

# Adult Student Information

2025-2026

[shcg.ac.uk](https://shcg.ac.uk)

#CreatingBetterFutures

**Eastleigh**  
College

**Fareham**  
College

**Southampton**  
College

**CEMAST**

**CETC**

**Business  
Plus**



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# > Welcome

Welcome to South Hampshire College Group South Hampshire's largest college group with over 7000 adult students and apprentices.

We have five colleges across South Hampshire and online with a superb range of professional, technical and academic programmes taught by highly experienced lecturers and lecturers at flexible times to ensure you reach your full potential.

We are proud of our five colleges and the work that they do and we are excited to work with you at this next stage of your learning journey, whatever your ambition, whether you are taking your first steps towards a specific career or you are developing your current skill set.

This guide will provide you with the information you will need to help you settle into college life. It explains what you can expect from us, and how you can make the most of your learning experience to ensure success. If you have any concerns or need extra information, please reach out to your lecturer for help and advice. Our Student Support team can also give you extra support if you need it.

We look forward to celebrating your achievements with you as you progress to your chosen destination whether that be an Apprenticeship, further study at College or University, directly into employment, or to further your career progression.

Please embrace everything we have to offer and enjoy your studies with South Hampshire College Group.

# > Free Courses

If you are eligible to study in the UK, many of our online learning courses are FREE to complete. Our online courses are perfect for continual professional development (CPD), gaining new skills for personal interest, progressing your career, or to boost your CV.

Scan the QR code



# Term Dates

## **Autumn Term 2025**

Term Starts: 8 September 2025

Half Term: 27 October – 31 October 2025

Term Ends: 18 December 2025

## **Spring Term 2026**

Term Starts: 5 January 2026

Half Term: 16 February – 20 February 2026

Term Ends: 27 March 2026

## **Summer Term 2026**

Term Starts: 13 April 2026

Half Term: 25 May – 29 May 2026

Term Ends: 8 July 2026

## **Closure Dates**

Tue 23 Sep – Staff Development

Mon 17 Nov – Staff Wellbeing Day

Wed 03 Dec – Staff Development

Thu 30 Apr – All Staff Conference Day

Mon 04 May – Bank Holiday

Wed 01 Jul – Welcome Day

Although you are welcome to continue your studies during these periods, the office will be closed.

Your lecturer will inform you if they are taking leave.

# Our Purpose

## Creating Better Futures



# Our Mission

To enable all our students and apprentices, and our region's businesses to be successful in their future, achieving their highest aspirations and standards, through exemplary technical and professional education and training.





# > Our Vision

> We will lead a **better** distributed, accessible, and **collaborative** group of South Hampshire Colleges.

> Through this, and with the commitment of our **highly-valued** people, we will provide **excellence** in professional and technical education and training across a wide community of students and employers in the Solent region.

> Our work will **support** the skills needs of employers and **improve** regional productivity, economic development and social mobility.

> We will be an **agile** organisation, constantly developing and improving.

> We will be **responsive** to policy and reforms in further education, and be **adaptive** to the changing needs of the region's employers.

> We will be a financially **resilient** and **sustainable** Further Education college, valuing the need to invest in our people and infrastructure.



# ➤ Our Organisational Culture

Our organisational culture is our personality and character; it's made up of our shared values, how our people behave and interact, how decisions are made and how we approach our work. The way in which we approach our work is as important to our people as the work we do.





## Collaborative



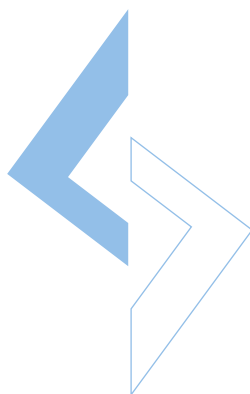
We recognise we are stronger together and greatly benefit from working in partnership, within and outside the college.

## Inclusive



We are individually and collectively, proactively inclusive. We always treat others with respect and ensure we are supportive of one another.

## Aspirational



We aim to create better futures with high expectations, professional standards and innovative approaches.

# Procedures and Policies

In addition to committing to South Hampshire College Group's values, students will be asked to sign a learning agreement to comply with the College's policies and procedures.

A copy of this policy can be found in this link:

**Policies – SHCG | South Hampshire College Group**

## Student Code of Conduct

All students must understand and adhere to the Student Code of Conduct for their chosen centre and course; failure to comply may result in disciplinary procedures being applied.

### **Safety on Campus**

In the event of any emergency please follow instructions provided by officials.

If you need assistance whilst on site please contact reception or any member of staff who will be able to help.

### **Lanyards**

All students on campus are provided with a lanyard which must be worn at all times around sites. Lanyards are required to gain access across the sites and are essential for ensuring the safety of all. If you forget your lanyard please visit reception on arrival for allocation of a temporary pass.

### **Smoking and Vaping**

Smoking and Vaping is only permitted in the smoking shelters/ sections provided. Please refrain from smoking or vaping in any other areas whilst at college.

# Customer Complaints and Feedback

At South Hampshire College Group we work hard to provide the best possible service. However, if you feel that this service has not met your needs, we will make every effort to deal with your concerns.

South Hampshire College Group prides itself in putting its customers first and does its very best to ensure their time at College is enjoyable and that they succeed. Sometimes though, we make mistakes and we want to know when we do.

By letting the College know when things go wrong you can help us put them right and we can often improve our services as a result of your observations. It is our expectation that all complaints will be raised with the person concerned in a prompt and reasonable manner.

For more details and an outline of the process please use the following link **Complaints Policy and Procedure**.

# Assessment and Grading Appeals

The Assessment Policy for each centre contains important information to ensure that all staff and students comply with the requirements regarding the Assessing and Internal Verification of its qualifications and awarding bodies. The Appeals Procedure has been created to provide an effective system to deal with disputed outcomes of assessment and grading and will vary according to specific awarding body requirements including those for a partner Higher Education Institution.

Any student who disagrees with an assessment or grading decision should discuss this with their lecturer as soon as they can and ensure they have access to and understand the process for any appeals for their specific course.

# Student Voice

South Hampshire College Group places significant emphasis on customer feedback and views the process as a valuable tool to drive improvements in the quality of our services.

Our Colleges actively seek student feedback on all types of study programmes and provide many opportunities for students to give feedback on various aspects of life at a College and this is carried out in a variety of ways at each campus.

Adult Students will be invited to a student conference, held twice a year called 'Level Up Learning – Have Your Say'. These conferences will be an opportunity for students to network with a breakfast or lunch, hear from guest speakers and have their say on aspects of life and study at South Hampshire College Group.

All Adult Students across South Hampshire College Group will receive monthly tutorials via email which will be themed and allow students to offer feedback. These tutorials can also support with wellbeing approaches, employment and university interview skills, and many other life skills.

For Adult Students there is a programme of online enrichment which all students can take part in. If you are interested, please ask your lecturer for more information.



# Absence/Holidays and Attendance

All courses have been designed so that all students acquire knowledge, information and experience in classroom, workshop or work environments therefore a high level of attendance is essential at all our campuses.

Students should report their absence online regardless of campus, at the following link (the link will take you to term dates scroll to the bottom of the page and the absence reporting tool is there).

**College Life - SHCG | South Hampshire College Group**





# Student Support Services

## Information and Guidance

Our friendly student recruitment teams are available to support you with information and guidance about your application, chosen courses or next steps. They are accessible via the main reception at all our centres.

## Academic and Personal Support

We want to ensure you are happy and settled during your time at college. Anyone may need support from time to time. Your lecturer will most likely be the first person you want to talk to, and with regards to academic support they are the best person to start with, but if you feel you need extra support you can also speak to one of our Student Advisers. We are here to listen and respond to any concerns or support you may require.

Student Advisers can help with a range of services such as Support with personal issues such as housing needs or mental health worries or seeking access to counselling or financial support.

Our counselling teams provide confidential impartial and free counselling for students who need someone to talk to about any topic causing them to feel unsettled, upset angry or anxious, or that may be affecting their ability to concentrate or study.

## Additional Learning Support

You may need or want to ask for extra support to help with your learning needs. Our dedicated team of Learning Support Assistants (LSAs) have a wealth of experience in supporting students with learning difficulties and disabilities.

We may be able to offer:

- Use of assistive technology
- Special exam arrangements for those that need them

To discuss any extra support you may need, please speak to your lecturer who will refer you to the right team at either Eastleigh College, Southampton College or Fareham College.

## ➤ Financial Support

If your household income is less than £35,000, you may be entitled to financial support if you are on a funded course, or one paid for with an advanced learner loan. We are here to make sure financial concerns do not interfere with your study and all centres offer confidential and free advice on fees, bursaries and emergency funding.

Government funded financial support may be available to support you with travel equipment, any kit fees and childcare. These funds are limited so we ask that you apply as soon as possible and to see if you are eligible.

You can apply to the College for assistance with the cost of childcare while you study. The assistance we can offer is based on a number of eligibility factors and is always only available for Ofsted registered care. Please note that informal care e.g. provided by a family member or friend, will not be funded unless they are formally registered with Ofsted as a childcare provider.

## ➤ Learning Centres

All the books, e-books and online resources you will need for your course are available in the Learning Centres at each site and our team of friendly, helpful staff will support you in any way they can. There are plenty of computers, laptops, printing and scanning facilities, and study areas so you can work in small groups or use our Quiet Zone for individual study.

The Learning Centre staff also offer a range of workshops and 1-2-1 tuition to help you with your studies on subjects such as research and digital skills, online resources and referencing.

## ➤ Faith and Reflection

All of our sites for each College have faith and reflection rooms with keys available for students from the student support services.

## ➤ Travel and Parking

Arrangements for travel to and parking availability are different for each College, please follow the below link for your place of study to find the details for that College.

There is a wide range of parking in the evenings for adult courses. Click the links below to find out.

**Eastleigh College**  
**Getting Here**

**Southampton City College**  
**Getting Here**

**Fareham College**  
**Getting Here**

## ➤ Services and Facilities

As a South Hampshire College Group student you are able to access a number of services and facilities as you complete your studies.

Each College may have a section of commercial outlets that you may access.

## ➤ Wi-Fi

Free Wi-Fi access is available to students across all of our Colleges.

## ➤ Food and Drink

Each of our Colleges has facilities for hot and cold food and drinks and snacks. Your lecturer will make clear how you access these facilities during your induction. There are also restaurants and dining facilities at all of our colleges that are open to the public. Run by our own hospitality and catering students they provide food of the highest standard at very reasonable prices. We suggest booking in advance to guarantee a table!

## ➤ Hair and Beauty Salons

There are salons available at each of the Colleges, with services provided by our own Hairdressing, Barbering and Beauty students. Each College does vary slightly in their offering, but all are open to the public at subsidised prices so be sure to visit yours to find out about the treatments and services they provide during your induction.

## ➤ E-Support

Our Colleges use a range of online support systems for students for example Pro Portal, MOODLE, EQUAL and Google Classroom. The use of the systems that will be applicable to your course will be explained to you by your lecturer during your induction.

Ensure you have a device suitable to complete tasks such as a computer or a laptop, have safe access to the internet and a suitable set up, for example, a chair that supports your back or placing yourself near a power source if you will need to charge your device.

If you are using a public or shared computer at a library ensure you log out after you have finished and that the IT equipment you are using is trusted.

# Safeguarding

South Hampshire College Group holds, as one of its highest priorities, the health, safety and welfare of all young people and vulnerable adults involved in courses or activities that the Colleges are responsible for. We are committed to promoting practices that protect young people and vulnerable adults from abuse, neglect or significant harm and to the creation of a safe environment for young people and vulnerable adults through robust safeguarding practices.

Safeguarding is the action that is taken to promote the welfare of children and young people and protect them from harm, including:

- Protecting children and vulnerable adults from abuse and maltreatment.
- Preventing harm to children's health or development.
- Ensuring children grow up with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcomes.

We recognise the importance of supporting our students to develop the skills and knowledge to stay safe both in and outside of their Colleges; understanding that safeguarding concerns can occur in a variety of settings including the digital environment.

College staff recognise and accept their responsibility to develop an awareness of the risks and issues involved in safeguarding.

As an education provider and in accordance with the relevant government legislation the Colleges are committed to working with Hampshire Safeguarding Children Partnership and other agencies to ensure the safeguarding of it's students.

## > Support for Mental Health and Wellbeing

Please use the following links for support whilst studying with us:

**[www.italk.org.uk](http://www.italk.org.uk) Student Support**

We would also recommend contacting your GP for further advice and guidance.

## > British Values

### Democracy

Democracy is a system of government in which the supreme power is vested in the people, and exercised directly by them, or by their elected agents, under a free electoral system.

### The Rule of Law

The rule of law is simply defined as a principle that all people and institutions are subject to and accountable to law, that is fairly applied and enforced.

### Individual Liberty

The state of being free; enjoying various social, political, or economic rights and privileges outside of government control.

### Mutual Respect

And tolerance of those of different faiths and beliefs, and those without faith promoting the ability to recognise and tolerate the opinions or behaviours of others, regardless if one dislikes or disagrees with them.

The College seeks to create an environment that:

- Enables students to become valuable and rounded members of society, who treat others with respect and tolerance, regardless of background.
- Celebrates difference and promotes diversity.

## > Prevent (from radicalisation)

### The Prevent Duty

All Schools and Colleges are subject to a duty under section 26 of the counter terrorism and Security Act 2015 (the CTSA 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”). This duty is known as the Prevent Duty.

### Preventing Radicalisation

South Hampshire College Group uses the following accepted Governmental definition of extremism which is:

- Vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- As a group of Colleges we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for students and so should be addressed as a safeguarding concern.
- As a group of Colleges we recognise that failure to challenge extremist views may lead to failure to protect students. Extremists of all persuasions aim to develop destructive relationships between different communities by promoting division, fear and mistrust of others based on ignorance or prejudice and thereby limiting the life chances of young people. Education is a powerful weapon against this; equipping people with the knowledge, skills and critical thinking, to challenge and debate in an informed way.

South Hampshire College Group will provide a broad and balanced curriculum, delivered by skilled professionals, so that our students are enriched, understand and become tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalised.

Our Colleges are aware that people can be exposed to extremist influences or prejudiced views from an early age which emanate from a variety of sources and media, including via the internet, and at times students may themselves reflect or display views that may be discriminatory, prejudiced or extremist.

Any prejudice, discrimination or extremist views, including derogatory language, exhibited by students or staff will be challenged and where appropriate dealt with in line with the our Colleges disciplinary procedures for students and staff. Refer to the Equality and Diversity Policy and Procedure for further information.



# Your Next Step

## Career

As a student at South Hampshire College Group you will benefit from a wealth of advice and guidance to help prepare for your next step whether this is into new employment, an apprenticeship or further study within an industry area or at University.

Each of our Colleges has a dedicated student team providing all our students - including part-time students and apprentices - with careers advice and employability opportunities.

Whatever your future plans, we'll help you lay the foundations to achieve a career that's right for you. From attending careers events and drop-in sessions to taking part in volunteering or work experience, you will have opportunities to further enrich your employability skills and help make you work-ready.

These teams offer advice with:

### **Career Advice**

Impartial careers advice is available to all students, helping you make informed choices about your future progression. Drop-in sessions and confidential guidance interviews are also available.

### **Higher Education**

Many of our students choose to progress onto university following completion of their Level 3 course. Support is available for students considering Higher Education, including help with researching universities, UCAS applications and personal statements.

### **Employment and Apprenticeships**

Students who wish to progress onto an apprenticeship or into new employment can take part in confidential guidance interviews and find out about apprenticeship vacancies via your Careers team at your local College.

Other services include:

- Promoting part-time job vacancies to fit around College studies.
- Finding volunteering opportunities or charity work.
- Signposting to relevant external resources and opportunities.

# Important Campus /Contact Information

## **Online Learning**

eonline.EC@shcg.ac.uk  
debbie.waring@shcg.ac.uk

## **Eastleigh College**

Finance Contacts

studentfinance.EC@shcg.ac.uk

Work Experience Teams Contacts

wplearning.EC@shcg.ac.uk

Careers Advice and Guidance Contacts

careers.EC@shcg.ac.uk

IAG

iag.EC@shcg.ac.uk

## **Fareham College**

Student Services Contacts

studentinfo.FC@shcg.ac.uk

Finance Contacts

finance.FC@shcg.ac.uk

Work Experience Teams Contacts

workplacement.FC@shcg.ac.uk

Careers Advice and Guidance Contacts

info.FC@shcg.ac.uk

## **Southampton College**

Student Services Contacts

studentfinance.CCS@shcg.ac.uk

Finance Contacts

studentfinance.CCS@shcg.ac.uk

Work Experience Teams Contacts

workexperience.CCS@shcg.ac.uk

Careers Advice and Guidance Contacts

careers.CCS@shcg.ac.uk

**Further Student Support information [click here](#)**

# Safeguarding Contacts

## **Online Learning**

Tracey McAdam  
Campus Designated Safeguarding Lead  
tracey.mcadam@shcg.ac.uk

## **Eastleigh College**

For urgent enquiries call 07535 056 856

For non-urgent enquiries email  
safeguarding.EC@shcg.ac.uk

Victoria Fitzgerald  
Campus Designated Safeguarding Lead  
victoria.fitzgerald@shcg.ac.uk

Jack Anderson  
Deputy Safeguarding Lead  
jack.anderson@shcg.ac.uk

## **Southampton College**

For urgent enquiries call 07900 684 493

For non-urgent enquiries email  
safeguarding.CCS@shcg.ac.uk

Lorraine Wheeler  
Campus Designated Safeguarding Lead  
lorraine.wheeler@shcg.ac.uk

Katie Shirvell  
Deputy Safeguarding Lead  
katie.shirvell@shcg.ac.uk

## **Fareham College**

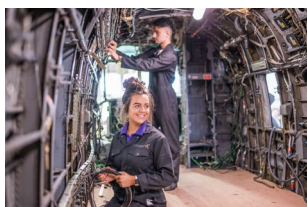
For urgent enquiries call 07596 858 479

For non-urgent enquiries email  
safe.FC@shcg.ac.uk

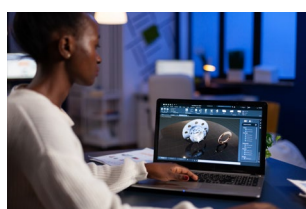
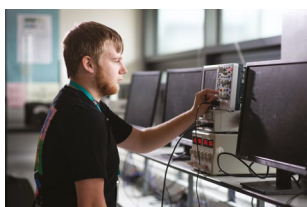
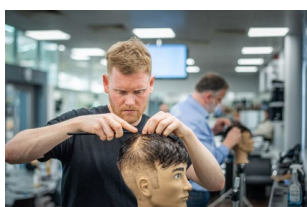
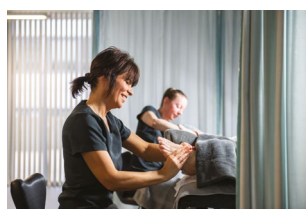
Michelle Stocker  
Campus Designated Safeguarding Lead  
michelle.stocker@shcg.ac.uk

Simone Hardy  
Deputy Safeguarding Lead  
simone.hardy@shcg.ac.uk

# > Your Future



Aerospace Engineer  
Beauty Therapist  
Carpenter  
Chef  
Computer Programmer  
Dental Nurse  
Design Engineer  
Early Years Teacher  
Electrician  
Gas Engineer  
Hair Stylist  
Marketing Assistant  
Motor Mechanic  
Nurse  
Personal Lecturer  
Plumber  
Teacher



We looking forward to welcoming you to South Hampshire College Group and wish you every success with your studies and career progression.

**EASTLEIGH  
COLLEGE**

Chestnut Avenue  
Eastleigh  
Hampshire  
SO50 5FS

**FAREHAM  
COLLEGE**

Bishopsfield Road  
Fareham  
Hampshire  
PO14 1NH

**SOUTHAMPTON  
COLLEGE**

St Mary Street  
Southampton  
Hampshire  
SO14 1AR

**CEMAST**

1 Meteor Way  
Broom Way  
Lee-on-the-Solent  
Hampshire  
PO13 9FU

**CETC**

3 Meteor Way  
Broom Way  
Lee-on-the-Solent  
Hampshire  
PO13 9FU