

WM College Learner Induction

INSPIRING
LEARNING

SINCE 1854



Welcome from the **Principal**

We are thrilled to welcome you to WM College, a vibrant hub of creativity in the heart of Camden with over 170 years of experience in adult education.

At the heart of our mission is a commitment to inclusivity and belonging. We are a college where everyone is welcome and can thrive, regardless of background, previous educational attainment or motivation for studying. WM College empowers you through developing your creative and critical thinking in focussed classes led by expert tutors. This is more than a place to learn – it's a place to grow, to be inspired, and to belong. The entire WM College team is dedicated to supporting you at every stage of your journey, so you can achieve your best and take pride in your progress.

WM College staff and I warmly welcome you on your educational and skills journey and we will continue support you to achieve your best.

Welcome to WM College



Dipa Ganguli,
OBE
Principal & CEO



Our College

Mission

To provide diverse and enriching lifelong learning that meets the skills needs of the local community in a supportive environment.

Vision

Transforming lives through enriching and inclusive lifelong learning

Values

Learner centred

A determined focus to ensure our learners have the right skills and opportunities to achieve their potential. We listen to our learners and are flexible, adoptable and responsive to their needs.

Commitment to continuous improvement and excellence

Commitment to removing barriers to learning and ensuring that we continually review what to do to improve the experience for our learners.

Respectful

We are an open and welcoming college. We promote equity and celebrate diversity. We are understanding of each other's values, cultures, beliefs, and respect these in our interactions with each other.

Collaborative

We value our partnerships with the local community and employers and strive to be agile in meeting their needs and working to common goals.

College Senior Management

Executive Management Team (EMT)



Dipa Ganguli - OBE
Principal & CEO



Diana Teesdale
Deputy Principal



Korede Obasaju
Vice Principal

Senior Management Team (SMT)



Noaman Islam
Head of Learner Experience



David Barnes
IT Manager



Tracey Gleeson
Head of Estates & Facilities



Julie Paterson
Head of HR



Jayme McClory
Director of Quality



Jo Luff
Head of Governance



Jenny Tyler
Head of Marketing & Comms



Ayodeji Ajasin
Financial Controller

Important things to know

College **code** of conduct

We will not tolerate any behaviour that discriminates against or disrespects someone because of their:

- Religion or beliefs
- Sex or gender identity (including transgender or gender reassignment)
- Sexuality
- Race, colour, nationality, ethnic or national origin
- Marital or civil partnership status
- Disability, learning needs or mental health
- Age

If you experience or witness this, please report it immediately to a member of staff.

Always wear **your** ID badge

Access gates at reception require you to tap your ID card. Wear it at all times. If you forget it, collect a visitor badge from reception.

Please do not **smoke** in the college

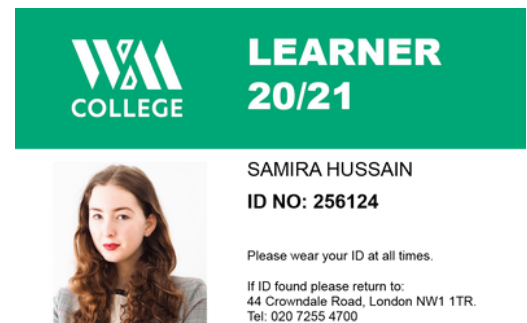
Smoking and vaping are not permitted at our premises, or in any shared outdoor areas. This is to protect the health and wellbeing of all learners and staff.

Please be on **time**

Being late disrupts lessons. Please respect others by arriving on time.

Policies & **procedures**

<https://www.wmcollege.ac.uk/about-us/policies/>



College facilities

Printing, scanning and photocopying facilities - Available at any photocopier. For instructions or online payment, please speak to a member of staff at reception.

Quiet Room - To be used for quiet contemplation, designated prayer, reflection and meditation. (Please check protocols before using the room)

Ruskin Cafe - Offers a selection of delicious hot and cold meals, drinks and snacks. We have vegetarian options and dairy free alternatives for hot drinks. Contactless card payments accepted. **Please note, food served here is not halal and this is an independent business operating within the college, any suggestions and concerns must be reported directly to Ruskin Cafe staff.**

We have a small area at the front of the College for parking bicycles - This area is open to the public and bicycles are left at your own risk. Bringing your bicycle or electric scooter inside the College premises is not allowed.

Toilets - We have toilets with disabled access on the 1st, 5th and 7th floors. Please do not use these toilets unless you have a disability. We have two gender neutral toilets on the 1st and 5th floor which also double as accessible toilets

Accessibility - We have three lifts on site, we also have step-free access to the main entrance from a lift outside the building. Floors 3, 5 and 7 run across the building, others involve travelling up and down levels to reach one end to another.

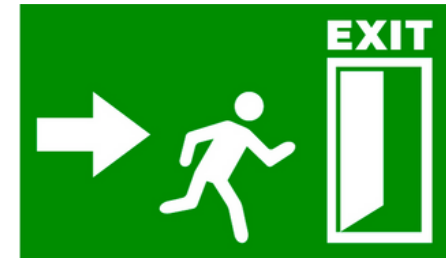


Your safety on campus and online

If you hear the **fire alarm**

You **MUST** evacuate the building by:

1. Following the fire exit signs to the closest exit
2. Following the fire marshals' instructions
3. Report to assembly point: Oakley Square Park



- If you may have difficulty evacuating, request a Personal Emergency Evacuation Plan (PEEP) from your tutor.
- Inform us if you start new courses so your plan can be updated.

How you can help in an **emergency**

- In an incident or emergency (e.g., someone falling ill), you may be asked to get help.
- We use the Red Dot system: take the red dot to reception to summon assistance.
- The red dot can also be used to get help in emergencies when no staff are present.

EMERGENCY RESPONSE

If there is an emergency or incident in the classroom, please take the numbered disk below to reception, who will summon help.



Staying **safe** online

When using the college internet, be mindful of:

Impact on your wellbeing

Online Relationships

Online Bullying

Self Image & Identity

Online Reputation

Privacy & Security

- The College monitors internet use and blocks inappropriate sites for your safety.
- Speak to a member of staff if you are concerned about online safety or think someone may be at risk.
- It is your responsibility to read the College's Bring Your Own Device Policy and ICT Acceptable Use Policy to stay safe, visit our [policies page](#)

Learning centre & Digital learning

Our learning centre is available for independent study with a suite of PCs and MACs. See our opening hours on the website.

You can find us on Level 1 via the stairs in the Café or using Lift B for step free access.

Our Digital learning team is at hand to assist you with

- Microsoft teams
- iLearn
- College email and WiFi connection

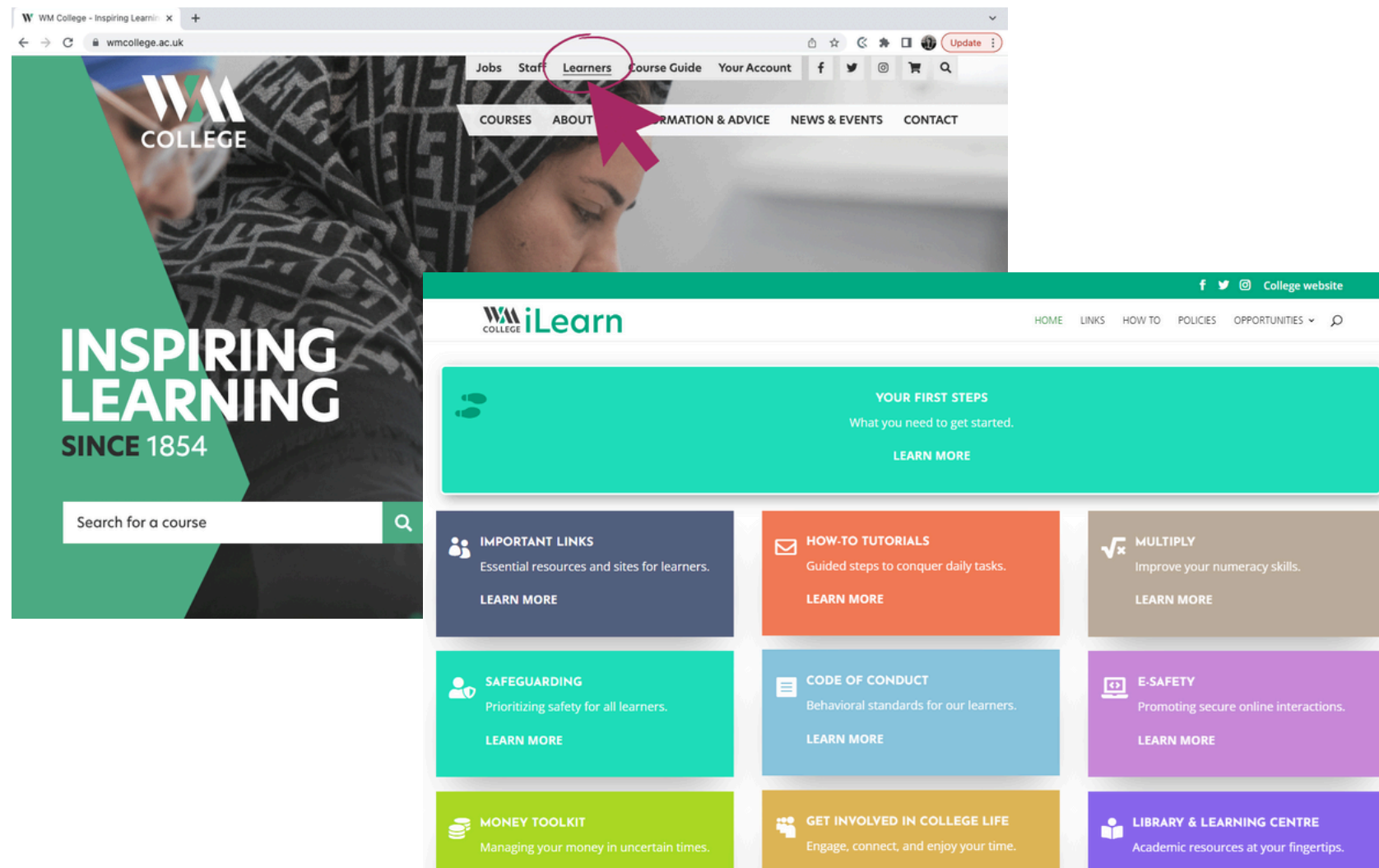
For Learning Centre opening hours, please check our website.



Digital platforms

iLearn

We have created a space called iLearn, where learners can find information about college. You can find it by clicking on 'Learners' on the main page of our website.



Learner email

Your email address will look like this: 12345@student.wmcollege.ac.uk (use your own learner number). With this email, you can access:

- Office365 - Outlook
- Access to Microsoft Teams and Google Classroom
- Online student discounts

Learning materials



Virtual learning environment



Library

Location: 6th floor via Lift A.

Facilities:

- Modern and historical books
- Small suite of PCs and a Mac
- Laptops for learners
- Printer/photocopier/scanner
- Comfortable seating for reading and relaxing

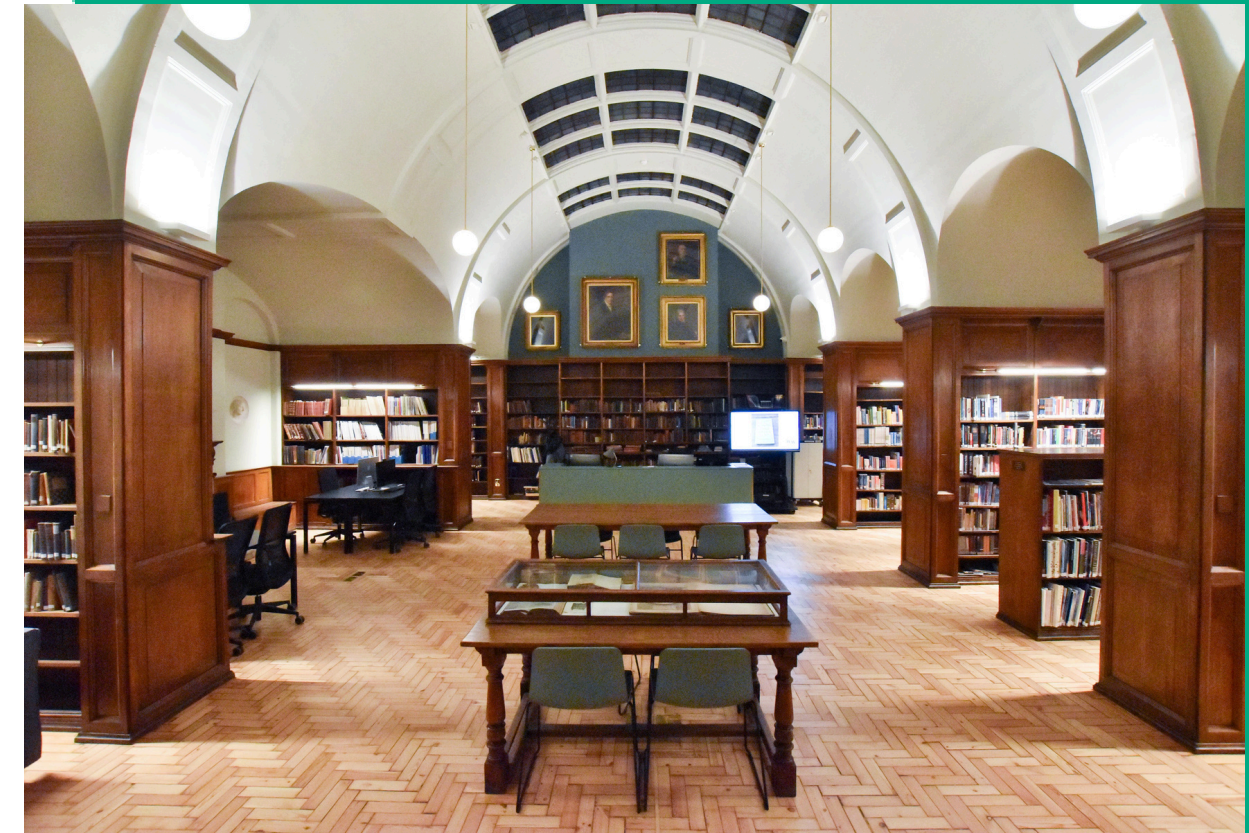
Staff support: Help finding resources, including e-books, and accepting payments for printing/photocopying.

Environment: Quiet study space (not completely silent).

Extras: Comfortable seating for reading or relaxing; ask your tutor for a Library induction if new to the College.

Opening hours:

For latest opening hours, please check our website.



Safeguarding

Concerned about bullying, abuse, neglect, sexual harassment or personal safety?
REPORT IT!

How can I report it? Speak to your tutor or a member of staff OR email the safeguarding team on **Safeguarding@wmcollege.ac.uk**

If you are struggling with your mental health and wellbeing, let the safeguarding team know.



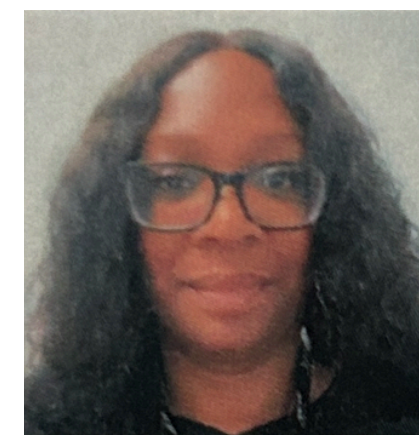
Simi Akinsuyi
020 7255 4729



Noaman Islam
020 7255 4727



Ali Hussein
020 7255 4752



Jacqueline Forrester
020 7255 4752



For further information visit:

www.wmcollege.ac.uk/information-advice/safeguarding-for-learners/

OR scan the QR code on the right



The **PREVENT** duty

The Danger of Divide

We have a duty to keep ourselves and others safe.

Some people are vulnerable and at risk of radicalisation by individuals or groups who have extremist political, social or religious views and wish to cause harm.

What is extremism?

Someone who has extreme views, often with illegal or violent actions. Extremists divide friends, families and communities.

What is radicalisation?

The process of grooming individuals to support terrorist activities

If you are worried about something, please speak to a member of staff or contact the Safeguarding team.

Shared values

At WM College, we actively promote these shared values:

- The rule of law
- Mutual respect & tolerance
- Democracy
- Individual liberty

Access support & get involved

Additional **learning** support

We have a range of support available for our learners. You may be eligible for one of the following:

- Learning support: in class or out of class
- Exam access arrangements
- Disability support
- Dyslexia support

Complete a yellow form, which can be found at reception and the ALS team will contact you for an interview. They will then confirm what support you will receive.



Events and activities

Enjoy college life with additional events, talks and activities.



Learner Awards



Exhibitions



Student Governor



Volunteering at the college



Equity, diversity & inclusion forum



Employability events



Visiting authors

Careers and employability

Looking for work?

Scan the QR code below



Looking for work, more training or need any help with your CV?

Scan the QR code to visit our iLearn page, where you can:

- [See the latest local jobs and opportunities](#) (new ones each week!)
- [Book an appointment](#) with our Employment Advisors and the National Careers Service, for help with cover letters, CVs, interview practice, applications and searching for jobs. These take place in the library and online.
- [Subscribe to our newsletter](#) about jobs and opportunities
- [Link to other employment](#) or training services.

Find our jobs and opportunities noticeboard in the cafe at Crowndale Road for more information.

Send questions and suggestions to employability@wmcollege.ac.uk

Learner voice

You can share your feedback with us by

- Completing our college surveys:
 - Annual college survey
 - Greater London Authority (GLA) survey
 - Course surveys
- Sharing your views via the Suggestions Box at reception
- Participating in Focus Groups





Help your college and future learners, take part in the London Learner Survey

This important survey aims to find out what changes happen in adult lives when they study, including work, health and social integration.

The survey takes 10 minutes and is available in different languages.

HOW TO TAKE PART

- Click the link in the email we'll send you
- Scan the QR code on posters around college
- Speak with your tutor about support with a paper form.

LONDON LEARNER SURVEY

Take part to be in with the chance of winning an Apple iPad.

**We hope you enjoy
your time with us!**

