EAST BLOCK

GALLOWGATE
ENTRANCE

MAIN TOWER BLOCK
Ground Floor

LIBRARY PLUS
DIGITAL SKILLS SPACE

LIBRARY PLUS

SOUTH BLOCK

Lifts

Main Stairwell
to all floors

Main Tower Block

The main entrance to the Tower Block is from Loch Street where you will enter the Lower Ground Floor. If you enter from the Gallowgate, you will enter the Ground Floor. The Tower Block has ten floors starting from the Basement up to the seventh floor where the Games Hall and Gym is situated.

- Room numbers in the Basement start with B (Basement)
- Room numbers on the Lower Ground floor start with LG (Lower Ground)
- Room numbers on the ground floor start with G (Ground)
- Floors 1-7 do not have a letter before the room number – so if your classroom is 308 for instance, you know it's on the third floor of the Tower Block.

The East Block

The East Block is best entered from the Gallowgate side where you will enter the Ground Floor, but you can also access it from Loch Street and follow directional signs.

The East Block has three floors: Lower Ground, Ground and First Floor.

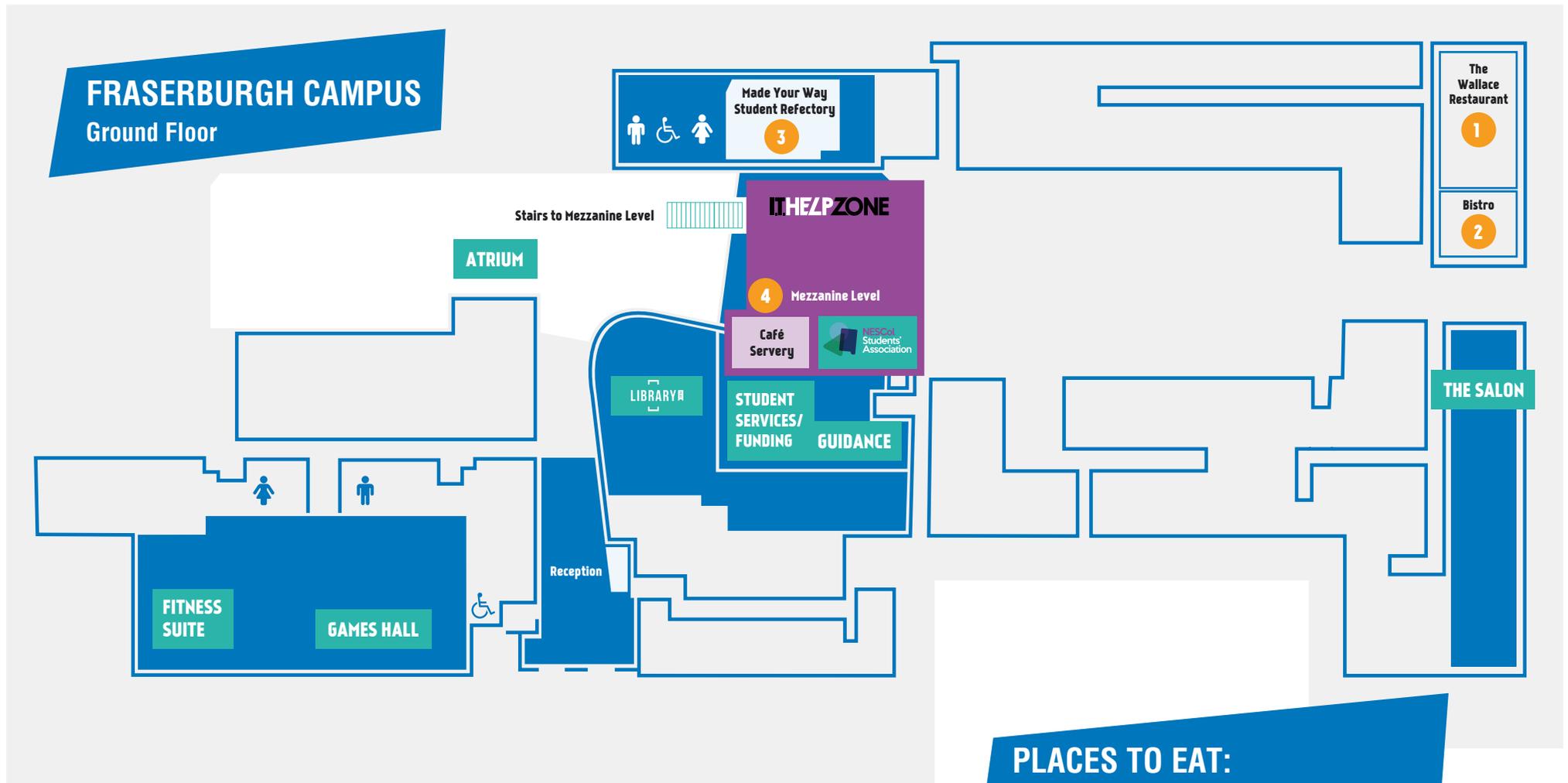
- Room numbers on the Lower Ground start with ELG (East Lower Ground)
- Room numbers on the Ground Floor start with EG (East Ground) and
- Room numbers on the first floor start with E1 (East First Floor)

The South Block

The South Block can be entered by either the Gallowgate, where you will enter the Ground Floor or Loch Street where you will enter at Basement Level. There is a 'Link Bridge' which takes you from the Tower Block over to the South Block on the Ground Floor – so you don't have to go outside!

The South Block has four floors: Basement, Lower Ground, Ground and a First Floor.

- Room numbers on the Basement start with SB (South Basement)
- Room numbers on the Lower Ground start with SLG (South Lower Ground)
- Room numbers on the Ground Floor start with SG (South Ground)
- Room numbers on the First Floor start with S1 (South First Floor)



- PLACES TO EAT:**
- 1 The Wallace Restaurant
 - 2 Bistro
 - 3 Made Your Way
 - 4 Café

My COLLEGE EXPERIENCE

We spoke with School Pupils currently studying School Links Courses at North East Scotland College. This is what they had to say about their experience so far:



Name:
Abi Wilson

School Links Course:
Technical Theatre course

Was the course what you expected?

The Technical Theatre course covered so much more than I expected. This meant I was getting a full, in depth learning experience, whilst covering things I had not studied before. I was sceptical before joining the course as I didn't have a full idea of what exactly would be covered, but after just the first lecture, I realised that this was the perfect course for me.

How was your experience of remote learning?

The remote learning experience was definitely a challenge at certain points throughout the year, especially considering that it meant we never got to meet other students in person and that everything was done online so there wasn't much face to face learning. However, even in such a tricky situation, it meant I was introduced to new forms of creating and presenting work throughout the course of the year by my amazing lecturer, Lucy Smart. For example, my new favourite tool – Padlet.

Have you had to overcome any challenges whilst studying with NESCol?

I would say that overall, my experience studying with NESCol has been overwhelmingly positive. The few challenges I did have to overcome were all related to being unable to visit the NESCol site and having to work remotely. It meant that we all missed out on a large portion of the practical work and often had to substitute it for more written/typed work. But this has only helped me better my understanding of the different forms of learning. I was also thoroughly supported by my lecturer throughout the year and she made sure that we had everything we needed for us to work to the best of our abilities.

How does your chosen College course relate to your future career path?

Within the next year, I hope to start studying Theatre and Film at University, something that I feel my time studying at NESCol has set me up perfectly to pursue. The Technical Theatre course has given me the knowledge and experience to continue my studies and apply them out with school.

Would you recommend the course to others?

I would, without a doubt, recommend the Technical Theatre course to all those considering it. The course has taught me about all of the different ways technical and professional theatre link with each other and wider performing arts in general. I am so glad I took the opportunity to study this course at NESCol and I would totally suggest that anyone with even a slight interest in theatre should take this course or they'd be seriously missing out!



Name:
Ellis Bartlett

School Links Course:
Hair and Beauty Sector (Beauty Route)

Was the course what you expected?

The course was not as expected. Due to COVID our class was split into two and most of our theory lessons and some of our assessments were online but it was actually for the best and very enjoyable.

How does your learning environment at College differ from School?

The learning environment differs because in College they treat you like adults and depending on your course you don't need to wear a uniform. Overall it's not too different you just get more freedom and independence.

Have you had to overcome any challenges whilst studying with NESCol?

The only challenges were the online theory lessons and going into College once a fortnight but this was due to COVID guidelines and because the classes were smaller it helped with my anxiety.

How would you rate the facilities available at College?

The facilities at the College are great, especially the Hair and Beauty Salon. If you need help with where to go you can ask someone at reception. There's lots of services available that will help you with all aspects of your College experience.

How does your chosen College course relate to your future career path?

The College course I took relates to my career path as I would love to be a beautician or a makeup artist and own my own salon to provide lots of different treatments to customers.

Would you recommend the course to others?

I would definitely recommend this course to people who like hair and beauty or if you want to do something along those lines. This course is perfect as it's showing you the basics of the industry then you could progress to a full time course.

Need help or guidance with any college related queries?

Please contact any of the following people:

- **Your lecturer**
- **Your School guidance teacher**
- **For any queries relating to School Links Courses contact:**

Schools Liaison Team

☎ 01224 612393

✉ SchoolsLiaison@nescol.ac.uk

For any queries relating to Foundation Apprenticeships contact:

☎ 07566 763029/07540 715849

✉ FoundationApprenticeships@nescol.ac.uk



Find us at
all 3 main
campuses

see maps for all Library+ locations

Our Library+ sites are not just lending libraries with thousands of books on offer!

Amongst our resources you'll find:

- PC's and Macs
- Laptop friendly work areas
- Core skills materials
- Books (including thousands of e-books) and Journals
- Newspapers and Magazines
- DVDs and Audio CDs
- E-resources and general reference
- Private study and research booths
- Printers, Scanners and Photocopiers
- Self-help IT technical support pod and direct phone line to IT Help Zone (Altens)

You can access these resources in person and via the Library+ course area on the College's virtual learning environment, Blackboard. In addition, Library+ staff are in place to help, and will happily assist you in making the most of your study time by offering support with information skills such as referencing, searching for and appraising information and research skills.

Many of our resources, such as the Library+ Catalogue and the Guide to Harvard Referencing are available for anyone to view, but some resources can only be accessed after logging in to Blackboard.

For further information please check the Library+ pages on Blackboard.

https://my.nescol.ac.uk/pages/library/opening_hours

As a School College Links student you are entitled to use the College libraries across all campuses for self-study outwith class time.

Printing

Multi Function Device (MFD) printers can be found in all Libraries, most corridors and various other public places at each College Campus. The MFDs allow you to print, scan and photocopy documents

A detailed user guide is available on the [MyNESCol Student Portal](#). This will show you how to top up your print credit and how to print from a mobile device.

IT HelpZone

Need IT help while you're at College?

If you are having technical problems with your personal device then you should contact the **IT HelpZone** in the Aberdeen City Campus. The **HelpZone** is manned by helpful and informative students and staff, who should be able to help you with whatever technical difficulty you are facing.

If you are based at the Altens Campus then you will find an **IT HelpZone** self-help station within the Library+ area. This is an iPad full of advice and guidance on a wide range of common technical issues. You will also find a telephone that will connect you directly to the **IT HelpZone** reception at the Aberdeen City Campus if required.

Outside of normal office opening hours, students can contact the **IT Helpdesk** for support. Please ensure that when contacting the **IT Helpdesk**, you include your name, date of birth, student number and full details of the problem.

Aberdeen City Campus

Opening hours

Mon – Thur: 8.30am – 4.00pm

Fri: 8.30am – 9.00pm

✉ helpdesk@nescol.ac.uk

☎ 01224 612233

Fraserburgh Campus

Opening hours

Mon – Thur: 8:45am – 3:45pm

Friday: 8:45am – 3:45pm

The IT HelpZone at our Fraserburgh Campus is located next to the Coffee Shop in the upper level of the Atrium

✉ studenthelpdesk@nescol.ac.uk

☎ 01346 584321

Aberdeen Altens Campus

☎ 01224 612743

Aberdeen City Campus

☎ 01224 612138

Fraserburgh Campus

☎ 01346 586169

 NESColLibrary+
 @NESClib

** Different facilities at each campus – ask for info.*

✉ library@nescol.ac.uk

My FUTURE

What skills are employers looking for?

Top Ten Transferable Skills for Employment

Self Management

The ability to manage oneself in relation to attendance, punctuality, attitudes and behaviours, workload, time, achievement, reliability etc.

Interpersonal Skills

The ability to establish and develop appropriate and effective relationships through networking, forming and sustaining relationships in all aspects of your life.

Problem Solving and Decision Making

The ability to face challenges and identify solutions or appropriate courses of action for oneself or others. The ability to prioritise and make effective choices and decisions.

Leadership

The ability to take the initiative and to organise, support and motivate others including the ability to delegate tasks.

Communication and Literacy

The ability to convey information using a variety of methods including writing, speaking, listening, reading and the ability to interpret information from a range of sources.

Organisation and Planning

The ability to identify the steps necessary to complete goals and tasks including time management and managing change.

Professional Attributes & Commercial Awareness

The ability to develop the attitudes and behaviours expected in business, enterprise and the world of work and an awareness of these environments.

Personal Development

The ability to grow and develop as an individual: confidence, maturity, self awareness, motivation, initiative etc.

Citizenship

The ability to embrace and develop an understanding of your own and other cultures.

Digital Literacy

The ability to keep up to date knowledge of key trends in IT and develop experience using modern technologies.

There are many different resources available to help you decide progression routes after you have completed your college course, whether it be full time education or employment.

- Towards the end of your course teaching staff will hold meetings and drop in sessions to advise you on progression opportunities/options and any industry related information
- Foundation Apprenticeships – Foundation Apprenticeships are an exciting new addition to the range of opportunities available to school pupils about to go into S5. Designed as a blend of College, School and Work Based Learning they give young people the opportunity to secure an industry recognised qualification alongside valuable and accredited practical experience of the world of work. Please visit the link below for more information:

nescol.ac.uk/foundation-apprenticeships

- Visit the next steps section within your chosen subject on the School Links Courses website:

www.nescol.ac.uk/courses/school-links

- You can keep up to date with any progression opportunities by following our social media channels on Twitter and Facebook:

 NESColLinks

 <https://twitter.com/NESColLinks>

- To access information and opportunities in relation to Modern Apprenticeships please visit:

www.apprenticeships.scot

- You can also discuss options with your School's career adviser and visit:

www.myworldofwork.co.uk

My HEALTH & WELLBEING

TOP 9 TIPS For A Healthy, Balanced Life

Starting College can be overwhelming and it's easy to let things get on top of you. Remember, you can always speak to your school Guidance Teacher or our Schools Liaison Team about any concerns you have, but to set you off on the right foot, check out our top 9 tips for a healthy, balanced student life:



1. It's good to talk

Don't keep things bottled up. Talking about your feelings with friends, family or your course tutor is not a sign of weakness, but of taking charge of your own wellbeing.

2. Don't be all work and no play

Participate in societies and clubs, follow your passions and keep up your hobbies. You need a break from your studies.

3. There's only one you

You are unique; don't compare yourself to other people. Each person is on a different journey and following their own path.

4. Giving is good

Helping others makes you feel better about yourself, even something as small as a smile, a thank you or a kind word. Take a look at the volunteering opportunities in your College on Blackboard.

5. Keep in touch

You will make lots of new friends, but it is important to keep contact with people who care about you and know you well.

6. Get active

Regular exercise can boost your self-esteem, help you concentrate and improve your sleep. Walk, cycle, dance or try something completely new. It's a great way to make new friends too. For more information on gym opening times or to arrange an induction please email fitness.suite@nescol.ac.uk.

All users must undertake an induction before making use of our fitness facilities.

7. Eat healthily

There are strong links between what we eat and how we feel. Eat regular meals and make sure you get some fruit and veg in every day. Our student refectories always have a healthy option available – you can find out where they are at each Campus on our maps.

8. Sleep well

Sleep is important to your physical and mental health. Sleep improves memory and concentration, reduces stress and anxiety. If you are 15 to 18 years old, you need between 8 and 10 hours of sleep each night to perform at your best.

9. Unplug

Switch off phones and social media for a short time each day. It's good to take a break from the often-overwhelming online world. A change of scene is good for mental health too – why not go for a walk, or read a book?