

LEARNER INDUCTION

INSPIRING LEARNING

SINCE 1854



Welcome from the Principal

We are delighted to welcome you to WM College, a vibrant hub of creativity in the heart of Camden, with more than 170 years of experience in adult education. As we look ahead to an exciting new chapter for the College, we remain committed to the values that have defined us for generations: creativity, inclusion, curiosity and community. We are proud to be a place where everyone is welcome and can thrive, regardless of background, previous educational experience or reason for studying.

In a world that can often feel uncertain and divided, WM College is a safe and supportive space where people from all walks of life come together to learn, share ideas, build confidence and develop new skills. We believe that education has the power to bring people together, foster understanding and help individuals achieve their full potential.

Through inspiring courses led by expert tutors, you will develop your creativity, critical thinking and practical skills while becoming part of a diverse and welcoming learning community. This is more than a place to study. It is a place to grow, to connect, to be inspired and to belong.

As we develop our new brand and vision for the future, there will be many exciting opportunities to look forward to throughout the year, from exhibitions, performances and community events to new partnerships and enrichment activities. We encourage you to make the most of everything WM College has to offer.

My colleagues and I are committed to supporting you at every stage of your journey.

We warmly welcome you to WM College and look forward to celebrating your achievements and successes in the months ahead.



Dipa Ganguli,
OBE
Principal & CEO



Our College

Mission

We offer many learning opportunities for people of all ages. Our courses help people gain the skills they need in the local community.

We provide a friendly and supportive place to learn.

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 do not accept any behaviour that is unkind or unfair to 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 see or experience anything like this, please tell a member of staff straight away.

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 attend and be on **time**

Being late disrupts lessons. Please respect others by arriving on time. Further information about attendance and punctuality course expectations can be found on iLearn.

Policies & **procedures**

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



College facilities

Printing, scanning and photocopying facilities - You can print, scan, and copy at any photocopier. For help or to pay online, please speak to staff at reception.

Quiet Room - The Quiet Room is for quiet time, prayer, thinking, or meditation. Please ask staff about the rules before using the room.

Cafe - The café sells hot and cold food, drinks, and snacks. If you have specific dietary requirements, please speak to café staff. You can pay by contactless card.

We have a small area at the front of the College for parking bicycles - This area is accessible by staff and learners only. Please ensure the gate is always closed behind you when storing or taking your bicycle. Bicycles are left at your own risk. You can't bring bicycles and electric scooters inside the building.

Toilets - There are disabled toilets on the 1st, 5th, and 7th floors. Please only use these if you have a disability. There are gender-neutral toilets on the 1st and 5th floors. These are also accessible toilets. There are 'wudu' basins in the 1st floor toilets to use prior to praying. Please do not wash feet in any other toilets.

Accessibility - We have three lifts in the College. There is step-free access to the main entrance using an outside lift. Floors 3, 5, and 7 go across the whole building. Other floors may need you to go up or down levels to move across the building.



Your safety on campus and online

If you hear the fire alarm

You MUST leave the building:

1. Follow the fire exit signs to the closest exit
 2. Follow the fire marshals' instructions
 3. Report to assembly point: Oakley Square Park
- If you find it hard to leave the building in an emergency, ask your tutor for a Personal Emergency Evacuation Plan (PEEP).
 - Tell us if you start a new course so we can update your plan.



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 checks internet use and blocks unsafe websites to keep you safe.
- If you are worried about online safety or think someone is in danger, speak to a member of staff.
- It is your responsibility to read the College's Bring Your Own Device Policy and ICT Acceptable Use Policy.
- These policies help you stay safe online, visit our [policies page](#)

Learning centre & Digital learning

The Learning Centre is open for independent study.
You can use PCs and Macs there.

The Learning Centre is on Level 1. Use the stairs in
the Café or Lift B.

Our Digital learning team is at hand to help you with

- Microsoft teams
- iLearn
- College email and WiFi connection

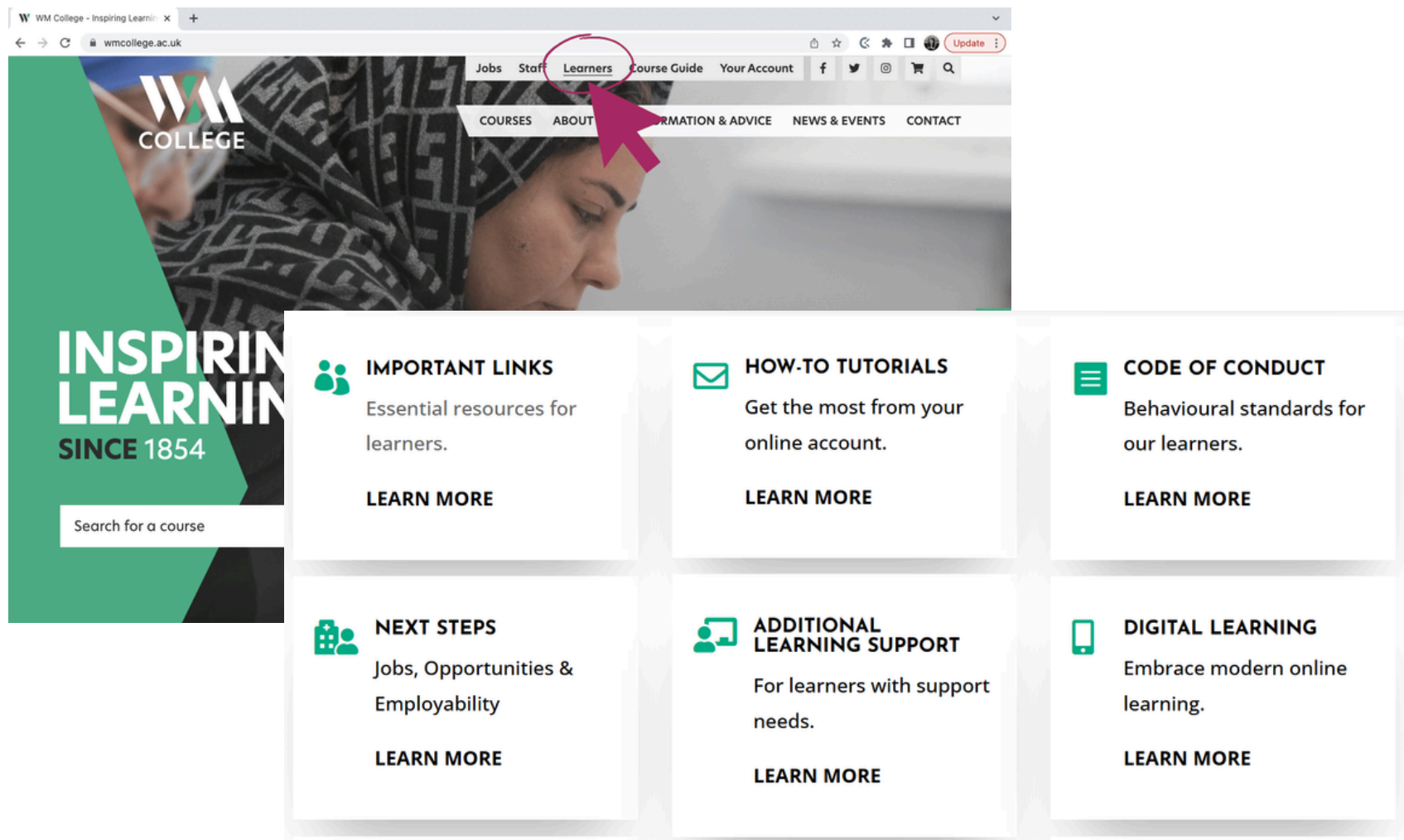
For Learning Centre opening hours, please check our
website.



Digital platforms

iLearn

We have created a space called iLearn, where learners can find information about college. Click 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



Microsoft Teams

Virtual learning environment



OneDrive



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: Staff can help you find books and online books (e-books), and with 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

Worried 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.



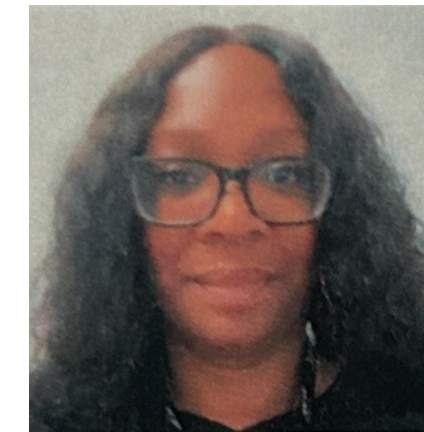
Simi Akinsuyi
020 7255 4729



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/](http://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 others with extreme ideas.

These people or groups may have strong political, social, or religious views and may want to cause harm.

What is extremism?

Someone who has extreme views, often with illegal or violent actions. Extremists can cause problems for friends, families and communities.

What is radicalisation?

Radicalisation is when someone is slowly groomed or persuaded to support terrorism or harmful actions.

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

RFSA Bursary Fund 2026-2027

Worried about the cost of your course?

You may be able to get financial support to help you continue learning.

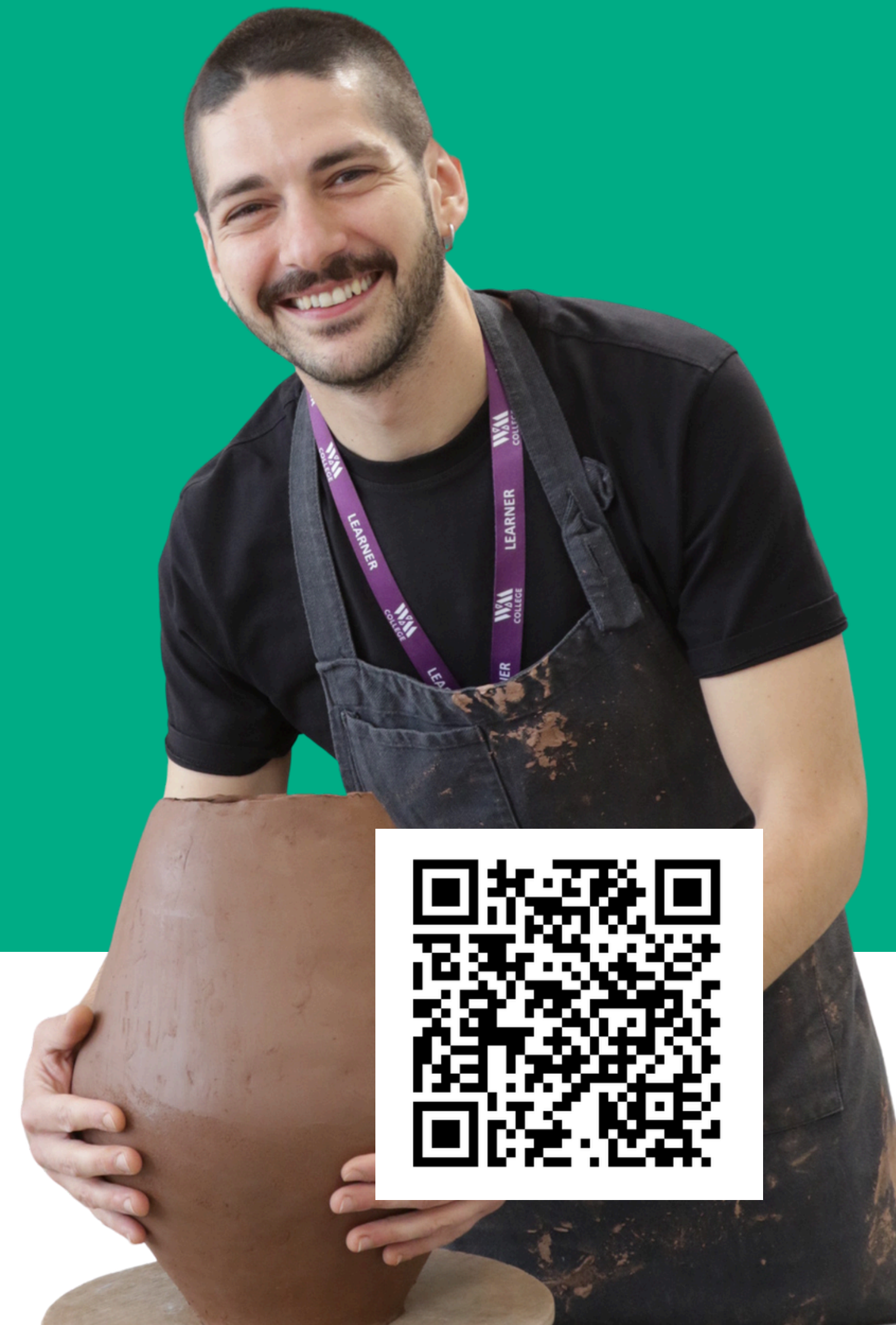


The RFSA Bursary Fund supports eligible learners studying Creative Art and Creative Digital Media courses at WM College.

Think you might be eligible?

Speak to Learner Services or scan the QR code to find out more.

020 7255 4700 | learnerservices@wmcollege.ac.uk



Access support & get involved

Additional **learning** support

We have different types of help for learners You may be able to get 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!**

