

Note to parents and guardians: The information in this course handbook is a core set of information that all course teams are given to share with learners. Staff update this version with specific information about the course learners are undertaking, these aspects are in blue text. The course specific version is then shared with learners.

YOUR COURSE HANDBOOK

Course name and **level**

2026-2027





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WELCOME TO COLLEGE AND PURPOSE OF THE HANDBOOK

On behalf of the [xxxxxxx](#) team,

Welcome to Cheshire College – South & West. We are delighted you have chosen to study with us.

This learner course handbook is designed to provide you with a detailed explanation of the nature of your course, its structure, the approach to assessment and course policies that affect you.

We will keep you updated on a regular basis with any new information that would be of interest to you as soon as it is available. So please don't forget to make a note in your handbook if we advise you of any new additions.

Additional items for your information will be issued to you at appropriate times. For example, procedures associated with work experience are best dealt with at a time when preparation for work experience is underway rather than at the beginning of your course.

It is essential that you read the course handbook thoroughly at the beginning of the course and ask for clarification of any aspect that is not clear to you. It is also a good idea to keep it safe as there will be many occasions when you will need to refer to it.

We want you to enjoy your course with us at Cheshire College and we will do our best to make sure we all pull together and work hard to aid you in reaching your goal of gaining your qualification. It is important that you in turn work hard with a professional and positive attitude, attend the course regularly and utilise all the facilities that are on offer to you at the College.

Your tutors are here to help and guide you, but your goal can only be achieved by your co-operation, and we are here to teach you and help you become a valuable member of staff to your future employer.

Your timetable will be made up of [xxx](#) days in college. [Learners on a study programme will have a mandatory 1 hour weekly Personal Development Tutorial supporting wellbeing as well as a mandatory 1 hour weekly personal development tutorial supporting skills development. Learners will also have termly 1:1 meetings with their Personal Development Tutor.](#)

Your course could include a range of various wider learning or enrichment activities – these could be in the form of vocationally related excursions, guest speakers or employer collaborations.

Your course is [full time / part time and carries with it a compulsory work experience commitment.](#)

Past learners on this course are now holding down successful positions such as [aaaaa](#), [bbbbb](#), [cccc](#) or [undertaking further studies](#). We trust that you will follow in their footsteps.

Enjoy your course!



ABOUT YOUR COURSE

Welcome to your course team

Assistant Principal of Faculty:	Assistant Director of Curriculum Area:
IMAGE	IMAGE
Name	Name

Course Leader:	Personal Development Tutor:
IMAGE	IMAGE
Name	Name



Tutors:

IMAGE

IMAGE

IMAGE

Name

Name

Name

ILA:

IMAGE

IMAGE

IMAGE

Name

Name

Name

The Course team wishes you every success on the course and will do everything in their power to ensure that your experience is both an enjoyable and rewarding one.

Teams VLE or Padlet

Your tutors will use Microsoft Teams VLE or Padlet to provide access to resources used in class, for assignment information and assignment submission and for communicating information. The link to your course's Teams VLE or Padlet site is:

[Course teams add link here...](#)

[Course teams add QR code here...](#)

Information about your qualification

[To be updated by course teams and include, units, modules, credits, UCAS points and any core skills, progression.](#)

How you are assessed and assignment submission

As part of your study programme you will be assessed in the following ways[to be updated by course teams](#)

Assessment and AI marking and detection

Learners should note that teachers may upload their work to Artificial Intelligence (AI) tools to assist with marking of work and standardisation of marking. Learners need to opt out of this, by discussing with their tutor, if this is something they do not want to happen.

Teachers in College may use AI detection software check if work has been generated using AI if they have any concerns that learners work has been generated by AI. The Expectations and College Policies section of the Course Handbook provides further detail on the ethical use of AI and learner responsibilities for the use of AI.

Timetable

Your timetable is available on ProPortal which can be accessed from the learner intranet ([link](#)). This includes details of the times of all of your subject classes and group tutorials with your PDT including start and end times and the rooms the sessions are in.

Weekly topics

Appendix 5 at the end of the course handbook provides details of the planned weekly topics for your course. This information may be updated throughout the year. **Course teams to copy and paste information from Week to View planning document staff will have completed using the template on the staff intranet ([link](#)) into Appendix 3 at the end of the course handbook then delete this blue text.**

Additional study time and homework

Details of additional study time and homework to be added by course teams here...

Certificate for Study Programme Learners (Delete for adult learners**)**

Learners enrolled on a Study Programme who successfully complete all elements of the programme will be awarded a College Study Programme Certificate at the end of the academic year. This includes participation in:

- Core subject lessons
- Tutorials
- English and maths (where required)
- Enrichment activities
- Work Experience

Successful completion is also dependent on satisfactory attendance across all required components of the programme.

Uniform and personal protective equipment (PPE) requirements [\(Delete if PPE is not required for your course\)](#)

All learners on xxxxxx courses are required to purchase the necessary uniform(s), and PPE. Uniform should be worn at all times when in College and PPE when in workshops and salons. Your tutors will provide a leaflet detailing the uniform required.

Your uniform should consist of:

- [Course team to add](#)
- [Course team to add](#)
- [Course team to add](#)
- [etc](#)

Uniform and PPE is available to order here:

[Course teams to add link](#)

Learners who are eligible for bursary can use this towards the cost of the uniform. Please see the Bursary section below for details.

DBS (Disclosure and Barring Service) [\(Delete if a DBS check is not required for your course\)](#)

Your course requires you to have a DBS check. In simple terms, a DBS check is a process used to search through an individual's criminal record and highlight any offences to ensure the suitability of a person to work with children and vulnerable groups. To attend placement, you will need to have an Enhanced DBS Certificate.

We recommend that you start the process applying for your DBS as soon as you have enrolled to ensure that you can start your placement as soon as possible. Failure to complete this process before the end of the first half term, could result in your place on the course could be at risk. There are instructions detailing how to apply for your DBS at the end of the course handbook at [Appendix 1](#).

Work experience / placements [\(Delete for adult learners if work experience is not required\)](#)

As part of your course you are expected to undertake work experience. You will have received information about how to arrange your work experience during enrolment. You will be required to access the Connect portal via the link that is shared with you at the start of your course. You will use the Connect portal to record details of your placement two weeks before it starts, this will include recording the number of hours you intend to complete. Failure to provide 2 weeks' notice prior to your start date may result in your placement being delayed, this time is used to ensure a risk assessment is in place prior to you attending. Instructions on how to access and use the Connect portal are provided at the end of the course handbook in [Appendix 2](#).

Enrichment activities

Your course includes a wide range of activities during the academic year. As part of your course you may be asked to attend trips, visits, session with visiting speakers and participate in competitions.

 [Course teams to add details...](#)

Outside of your course there are a range of activities you can participate in which will support your personal development, ignite a new interest or provide some fun and an opportunity to make new friends. You can join a sports activity, do creative play, practice for your driving theory test, join a book club, chess club, e-sports club, get involved with the LGBTQ+ group or Environmental group or any of the other activities on offer or even create a group based on your interests. We can help you with that.

Each campus has a Student Senate which is our student body here to represent you and offer further opportunities for you to take part in fundraising and other activities in the community. You will be able to meet your campus Senate at the Freshers' Fairs and find them around campus during lunchtimes.

Our enrichment programme is available online on the Student Intranet where you can also sign up for activities.

<https://southcheshire.sharepoint.com/:u:/r/sites/MyVoice/SitePages/DepartmentHome.aspx?csf=1&web=1&e=wE2A9I>

Freshers' Fairs

The freshers fairs help new learners get introduced to college life, join clubs and societies, discover local services, make friends, and collect freebies—all in one place.

- Tuesday 15th September - Chester 11am-2pm
- Wednesday 16th September - Crewe 11am-2pm
- Wednesday 23rd September - Ellesmere Port 11am-2pm

Student Senate

Each campus has its own Student Senate—your voice on campus!

The Senate represents you, champions learner interests, and creates opportunities to get involved in fundraising, community projects, and more. Details of meeting dates, how to get involved, and to explore exclusive student discounts with Totum, UNiDAYS, and Student Beans – are all available on the Student Intranet under the MyVoice section.

<https://southcheshire.sharepoint.com/:u:/r/sites/MyVoice/SitePages/DepartmentHome.aspx?csf=1&web=1&e=wE2A9I>



KEY DATES

Term dates

Term dates are published on the College Website at [link](#).

 Autumn Term Tuesday 1st September 2026 ↓ Friday 23rd October 2026	 Autumn Half Term Monday 26th October 2026 ↓ Friday 30th October 2026	 Autumn Term Monday 2nd November 2026 ↓ Friday 18th December 2026
 Christmas Holiday Monday 21st December 2026 ↓ Friday 1st January 2027	 Spring Term Tuesday 5th January 2027 ↓ Friday 12th February 2027	 Spring Half Term Monday 15th February 2027 ↓ Friday 19th February 2027
 Spring Term Monday 22nd February 2027 ↓ Thursday 25th March 2027	 Easter Holiday Friday 26th March 2027 ↓ Friday 9th April 2027	 Summer Term Monday 12th April 2027 ↓ Friday 28th May 2027
 Summer Half Term Monday 31st May 2027 ↓ Friday 4th June 2027	 Summer Term Monday 7th June 2027 ↓ Friday 25th June 2027	 Summer Holiday Friday 25th June 2027

Exam dates for GCSEs

 GCSE Resit November 2026	 GCSE Exams Summer 2027
English Paper 1 → 3rd November 2026	English Paper 1 → 24th May 2027
English Paper 2 → 5th November 2026	English Paper 2 → 8th June 2027
Maths Paper 1 → 4th November 2026	Maths Paper 1 → 14th May 2027
Maths Paper 2 → 6th November 2026	Maths Paper 2 → 27th May 2027
Maths Paper 3 → 9th November 2026	Maths Paper 3 → 14th June 2027

EXPECTATIONS AND COLLEGE POLICIES

Details of college policies are published on the college website [link](#). Below is an outline of expectations in term of attendance, punctuality, behaviour, being work ready and attendance for assessments.

Expectations in terms of behaviour - Learner Code of Conduct

Cheshire College is a fully inclusive community, where every individual is supported to be successful and make a positive contribution to society.

All members of the College community are expected to demonstrate respect, consideration and kindness to staff and each other at all times.

By enrolling at Cheshire College you are committing to;

- Attend all timetabled lessons including English, Maths and Tutorial.
- Attend and engage with a range of enrichment activities.
- Attend an appropriate work placement as outlined in your course handbook.
- Submit high quality work on time and respond well to teacher feedback.
- Be proactive in safeguarding yourself, other learners, staff and visitors.
- Be inclusive of all learners, staff and visitors.
- Wear your college lanyard and student ID badge at all times.
- Dress appropriately for the learning and working environment.
- Refrain from wearing hats and coats in learning environments
- Smoke or vape only in the smoking shelter.
- Consume food and drink in designated areas only and never in a classroom. Only bottled water is permitted in learning environments.
- Follow the College Mobile Phone protocol.

Behaviour for Learning

- Arrive at all classes prior to the start of the lesson.
- Ensure you have all the necessary equipment and materials needed for the lesson including any PPE.
- Ensure you are ready to learn and will not need to leave the classroom during the planned session for any avoidable reason.
- Attend all classes including English, Maths, Tutorial and enrichment.
- Complete additional activities that develop your personal, social and employability skills.
- Attend and where possible source a work placement relevant to your course.
- Check the student portal at least fortnightly to ensure all information is accurate and all compliance activities have been completed.



- Do not eat in the classrooms, workshops, LRC or other learning environments.
- Drink only water in classrooms, paying attention to restrictions in some workshops and learning spaces where no water is allowed.

Behaviour on the College Campus

- Wear your college lanyard and ID card at all times.
- Be proactive in safeguarding yourself, other learners, staff and visitors.
- Do not share your ID card with anyone else.
- No smoking or vaping outside of the smoking shelter.
- Treat all personal and college property with care.
- Avoid disrupting learning through excessive noise or disturbance
- Dispose of litter in the bins provided
- Respect the driving speed limits and park only in designated bays
- Play ball games only in designated areas
- Ensure all entrances and exits are kept clear at all times

Dress Code

- Dress appropriately for the learning and work environment.
- Do not wear Bra tops or other items of clothing considered inappropriate for a learning environment.
- Do not wear clothing with writing that could be offensive to others
- Ensure shorts and skirts are at least mid-thigh in length (we don't want to see bun cheeks)!

Mobile Phone Protocol

The College recognises that when used appropriately mobile phones can support learning, enable effective communications and offer support with many daily tasks.

However, they can also be a constant distraction and provide an open door for bullying, harassment and other safeguarding challenges.

The purpose of this protocol is to promote acceptable and proportionate use of mobile phones across the College to ensure the development of skills and knowledge is the priority of all learning activities. The protocol applies to all learners, students and apprentices.

By enrolling at Cheshire College you are committing to;

- turning your phone on to silent before entering a learning space.
- placing your mobile phone in the secure storage in the classroom, workshop or learning space as directed at the start of every lesson.
- informing your teacher should there be an exceptional and urgent reason for your phone to not be placed in the secure storage. The teacher's decision on the exception will be final. Where a teacher does make an exception, both the learner and teacher must ensure there is no impact on other learners or the learning environment.
- using your mobile phone only for the intended learning activity, when permitted to do so by your teacher.

- returning your phone to the secure storage following a permitted activity.
- using your device responsibly when not in a learning environment. Ensuring that you do not engage in any communication on your device that could be considered as hurtful, bullying or harassment.
- not using your device to access online materials that could be considered inappropriate or harmful to you, other learners, staff or visitors.

Expectations in terms of attendance and punctuality

100% Attendance Means...

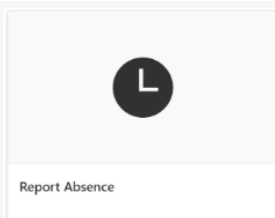
- Higher grades
- Increased confidence
- Stronger memories
- More opportunities
- Brighter future

All learners are expected to maintain excellent attendance and punctuality in all classes. The College expectation is 100% attendance for the duration of your course. Learners and parents / carers can check their attendance on ProPortal.

Learners are required to report all periods of absence via the College's Report Absence App. This will notify the College of a notified absence. Any absence will be considered as 'unauthorised' unless for a valid reason. Absences will only be authorised provided the learner has provided evidence to the College. Learner who do not attend college and fail to notify the College of their absence will be sent a text communication which is also shared with their parent / carer.

Attendance is a key requirement for progression and achievement, please refer to the College attendance policy for more information.

Reporting absence



Any absence should be reported using the College's Report Absence App on the Student Intranet [link](#)

Learners should report absences as early as possible in the day (usually before 8.30am).

Authorised absence

- Any learner who is absent from college but is taking part in a college residential, education visit organised by the college, attending a college examination, on work experience or undertaking self-study will be marked as College Trip, Exam or Work Experience.
- Specialist medical or dental appointments that cannot be arranged outside class time this must be notified in advance. Evidence such as an appointment card or letter will be required to authorise this absence.
- Emergency medical/dental appointment. Evidence such as an appointment card or letter will be required to authorise this absence.
- Any learner who is unwell and requires a period of time at home or in hospital to recover from illness or an operation will be required to provide evidence such as a hospital appointment card or a hospital letter.
- Care of a family member for whom the learner has caring responsibilities. You will be required to notify the College if this is the case.
- A religious holiday if notified in advance (2 days maximum)
- Jury Service.
- Attendance at a family funeral.
- University visit or career/Connexions/job interview if notified in advance.
- Representing the College or self at a regional/national level in a sporting event if notified in advance. Proof of selection will be required.
- Attendance at a probation meeting or court if notified in advance.
- Driving test if notified in advance (A copy of the test letter will be required).
- Absence that is a consequence of disability as defined by the Equality Act or as a result of their declared need eg Education Health and Care Plan.
- Exceptional cases will be considered by the Assistant Principal Learner Services.

Unauthorised Absence

The following reasons are not considered valid for the purposes of attendance monitoring. This list is not exhaustive.

- All holidays during term time
- Job commitments
- Leisure activities
- Family and other celebrations such as birthdays and weddings
- Babysitting
- Shopping
- Driving lessons

- Optician appointments

As part of your course you will be assigned a Personal Development Tutor (PDT) who is your first port of call with any concerns, issues or worries and any required pastoral support. You should feel free to discuss any matter with your PDT in confidence. Where appropriate, your PDT will offer advice or refer you to a more specialist guidance, for example from one of the College counsellors. Your PDT will meet with you weekly as a group and regularly on a 1 to 1 basis once per term.

It is your responsibility to notify the PDT of any absences. In all circumstances the learner must provide the required evidence such as an appointment card if the attendance is to be authorised. After five days the learner will be unable to self-certify their absence.

Expectations in terms of learner use of IT equipment and systems

The College provides its learners with IT equipment for the purpose of carrying out their studies. Learners must respect that this equipment does not belong to them and ensure that they care for it appropriately.

All learners are encouraged to use Office 365 and OneDrive cloud computing storage at home and in College to save/access their files and documents. This gives all learners secure free storage space to save their College assignments and course files in a safe and secure environment.

The College has a duty of care under the DfE's Keeping Children Safe in Education Statutory Guidance and the Prevent Duty to ensure that students access appropriate materials and know how to maintain their safety and security on the Internet. In order to do this the College uses firewall and web filtering policies to protect learners from inappropriate and unsuitable resources and materials. All activity on college devices is monitored, this includes websites visited and search terms used and all connections to the College WIFI are logged. Campus WIFI has education level filtering.

Where students are required for their course to research potentially sensitive materials such as violence, terrorism and extremism, teachers will advise the students in advance which websites are appropriate.

Electronic equipment such as laptops, tablet computers, iPads, mobile phones are brought onto College premises entirely at the risk of the learner. You are free to use the Campus WIFI.

Where learners use College laptops during lessons, they must return them to the designated charging cabinet at the end of each session. Laptops should be plugged in correctly and left stored safely, so they are fully charged and ready for the next user. Learners must report any faults or damage immediately to a member of staff.

Learners are responsible for their actions, conduct and behaviour whilst using college computer equipment in the same way that they are responsible during classes or at break time. Use of technology should be safe, responsible and lawful.

When using college equipment and systems learners must not:

- share usernames or passwords with any individual, or write passwords down
- impersonate any other staff member when using equipment or systems or use someone else's username



- attempt to access data that they are not authorised to use or access
- post anonymous messages
- introduce computer viruses, spyware, malware and ransomware on the College network
- install software
- interfere with the connections of any College equipment
- eat or drink in computer areas

Misusing College IT equipment and systems may result in disciplinary action and repair costs may be passed onto the learner. Disciplinary action may include losing your rights to access the College systems and, in some circumstances, could result in you being unable to complete your course and losing your place at college.

Expectations in terms of assessments and Exams

Assessments and Exams

In terms of assessment and exams, all learners should make every effort to:

- Hand assignments in on time to meet deadlines
- Attend all internal and external assessments
- Arrive on time for all exams and complete the exam to the best of their ability

Lateness at Examinations

- A candidate who arrives after 10.00am for a morning examination or who arrives after 2.30pm for an afternoon examination will be considered very late (ICE 21.3) and at the centres discretion may be permitted by the centre to sit the examination
- A candidate who arrives very late will be warned that the awarding body may not accept their script
- In all cases the centre will submit a declaration for the very late arrival of a candidate for examinations, in accordance with the current JCQ publication Instructions for conducting examinations (GR 5.9)

Non-Attendance at Examinations

Learners should make every effort to attend their scheduled examinations, on time:

- Where learners are unable to attend their scheduled examinations, they must ensure that they have reported an absence using the College Absence App and must also notify their teacher that they are absent and will miss an examination
- If the examination is scheduled on a specified day, for example GCSE, BTEC, T level, A level examinations, there will be no opportunity for this examination to be rescheduled; there may also be no opportunity for the exam to be retaken

- Should a learner fail to attend an examination, the Examinations Department will inform the Assistant Director and Assistant Principal of the absence
- The Assistant Principal will review non-attenders to determine whether the learner should be withdrawn from the programme (there may be no further opportunity to resit) or whether a resit is approved with payment
- Where there is good reason for missing the examination and a resit opportunity exists, the Assistant Principal may, on one occasion, approve a resit without charge
- No further resit requests for a learner will be processed by the Examinations Department without Assistant Principal approval or payment of the resit fee

Information for Learners about Malpractice

To maintain the integrity of qualifications, strict regulations are in place. Malpractice means any act or practice which is in breach of the regulations. Any alleged, suspected, or actual incidents of malpractice will be investigated and reported to the relevant awarding body/bodies.

JCQ provides information regarding what constitutes malpractice:

- Introduction of unauthorised material into the examination room
- Breaches of examination conditions
- Exchanging, obtaining, receiving, or passing on information which could be examination related (or the attempt to)
- Offences relating to the content of candidates' work
- Undermining the integrity of examinations/assessments

If you are suspected of malpractice the college is obliged to report this to the exam board.

The Exams Officer will:

- Ask the centre staff involved to write witness statements
- Advise the candidate about the process, their rights, and timescales involved.
- Inform the Head of Centre about the incident and may decide to call a senior member of staff to be present in the room when talking to the candidate
- Will notify the awarding body and send any relevant evidence
- Will confirm actions to the candidate in writing, and their parents/carers

When the awarding body's decision has been received by the Head of Centre, the Exams Officer will advise the candidate and their parents/carers in writing

The candidate has a right to request an appeal if they are not happy with the decision, and the Head of Centre will decide whether this is appropriate. The final decision is made by the Head of Centre.

There are several penalties that could be applied if an exam board decide that malpractice has been committed:



- Letter of warning
- Marks could be reduced
 - Zero Marks could be awarded for:
 - A paper or unit of an exam
 - A specified subject
 - All the exams for a specified exam board
 - All the exams for a specified exam season
 - Information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities

Plagiarism and the use of Artificial Intelligence (AI)

Plagiarism means copying from published sources (including the internet) without acknowledgement. Cheating includes copying the work from others or getting someone else to do the work for you. Copying includes allowing your work to be copied by others.

You must ensure that all the work that is produced in assignments is your own. Work must not be copied from other learners, or from any other person. You must not produce assignment work in collaboration with other learners unless this is allowed as part of the assignment and clearly indicated by the lecturer. Quotations from published sources (including books, newspapers, magazines or the internet) must be clearly indicated in the assignment.

All cases of suspected plagiarism, cheating or copying will be investigated and, if proven, the learner will be subject to the college's disciplinary procedure. Awarding bodies may also impose their own sanctions and penalties, including disqualification. For more information see [Appendix 3](#) at the end of the course handbook.

Ethical Use of AI

AI may be used in the preparatory, research and production stages of Non-Examined Assessments (NEAs), coursework and internal assessments in line with individual awarding body guidelines and the guidance below. Examples include:

- to generate/formulate initial ideas as a starting point.
- to search for sources prior to more in-depth research using teacher-led academic sources.
- to provide alternative explanations to help understand a concept.
- to get guidance on how to improve writing skills (grammar, structure)

Where AI tools have been used as a source of information a learner's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example:

"ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 15/02/2024".

The learner must, retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used.

This must be submitted with the work so the teacher/assessor is able to review the work, the AI-generated content and how it has been used.

Appendix 4 provides examples of AI misuse in assessments by learners at other colleges that have been provided by the Joint Council for Qualifications (JCQ).

Learner Responsibilities for the Use of AI

- Learners under 18 are using AI tools, they need to check the terms and conditions to see if parental/legal guardian permission is required.
- Learners should ensure they are aware of the JCQ – AI and Assessments – a quick guide for learners (see below).
- Sign the candidate declaration on their assessment submission sheets to acknowledge that the work is their own and that AI has not been misused.
- Learners must be able to demonstrate their final submission is the product of their own independent work, independent thinking and that they have independently met the marking criteria.
- Appropriately acknowledge/reference any use of AI.
- Independently check any reference sources generated by AI.
- Learners should be aware that the use of AI outside of the guidelines is considered Examination Malpractice and will be reported to the exam board and learner sanctions will be at the exam board's discretion.



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly



Information for candidates AI (Artificial Intelligence and assessments)

What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember: teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating**.

**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK



If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

***Declare – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.

LAST
CHECKS



Know
the rules



Check with
your teachers



ACKNOWLEDGE
and DECLARE



EFFECTIVE FROM 1 SEPTEMBER 2025



RESOURCES TO SUPPORT YOUR STUDIES AND CAREERS DEVELOPMENT

Digital resources

Student intranet

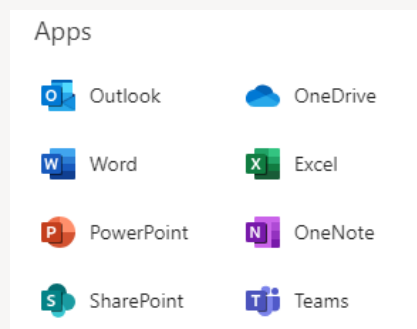
Accessed from the college website: <https://www.ccsw.ac.uk/>

Account Log in

Log in to your Student account

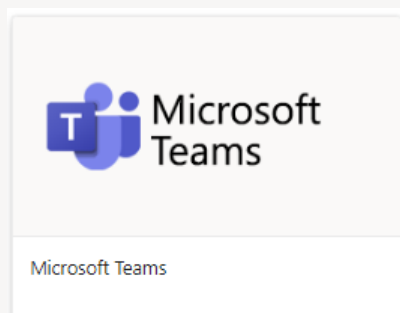
 Microsoft Teams Microsoft Teams	 ProPortal ProPortal	 Smart Assessor Smart Assessor	 Learning Resource Centre Learning Resource Centre
 I Need Help I Need Help	 Student Digital Induction Digital Induction	 MyVoice MyVoice	 Report Absence Report Absence

Office 365



- is accessed by clicking on  at the top left of the Student Intranet screen
- provides free applications to create documents (Word) and presentations (PowerPoint) and spreadsheets (Excel)
- provides secure online storage area to access your own work (OneDrive) from college or away from college. **You should only store your college work and communicate with your teachers and PDTs using OneDrive or Teams**

Microsoft Teams VLE



Microsoft Teams VLE is used to:

- easily communicate with tutor and other learners in your class
- access resources your tutors have uploaded
- view assignment details, deadlines and submit assignments

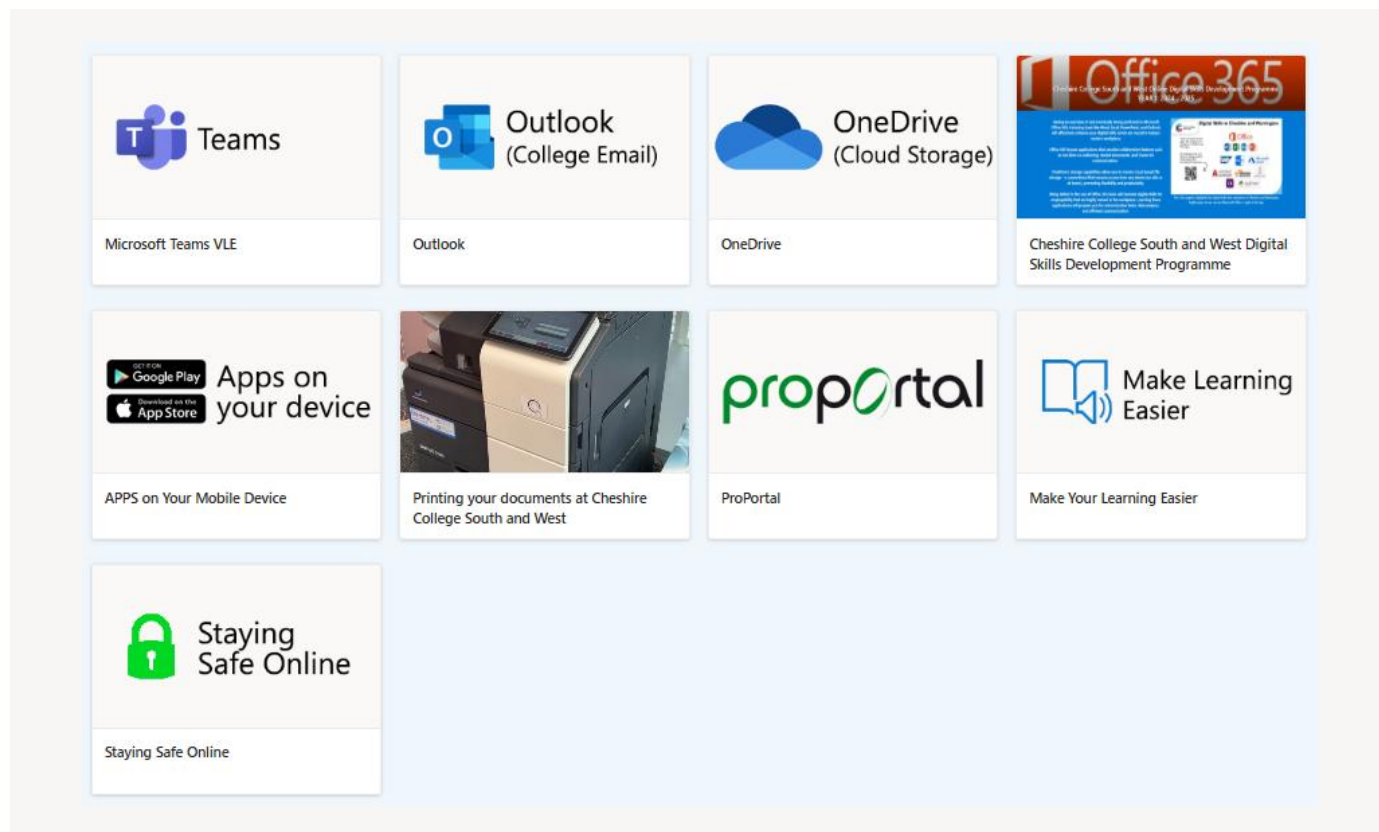
Microsoft Teams can be used at College or away from College

Works on computers, laptops and phones

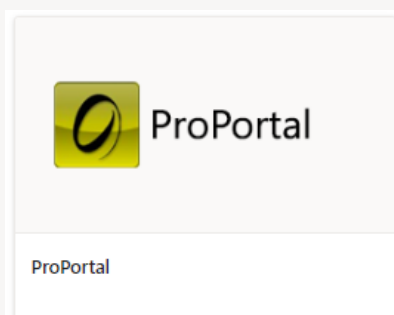
Some courses also use **Padlet** to present work. **Any work on Padlet should also be saved in OneDrive. Students should use their college e-mail address as their Padlet username and not a personal e-mail address.**

Student Digital Induction

Guides on how to use Microsoft Teams, college e-mail, OneDrive, Office 365 and more are available at [link](#)



ProPortal



ProPortal is your progress tracker, where you can access all the information about you, including your **attendance**, personal details, meetings, 1:1's, goals, **targets** and your **grades**.

ProPortal is used to record information about you and your journey at college. No other learner can see your information on ProPortal. Your tutors and PDT will access this information through a system called ProMonitor and you can see this through ProPortal.

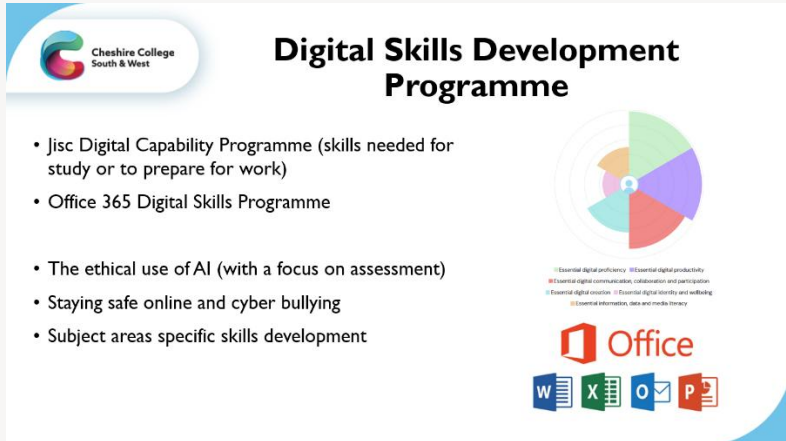
ProPortal is accessed from the Student Intranet site [link](#)

A guide to using ProPortal is available at [link](#)

Parents / carers of learners aged 16-19 will be granted access to ParentPortal [link](#) to view your progress. For further information about how we use your personal data and with who it may be shared please see our Privacy Statement: <https://www.ccswh.ac.uk/privacy-statement/>



CCSW Digital Skills Programme



The poster features the Cheshire College South & West logo in the top left. The title 'Digital Skills Development Programme' is centered at the top. Below the title is a list of bullet points: 'Jisc Digital Capability Programme (skills needed for study or to prepare for work)', 'Office 365 Digital Skills Programme', 'The ethical use of AI (with a focus on assessment)', 'Staying safe online and cyber bullying', and 'Subject areas specific skills development'. To the right of the text is a circular diagram with five colored segments (green, blue, red, orange, purple) and a central icon. Below the diagram is a list of 'Essential digital skills' including: 'Essential digital proficiency', 'Essential digital productivity', 'Essential digital communication, collaboration and participation', 'Essential digital creation', 'Essential digital identity and wellbeing', and 'Essential information, data and media literacy'. At the bottom of the poster are the Microsoft Office icons for Word, Excel, Outlook, and PowerPoint.

- Jisc Digital Capability Programme (skills needed for study or to prepare for work)
- Office 365 Digital Skills Programme
- The ethical use of AI (with a focus on assessment)
- Staying safe online and cyber bullying
- Subject areas specific skills development

All learners on courses over 12 weeks are expected to develop their digital skills using the Colleges' Digital Skills Development Programme - [link](#)



Library Resources

Every campus has a Learning Resource Centre (LRC), your go-to space for study support.



- Access computers, books, and a wide range of online resources to help with your learning.
- Support is available both in person and online.
- Visit the Student Intranet to explore our LRC pages, where you'll find helpful videos, guides, and information about our services—including support for developing your study skills.



Learning Resource Centre

welcome

Find the tools you need to succeed

Discovery - explore content now

Search articles, books, journals & more



Advanced search



[Subject Guides](#)



[Library Catalogue](#)



[E-resource list](#)



[Live Chat](#)



[Online Book Store](#)



[Study Skills](#)



[Need to Know](#)

Your frequently asked
questions

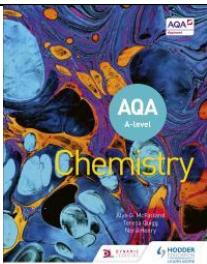


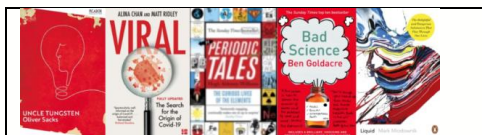
[Meet the Team](#)



Useful websites, texts, journals and magazines

This section below is an example of the information that is being provided for each course by the LRC. PLEASE DO NOT DELETE THIS. This section will be updated by the LRC as course handbooks are uploaded to the SharePoint site.

Links to subject resources can be found on the subject guide on the LRC pages.	
	The key textbook we will refer to during the course. Available as an e-book by clicking the link below: https://ebookcentral.proquest.com/lib/westcheshire-ebooks/detail.action?docID=5802547
	Help accessing resources from home
	You can also purchase a copy of the book by visiting the online store or if you are in receipt of bursary, call into the LRC to request your free copy.
	Find exam-specific magazine articles using the Chemistry Review online archive.
	Box of Broadcasts offers a range of on-demand television and radio programmes covering all subject areas. Start with a curated list of programmes on Chemistry and then explore further.
	Massolit video lectures are short bite-size lectures to help you to understand key topics.



[Search online](#) to find more books and e-books available from the LRC.

Other useful resources

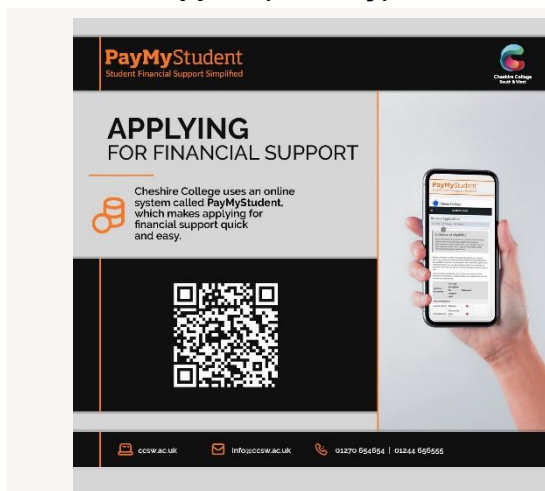
To be updated by course teams.....

Careers and Futures

Our Careers Team offers a confidential, impartial and accessible service, delivered by professional and highly-qualified staff, across all three Campuses. If we can help you in anyway, we will. The team can be found in the Student Hub,

Equal Opportunities

Financial Support (Bursary)



PayMyStudent
Student Financial Support Simplified

APPLYING FOR FINANCIAL SUPPORT

Cheshire College uses an online system called PayMyStudent, which makes applying for financial support quick and easy.

QR code and mobile phone displaying the PayMyStudent app.

CCSW.AC.UK | INFO@CCSW.AC.UK | 01270 554954 | 01284 695595

The Bursary Fund is available to learners who require support to help them stay in education or training, you can apply through the College for the Bursary Fund. The College uses an online system called PayMyStudent for applying for financial support.

<https://cheshire.paymystudent.com/portal/>

You can use PayMyStudent on a mobile phone, PC, tablet and laptop. You can upload evidence online, which makes it quicker and easier to apply. You can also view and check your payments online too.

Transport



The College offers FREE transport for all full time learners aged 16-18 living over one mile from the Campus where their course is delivered.

There are three different options available depending on your home location:

1. College Coach Service (Crewe Campus only)
2. Public Transport
3. County Council Transport

For learners aged under 19 years old where a College Coach service exists, this is the only service that the College will subsidise. [Find out more about free transport including bus routes and times here.](#)

You can apply for free transport here:
[Transport Application Form.](#)

Free Breakfast and Lunch

All students are eligible for a free breakfast and soup and a roll at lunchtime, the free breakfast is added to each ID card.

Bursary students eligible for free college meals can access a daily award which is credited to their ID cards.

Learning Support

Whilst you are at the College, we will do our best to support you to ensure you are successful. We can offer help and support, to enable you to fully access the College environment and achieve your goals. We work closely with a range of partners including Local Authorities and external agencies.

Our Learning Support team have a wealth of experience and knowledge in supporting students with SEND and inclusion needs. Support is determined on an individual basis and the best way we can support you is by letting us know about your support and inclusion needs. You can be studying on any programme at the College to have SEND support.

All learners will have the opportunity to meet with the Learning Support team if a disability or learning need is declared on the enrolment form.

If you have an Education Health Care Plan (EHCP), please let the Learning Support Team know so that they can follow the appropriate processes to ensure you have the support you need at college. Support at college could include transition support and advice, support with exams, equipment loans, access to an Inclusive Learning Advisor or Learning Support Assistant. All support packages will be assessed on an individual basis are based on evidence / information shared with the College.

For more information: [SEND Support - Cheshire College South & West](#)

If you have had Exam Access Arrangements previously, you must let Learning Support, your PDT or Tutor know as soon as possible. The Learning Support team will contact you to gather evidence and if applicable, apply for exam access arrangements. You will need to share your evidence, either from your previous school/college/setting or medical evidence. Ask your previous school/college/setting for your Form 8/Form 9/letter detailing entitlement and arrangements.

For adult learners, your tutor will meet with you at the start of your course to complete an adult screener form and assess if you would benefit from any additional support from the College.

Academic Support

If you feel you would benefit from some small group support, please discuss this with your Assistant Director who will be able to refer you to an Academic Coach.

Counselling & Wellbeing Support

Your health and wellbeing are always our main priority. So, we offer a number of different ways they can confidentially share any thoughts and concerns they have so we can help in the best way possible.

In addition to your PDT, learners can also access the College Wellbeing Team. The College also has 2 trained Counsellors on site who are able to provide a short-term support for counselling should a learner require the support.

The College also has a dedicated BeSafe Team who are available for support and advise during your time at college.

APPEALS, COMPLAINTS AND COMPLIMENTS

Appeals

The college has a robust appeals procedure which can be found here: <https://www.ccsw.ac.uk/about-us/policies-procedures/> The Appeals Policy outlines the steps and processes you and the college should follow, if you disagree with an assessment decision.

Complaints and Compliments

The college welcomes your feedback and actively seeks out learner views, we encourage the celebration of compliments from learners and share these internally and externally. However, if a learner feels the College standards have failed to meet expectations this will be fully investigated. All information on how to leave a compliment or complaint can be found here: <https://www.ccsw.ac.uk/about-us/policies-procedures/> under the Further Education (FE) Complaints & Compliments Policy (Learner).

KEEPING SAFE

Safeguarding

Cheshire College is committed to keeping its staff, learners and visitors safe at all times on Campus.

To help ensure the College is a safe and secure environment for all:

- **Provide ID** - When you arrive on Campus, please show your lanyard or sign in and out with the Reception team. Your ID lanyard must be worn at all times. If you're a visitor of the College, you will be issued with a visitors lanyard. Visitors need to be accompanied by a member of staff at all times. Please ensure you wear this at all times while on the College premises and return it to Reception when you leave.
- **Respect on Campus** - During your time on Campus, please behave in a way that shows respect for others and avoid language and/or actions that may cause offence. Please support us keeping our College clean by using the bins provided.
- **Smoke Free Policy** - Cheshire College operates a strict smoke and vape free policy which has been developed to protect staff, learners and visitors from exposure to second hand smoke/vape and to comply with smoke free legislation. If you wish to smoke or vape outside, please use the designated smoking/vaping area.
- **Safety on Campus** - The College Campus roads are used throughout the day by buses, motor vehicles, bicycles and pedestrians crossing the road. Please respect the speed limit of 5mph in the car park. If you believe anyone is acting suspiciously on Campus, or you witness any accidents or incidents, please report them to the Reception team immediately.
- **Additional needs or concerns** - If you have any additional needs, please let us know so that we can ensure your time at the College runs as smoothly as possible.

If you have any safeguarding concerns you wish to report, you can email our Be Safe Team on Besafe@ccsw.ac.uk or email the Designated Safeguarding Lead, chris.baggs@ccsw.ac.uk

Prevent

The aim of the Government's Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. This is part of an overall counter- terrorism strategy called CONTEST. In the new Counter Terrorism and Security Act 2018 this has simply been expressed as 'prevent people from being drawn into terrorism'. The Prevent Duty sits, firmly, within the College's Safeguarding policy. The College is passionate about safeguarding our learners. We believe that not only do we have statutory duty to ensure that we safeguard and promote the welfare of our children, young people and vulnerable adults in our care but also a moral duty. Safeguarding incorporates a wide range of risks we need to safeguard against, including those related to the prevention of violent and non-violent extremism.



Cheshire College uses a range of methods to protect learners from the risk of radicalisation, such as embedding British Values into our teaching and learning practice and monitoring online activity. Throughout your time in College, you will have an understanding of Safeguarding, Prevent and British Values, which will be discussed through group tutorial and in lessons.

If you have a general safeguarding or specific concern around radicalisation, extremism or Prevent or would like more information or have any questions, please contact your PDT, one of your teachers or Besafe@ccsw.ac.uk.

Protecting yourself online and e-safety

As most people today have easy access to unfiltered internet through devices such as computers, mobile phones, games consoles etc, it is important to make sure you are aware of the dangers you face when online.

The internet can give a way to many serious safety issues. Some of the most prevalent include:

- Sexting
- Cyber bullying
- Grooming

e-Safety becomes an issue whenever we enter any information about ourselves on the internet. However, protecting yourself online can be easy. Simply follow these tips:

- Only ever give out non-sensitive information about yourself
- Only give out information if you have to
- Check settings of any online profiles you may have- make sure only people you know can view them
- Be wary of people you have not met in real life
- Be aware that anything you post online can potentially be visible to anyone.

By equipping yourself with the appropriate knowledge and awareness of e-Safeguarding and the risks associated with the use of the internet, you can effectively help to ensure the physical safety of yourself and others. This topic will be covered in tutorial sessions.

First aid and accident reporting

The College has a number of qualified first aiders who can administer simple medical help. First aiders can be contacted in an emergency by any learner or member of staff via the College Reception or via each Campus First Aider Microsoft Teams group for staff. Under the Health and Safety at Work Act, all accidents or safety incidents must be recorded by the member of staff that attended the incident.

Fire procedure

Fire evacuation procedures must be strictly adhered to in the event of a fire or fire drill.

If you discover a fire:



Operate the nearest break glass point to raise the alarm and inform a member of staff that the alarm has been raised.

If the fire alarm sounds:

Close windows and isolate or switch off equipment, which could cause a further fire hazard.

Leave the Campus at your nearest available exit. Emergency exits are marked by illuminated 'running man' signs which can be found across the Campus. Proceed to the fire assembly points which are marked in the car parks at each Campus.

Remember:

- Close all doors behind you
- Do not stop to collect personal belongings
- Do not use the lifts
- Do not obstruct exits
- Do not re-enter the building

Lockdown Procedure:

The College operates a lockdown procedure to safeguard all staff and students in the event of emergency. The primary alert system is a distinct alarm which is played throughout the Campuses, with a voiceover instruction to follow the lockdown procedure.



In the event of a lockdown, ensure you follow the RUN-HIDE-TELL principles. If you are in an open/communal space at the time of the alarm activation, and there are no immediate safe spaces to occupy, the College have identified a safe refuge point at each Campus:

Crewe Campus – Learning Resource Centre (LRC)

Ellesmere Port Campus – Costa area and Room 137

Chester Campus – Project Court

Do not come out of hiding until either the Police, or a member of the College Critical Incident Management team has authorised a stand-down.

PARENTAL ENGAGEMENT

Parental Engagement

The College has a Parental Engagement Strategy that includes times in the year when parents / carers will be invited to meet with staff in the College and review progress of their child on ParentPortal. Types of engagement include a parental welcome evening, three parents' evenings and two parental updates via ParentPortal.

ParentPortal

ParentPortal is a version of ProPortal for parents / carers to access. It provides information on your expected grades, upcoming assessments, SMART targets, your comments, MarkBook tracker, attendance and punctuality and dates of meetings.

Instructions on how to register for, log into and use ParentPortal can be found on the Parents and Carers section of the College Website. <https://www.ccsw.ac.uk/parents-and-carers/>

For Parents & Carers

What's ParentPortal? Parent Portal is our exclusive online hub for parents and carers, designed to keep you informed and involved every step of the way. With 24/7 access, you can view your young person's predicted grades, attendance records, and other important updates.	How to use it? Once your young person has enrolled on their course, you can easily set up an account and log in at any time to track their progress, stay connected, and follow their journey at Cheshire College. Follow our ParentPortal guide to find out how to make an account.	Any issues? Having trouble signing up or accessing your account? Don't worry, we're here to help. Simply email parentportal@ccsw.ac.uk with a brief description of the issue, and our team will get back to you as soon as possible with guidance and support.
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Log in to ParentPortal →



Register for ParentPortal →



How to use ParentPortal ↓

APPENDIX 1 - DBS

Applying for DBS

Step 1

To begin, you need to obtain a unique user ID number from your Faculty Co-ordinator, Jacqui Young (for Crewe) or Paolynn Hermida (EP). You cannot start your DBS process before you have done this.



Step 2

To start an application, follow this link:

<https://www.onlinecrbcheck.co.uk/login.aspx?ReturnUrl=%2f> and enter your ID number and create a password, please remember this password as it can be used to track your application progress and may be needed if there is an issue with your application. Please make sure you are on the www.onlinecrbcheck.co.uk website before starting the application (*Please see image*).

Step 3

You now need to enter information from 3 pieces of identification which need to be any 2 of the following a **Passport, Birth Certificate, National Insurance Number Letter, Driving Licence, Child Tax Credit**, the 3rd piece can be any other official document such as a bank statement or official letter e.g., a doctor's letter. **These documents need to be current and must not be out of date/expired.**

The form is self-explanatory and asks for the information from the ID outlined above but if you require assistance, please send an email to jacqui.young@ccsw.ac.uk (if you are Crewe student) or paolynn.hermida@ccsw.ac.uk (if you are an EP student).

The College will pay for your DBS application. If you do not complete the process within 90 days you will need to re-apply and pay the fee is £56.70.

Step 4

Once you have submitted your application, **your IDs need to checked and verified in person**. You will need to show **the original documents you used and mentioned previously in step 3** to your Faculty Co-ordinator, Jacqui Young (room W110, Crewe) or Paolynn Hermida (room 125, EP). They will verify your application and scan your IDs for documentation purposes. **Your application will not be processed until this step is completed.**

Please note that your **full name, address, and date of birth** need to be visible on at least one of the documents you provide for the ID check.

Once you have received an email confirmation that your identity check has been completed, you should receive your DBS certificate within 1 – 4 weeks. If your certificate does not arrive after a month, please contact your Faculty Coordinator.

Source: [ID checking guidelines for Standard/Enhanced DBS check applications from 22 April 2025 - GOV.UK](#)



The 3 Route ID Checking Process

You must use route 1 where possible. You can only move on to route 2 if the applicant is unable to present the documents needed in route 1.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- two further documents from either Group 1, or Group 2a, or 2b, below

The combination of documents presented must confirm the applicant's name and date of birth.

Route 2

Route 2 can only be used if it's impossible to process the application through Route 1.

The organisation conducting the ID check must then also use an appropriate external ID verification service to check the application.

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- two further documents from either Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- three further documents from Group 2a or 2b

The combination of documents presented must confirm the applicant's name and date of birth.

If the applicant can't provide these documents, they may need to be fingerprinted.



Document lists

You should not accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport. A UK passport can be expired up to a maximum of 6 months.
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be a 'general' share code. If you do not have a UKVI account to access your eVisa you can create one online (Get access to your online immigration status (eVisa) - GOV.UK)
Biometric residence permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders should be encouraged to create an account and access their eVisa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service .
Current driving licence photocard - (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document.
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	Current and valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before March 2000)	Current and valid. UK, Isle of Man, and Channel Islands. For a paper licence to be valid it must be issued before March 2000 and all information, including name and address, must be up to date
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands.



Marriage/civil partnership certificate	UK and Channel Islands
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in last 12 months
Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you.	Issued in last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Cannot be online document	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months



Letter of sponsorship from future UK employment provider	Valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letters or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK.	Must still be valid
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and the QR code has been used to confirm details.	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	UK - for 16 to 19 year olds in full time education or on an apprenticeship - only used in exceptional circumstances if other documents cannot be provided	Issued in the last month



APPENDIX 2 – WORK EXPERIENCE

Recording your work experience on the ConnectED Portal Link

Details of your work experience are recorded the ConnectED Portal Link. Instructions for how to obtain the ConnectED Portal Link and enter information about your work experience are below:

Portal Link

Step 1 – Receive Link from Connect

At the start of the academic year, you will receive the following email to your learner email address

Hi **Steve**,

We're thrilled to invite you to use the Connect Learner Portal to streamline your work experience and propel your career journey forward. With the new improved Learner Portal you will be able to track everything simply, in one area.

Connect Learner Portal

For added convenience, you can access information and take actions through your web browser using the provided link. Please remember, this link is unique to you and should not be shared.

<https://tcc.ceconnect.co.uk/student/j/12345ABCDE>

You are now ready to take control of your work experience and kistart your career journey!

Why use the Connect Learner Portal?

- Brings everything you need under one roof
- Seamlessly submit Self Placement Applications to showcase your skills and interests
- Effortlessly manage your placements, ensuring a smooth and organised experience
- Apply for exciting placement opportunities that align with your career aspirations
- Access valuable resources at your fingertips, empowering you with the necessary tools to succeed
- Log your daily experiences within the workplace with the new improved Journal section
- Provide and receive feedback, and view performance appraisals to enhance your professional growth
- Easily download placement certificates to commemorate your achievements

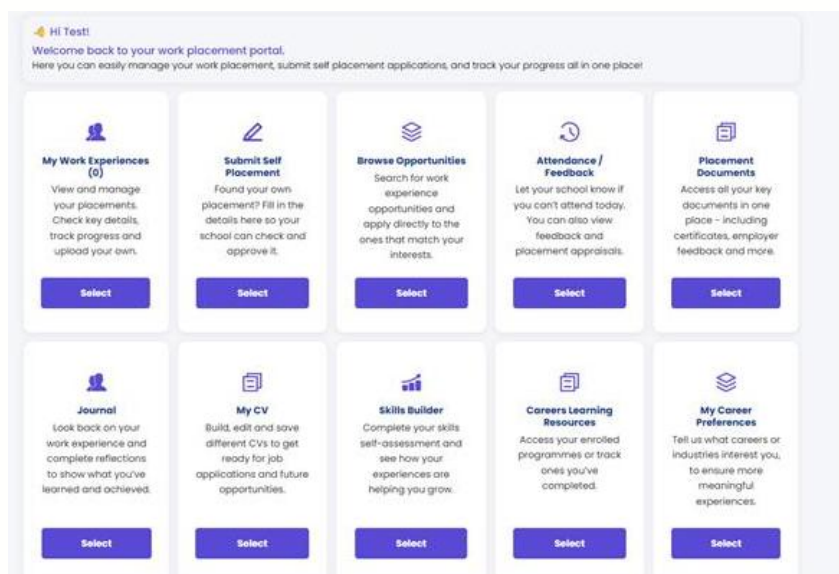
Please contact workexperience@ccsw.ac.uk, if you require any support.

The Cheshire College

e: workexperience@ccsw.ac.uk
t: Crewe: 01270 654654 | Ellesmere Port: 01244 656555

Step 2 Follow link and Sign into Connect

Once you have followed the link you will need to sign into Connect Portal you will be directed to the Connect home page.



Once you have signed into the app or accessed the student portal Via the URL link if requested. Select create a new placement and follow the 4 simple steps below:

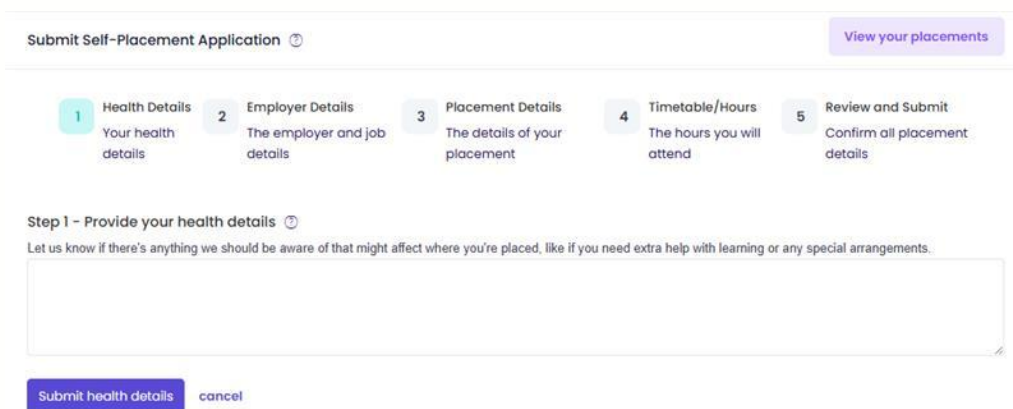
Logging Work Experience

Step 1- Submit the dates for the placement.

The end date can be adjusted by the Work experience team after it has been created if it needs to be extended or ends early.

The start date **MUST** be at least **TWO WEEKS** from the date submitted for risk assessment to be completed.

It is important to disclose any health information with your Work Experience Employer when logging a placement.



Step 2- Submit placement details

Category- The industry your placement is taking part in.

We **MUST** have a Contact Phone number and email address to be able to contact the employer for risk assessments and reviews if the placement is taking place in various locations (for example construction) enter the registered address for the company.



Step 2 – Submit Employer Details ⓘ

General Information

Business Type * ⓘ

Select Category...

Employer/Company Name *

Find Address

Job / Role Description * ⓘ

Submit employer details back cancel

Company Details

Postcode * ⓘ

Enter postcode

Address * ⓘ

Selected address will appear here

Employer Contact Name * ⓘ

Employer Contact Phone * ⓘ

Employer Contact Email * ⓘ

Step 3- Select the days and times for placement.

The work experience team can add extra day/ hours after if you complete more just let us know.

Submit Self-Placement Application ⓘ

View your placements



Health Details

Your health details



Employer Details

The employer and job details

3

Placement Details

The details of your placement

4

Timetable/Hours

The hours you will attend

5

Review and Submit

Confirm all placement details

Step 3 – Submit Placement Details ⓘ

Placement Dates

What is the start date *

13/05/2026

What is the end date *

17/05/2026

Additional Placement Information

Is this with a family member or a close friend? * ☒ No ☐ Yes ⓘ

Is the a part time job? * ☒ No ☐ Yes ⓘ

Submit placement dates back cancel



Step 4 - Submit Placement Timetable (Planned Hours)

Timetable - Planned Hours

- Select the start and end time for each day. Split shifts are available. Times use the 24 hour clock
- For placements covering multiple weeks use the copy tools under the options menu to the right
- If multiple shifts are required in a single day click the 'Enable split shifts' checkbox
- You can use the delete/backspace key to clear a day
- Shift times can only be intervals of 15 minutes

☐ Include unsocial hours choices (7pm to 7am)

☐ Enable split shifts

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
w/c 11 May 26:			09:00 - 12:00	-	09:00 - 12:00	09:00 - 12:00	-	9	options 

[Submit timetable](#)

[back](#)

[cancel](#)

Step 4- review the information and submit the placement

The placement will then be sent to the work experience team to verify and send out the risk assessments to the employer.

Submit Self-Placement Application

[View your placements](#)

-  **Health Details**
Your health details
-  **Employer Details**
Cheshire College - South and West
-  **Placement Details**
The details of your placement
-  **Timetable/Hours**
The hours you will attend
-  **Review and Submit**
Confirm all placement details

Step 5 - Self Placement Application Summary

If the details below are correct, please click the 'submit placement' button below to complete the application.

Placement planned from Wed 13-May-2026 to Sun 17-May-2026

Cheshire College - South and West

 Dane Bank Avenue, Crewe

 Cheshire College South and West

 01270654654

 jennifer.palin@ccsw.ac.uk

 Administrative and Clerical

 Job / role description:

Admin Assistant

Timetable - Planned Hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
w/c 11 May 26:			09:00 - 12:00	09:00 - 17:00	09:00 - 12:00	09:00 - 12:00	-	17

[Submit placement](#)

[back](#)

[cancel](#)

If you need any additional support in adding a placement or changing the details of a placement once it has been submitted, please contact the work experience team via email.

APPENDIX 3 - PLAGIARISM

Plagiarism

Plagiarism occurs whenever a learner dishonestly presents as his or her own work the work of another person, whatever the medium (text, written or electronic, computer programmes, data sets, visual images whether still or moving). The College uses Turnitin to check for plagiarism.

Unacknowledged direct copying from the work of another person, or the close paraphrasing of some organisation else's word, is plagiarism. This applies to copying both from other learners' work, work of staff and from published sources such as books, reports or journal articles. Plagiarised material may originate from any source. It is as serious to use material from the World Wide Web or from a computer based encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.

Use of quotations or data from the work of others is entirely acceptable and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly one's own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.

Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.

Direct quotations from an earlier piece of the learner's own work, if unattributed, suggests that the work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.

Source of quotations used should be listed in full in a bibliography at the end of the piece of work and in a style required by the learner's curriculum area.

Coursework (including assignments, essays, skills assessments and management reports) must be the learner's own work unless in the case of group projects a joint effort is expected and is indicated as such. Learners must acknowledge assistance given from fellow learners, staff and work-based mentors to avoid suspicion of plagiarism.

Major plagiarism is a serious offence and will result in the College disciplinary process being invoked. In deciding upon the penalty, the College will consider factors such as the stage of the study, the extent and proportion of the work that has been plagiarised and the apparent intent of the learner. The penalties that may be imposed range from a minimum of a zero mark for the work (with or without allowing resubmission), the down grading of a result, reporting to the awarding organisation, to disciplinary measures such as disciplinary contact, temporary or permanent exclusion from the College. It is important to distinguish between minor plagiarism and those cases in which the plagiarism is major. Staff assessing learners' work



use their own professional judgement to decide when an instance of plagiarism is significant, i.e., when action needs to be taken over the case. The unattributed use of several words or a single sentence would not normally require significant action (other than appropriate tutor).

We have a Study Skills Section on the Intranet which might be helpful with referencing. Learners can also contact the LRC for individual support

<https://southcheshire.sharepoint.com/:u:/r/sites/LearningResourceCentre/SitePages/Study-Skills-Portal.aspx?csf=1&web=1&e=EdXpMT>

APPENDIX 4 – Examples of Misuse of AI in Assessments

The information below provides 2 examples of the misuse in assessments by learners at other colleges, these have been provided by the Joint Council for Qualifications (JCQ). The examples are from A Level History and Pearson Extended Project P301. A Level Art and Design and Level 3 Diploma in Criminology.

Plagiarism – AI misuse

Example 1 - Awarding body: AQA

Qualification: A Level History NEA

A centre reported one of its teachers for A Level History had concerns relating to two candidates' NEA submissions. The concerns were that multiple sections were inconsistent with other parts of the candidates' work and the candidates' usual levels and styles of writing.

The centre used AI detection software to follow up on the teacher's concerns. The centre's review identified the following.

Candidate A: The AI detection software identified the work as being highly likely to have been generated by AI. This candidate admitted using ChatGPT to generate a guideline for their own work and claimed that they had accidentally submitted the guideline instead of their own work.

Candidate B: The AI detection software identified the work as being potentially generated by AI, and likely a combination of AI and human input. This candidate admitted using ChatGPT for some of the content of their work, for both the improvement of their own work as well as the creation of entirely new content.

The centre reported both candidates to the awarding body and provided confirmation that the candidates had been issued all relevant 'information for candidates' documents and the candidates had signed the declaration of authenticity to declare that the work completed was their own.

Both candidates were found to have committed malpractice. Candidate A was disqualified from the A Level History qualification and Candidate B received a loss of all marks gained for the A Level History NEA component.

Example 2 - Awarding body: Pearson

Qualification: Extended Project P301

During a regular review of work for the purposes of identifying potential AI misuse, a candidate's Extended Project submission was identified by detection software as containing several unreferenced sections of AI generated content. A further evaluation of the submission concluded multiple sections of the work included extensive indicators associated with generative AI. Upon contacting the centre, the candidate declined to provide a statement explaining the concerns, and the case was referred to Pearson's Malpractice Committee for consideration.



Following a careful review of the available evidence, the Malpractice Committee found the candidate to be in breach of the JCQ AI Use in Assessments document which defines as malpractice “copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student’s own” and “failing to acknowledge use of AI tools when they have been used as a source of information”.

The Malpractice Committee determined, as the result of the malpractice, the candidate be disqualified from the qualification.

APPENDIX 5

Weekly topics - week to view

The information below is to be copied and pasted from the Week to View planning document staff will have completed using the template on the staff intranet ([link](#)). This can be done by removing the information below and copying and replacing it with the information from the Week to View planning document. Then delete this blue text.

Course title		Course code	
Teacher(s)			

Term 1

Date	Week Number	Session 1	Session 2	Session 3	Session 4
31/08/26	1	Monday 31/08/26 is a Bank Holiday			
07/09/26	2				
14/09/26	3				
21/09/26	4				
28/09/26	5				
05/10/26	6				
12/10/26	7				
19/10/26	8				
26/10/26	AUTUMN HALF TERM				
02/11/26	9				
09/11/26	10				
16/11/26	11				
21/11/26	12				

30/11/26	13				
07/12/26	14				
14/12/26	15				
21/12/26	CHRISTMAS BREAK				
28/12/26					

Term 2

Date	Week Number	Session 1	Session 2	Session 3	Session 4
04/01/27	16	Staff Development Day Monday 04/01/27			
11/01/27	17				
18/01/27	18				
25/01/27	19				
01/02/27	20				
08/02/27	21				
15/02/27	FEBRUARY HALF TERM				
22/02/27	22				
01/03/27	23				
08/03/27	24				
15/03/27	25				
22/03/27	26				Friday 26/03/27 is a Bank Holiday
29/03/27	EASTER BREAK				
05/04/27					

Term 3

Date	Week Number	Session 1	Session 2	Session 3	Session 4
12/04/27	27				
29/04/27	28				
26/04/27	29				
03/05/27	30	Monday 03/05/27 Bank Holiday			
10/05/27	31				
17/05/27	32				
24/05/27	33				
31/05/27	MAY HALF TERM				
07/06/27	34				
14/06/27	35				

Learners break for summer holiday Friday 18/06/2027