



Coleg y
**Mynydd
Du**
**Black
Mountains**
College

Student Handbook

2026 - 2027

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GLOSSARY AND TERMINOLOGY

ALN	Additional Learning Needs
BMC	Black Mountains College
FE	Further Education
HE	Higher Education
SU	Student Union
TyH	Troed-Yr-Harn Farm Campus – Talgarth

Accessiblity statement: if you would like to access this information in a different format, please contact Fenella Lloyd:
Fenella@blackmountainscollege.uk

1. WELCOME TO BMC

The Black Mountains College Team warmly welcomes you to the Certificate of Further Education. You have chosen a flexible and engaging course that offers a wide range of learning experiences as you move from module to module. Whether you have chosen this programme of study as a route to a degree, for improving your work experience or employment opportunities, or simply for the joy of learning we are pleased that you have chosen this course and hope that your experiences will be both challenging and rewarding.

1.1 About BMC

1.1.1 History

The initial idea of Black Mountains College came into being back in 2016, when our Director Ben and his neighbour Owen discussed the frightening future that their young children would inherit. We all knew then, and still know now, that our society and our economy both need to undergo a substantial shift, but it is less clear where that change is going to come from.

The original Black Mountain College, an experiment which was founded in the USA in the 1930s and produced two decades of extraordinary artists and creative thinkers, provided inspiration. Could we, perhaps, re-create that ethos here, in the Black Mountains of Wales –a new cohort of radical leaders for the challenges of the 21st Century?

The National Park is the ideal classroom, re-connecting students with nature, a relationship that many have lost. The curriculum would be cutting edge, blending the skills and learning from multiple disciplines into a unique intensive programme.

In 2018 the Black Mountains College Project Ltd. became a registered charity with Ben as Director, and Owen a trustee, along with six other experienced people hailing from the local area. In 2019 BMC opened an office in Talgarth with Ben as Director and Dr.

Libby Pearson as the original Programme Manager. Libby had worked for over a decade setting up pathway colleges for private provider Navitas. She has probably established more new colleges than anyone else in the UK. Together Ben and Libby commissioned a business case, undertook feasibility studies, and examined site options for the college.

A curriculum workshop brought together leading figures from around the world to brainstorm the radical new programme for BMC: a framework that would apply all that we know from neuroscience about how humans learn, the basic necessities of ecology, and all that we know from the arts and inter-disciplinary thinking about how to promote creativity and adaptive thinking.

In 2023, we partnered with trail-blazing community group Welcome to Our Woods last year, and we launched Level 2 courses at our Treherbert location as a part of pioneering community project 'Skyline' that began as a community consultation on managing the re-forested spoil heaps around the former mining town.

In 2023, BMC launched our very own Degree with Cardiff Metropolitan University in Sustainable Futures: Arts, Ecology and Systems Change. We work closely with NPTC Group of Colleges and we are now entering our 6th year of teaching across two campuses!

1.1.2 Ethos

We are a college that is committed to the central challenge of our times: how to build a thriving, fair and just society within safe planetary boundaries. BMC prepares changemakers to lead ecological and social transformation for future generations, where society and nature thrive. Our mission is to create accessible education for a diverse range of students to re-evaluate humans' position in nature and address modern-day climate and biodiversity challenges by developing and teaching sustainable living, mitigating technology or social policy. We want to drive

transformational change across multiple sectors of society and the economy to reduce the effects of the climate and biodiversity crisis.

The planet needs new thinking more than ever. For the sake of all its inhabitants and future inhabitants. The way we live is broken and needs radical change. BMC has re-engineered Further and Higher Educational courses for people who want to be the change. We will provide an education that connects nature, science, the arts and technology to transform society for future generations. Our HE and FE courses address modern-day climate and biodiversity challenges by developing and teaching sustainable living, mitigating technology or social policy.

We believe that small differences matter, and that we must only take what we need, not what we can from our environment. Everything we do must be within natural limits, for the sake of the planet.

Whatever your chosen subject area, we wish you the very best for a fulfilling and successful time spent with Black Mountains College.

1.2 What to Expect

Each of our yearlong level 2 & 3 courses offer the opportunity to gain unique skills and experience for a rewarding, sustainable career. You'll learn via practical indoor and outdoor learning backed up with classroom theory taught by passionate and experienced teachers.

Our courses are accredited by City and Guilds or Lantra, and validated by NPTC Group of Colleges. Our one-year, full-time, Level 2 or 3 courses in Talgarth are the equivalent of three days a week contact time. Our part-time Level 2 courses in Treherbert are the equivalent of two days a week contact time.

In Talgarth, the Bannau Brycheiniog National Park is our campus. This year, learning will take place in multiple locations locally, with Nature Restoration and Regenerative Horticulture focused at our campus, Troed-Yr-Harn farm, and Coppicing and Forestry

based mainly at our Unit 5 Workshop. Some lessons will take place at our new classroom in the Old Victorian School, which has undergone renovations to become a new community and College shared space.

In Treherbert, courses will take place between the Penyreglyn Project building, and the Old Brewery site, as well as Crop Cycle for Horticulture. Students will make use of Cwm Saerbren woodlands, the community orchard and gardens.

Wherever possible, learning, experiments and projects will happen in the great outdoors.

1.2.1 Term Dates

September Starting Courses

AUTUMN TERM	14th September 2026 – 18th December 2026
HALF-TERM	26th October 2026 – 30th October 2026
CHRISTMAS HOLIDAYS	21st December 2026 – 1st January 2027
SPRING TERM	4th January 2027 – 19th March 2027
HALF-TERM	8th February 2027 – 12th February 2027
EASTER HOLIDAYS	22nd March 2027 – 2nd April 2027
SUMMER TERM	5th April 2027 – 9th July 2027 (Level 2 courses)
	5th April 2027 – 13th July 2027 (Level 3 courses)
	5th April 2027 – 25th May 2027 (Level 2 Forestry Treherbert ONLY)
HALF-TERM	31st May 2027 – 4th June 2027

Graduation is to follow scheduled for Wednesday 14th July 2027

1.2.2 Tutors

BMC have a small, agile team of extremely experienced, knowledgeable, and passionate tutors who you will work with closely. Tutors all look after the general welfare and development of all students in their care.

You should see a Tutor whenever you have a question or are worried or concerned about any aspect of College life or your personal life, in particular if it is affecting your academic work.

Anything you discuss with your Tutor will normally be treated as confidential. Your Tutor will not share information about you with other people, either within or outside the College, without your permission. However, there are circumstances where your Tutor may need to share information if they believe that you, or someone else, may be at risk of harm. In these situations, the College has a duty of care to take appropriate action and follow its Safeguarding Policy. This may mean sharing information with relevant members of staff or external agencies where necessary to keep someone safe.

Your Tutor can support you most effectively when they understand what you are experiencing. If you are worried about something, or if personal, family, financial, health, work or other circumstances are affecting your studies, please speak to your Tutor as early as possible. Your Tutor may not be able to resolve the underlying problem, but they can listen, help you explore your options and, where appropriate, put you in touch with the right person or service for additional support. They can also help you consider how to minimise the impact of difficulties on your learning and progress.

You should speak to your Tutor whenever you have a question, concern or difficulty relating to your College experience, including any pastoral or personal issue that may be affecting your attendance, wellbeing, academic work or progress. You do not need to wait until a problem becomes serious before asking for help..

1.2.3 Tutor and Key Contact Information

<u>TALGARTH</u>			
<u>Tutor Name</u>	<u>Course</u>	<u>Email Address</u>	
Joanne Price	Change in Practice L2	joanne.price@blackmountainscollege.uk	
Lloyd Davies	Change in Practice L2	lloyd@blackmountainscollege.uk	
Ruth Lawrence	Regenerative Horticulture L2 + Change in Practice L3	Ruth.lawrence@blackmountainscollege.uk	
Bex Ashton	Regenerative Horticulture L3	rebecca@blackmountainscollege.uk	
Lewis Williams	Coppicing and Greenwood L2 + Change in Practice L3	lewis@blackmountainscollege.uk	
Tom Dillon	Coppicing and Greenwood L2	Tom.dillon@blackmountainscollege.uk	
Justin Palmer	Forestry & Arboriculture L3	justin@blackmountainscollege.uk	
Peter Lee Thompson	Nature Restoration L2 + L3	peter@blackmountainscollege.uk	
<u>TREHERBERT</u>			
<u>Tutor Name</u>	<u>Course</u>	<u>Email Address</u>	
Ceri Evans	Nature Restoration L2 + Forestry & Arboriculture L2	ceri@blackmountainscollege.uk	
Anna Roberts	Regenerative Horticulture L2	anna@blackmountainscollege.uk	
<u>KEY CONTACTS</u>			
<u>Name</u>	<u>Job Title</u>	<u>Email Address</u>	<u>Phone Number</u>
Ben Rawlence	CEO	ben@blackmountainscollege.uk	01874 71188
David (Dai) Wilson	Further Education Lead	Dai@blackmountainscollege.uk	01874 711888
Fenella Lloyd	Student Support Lead	fenella@blackmountainscollege.uk	07746 666788

Vicky Curran	Student Journey	Vicky@blackmountainscollege.uk Or StudyFE@blackmountainscollege.uk	01874 711888
Ria Carter	Student Journey	ria@blackmountainscollege.uk Or StudyFE@blackmountainscollege.uk	01874 711888
Deborah Lloyd	Student Journey	deborah@blackmountainscollege.uk	01874 711888
Bryn Hill	Student Accommodation	brynhill@balfours.co.uk	01981 570727 07500867565

1.2.4 Website and Social Media

To access our website, please go to www.blackmountainscollege.uk

We have a private Facebook group for students and alumni of BMC to connect, share events and opportunities. You can join here:

www.facebook.com/groups/3493317377652831/

Our social media pages are:

Facebook: @blackmountainscollege

Twitter: @bmc_college

Instagram: @blackmountainscollege

LinkedIn: Black Mountains College

1.3 Induction

Induction will take place across your first week for all students, based at both sites. You will have been given the required information for your course. The purpose of the

induction programme will be to introduce students to the module timetable, the aims and overall structure of the course and its approach to learning, the requirements of the programme, the course assessment framework, student support procedures, College resources, College facilities and to respond to any queries you may have. You will be provided with a code of conduct we require you to sign digitally.

1.4 College Trips

Periodically throughout your course, BMC will arrange various away day trips with the aim of putting your education into practice within the real world. These will be decided upon throughout the year. The trips will be shaped by student input and suggestions.

2. LOOKING AFTER YOU

2.1 Health and Safety

BMC has a duty under Health and Safety law to ensure, as far as is reasonably practicable, the health, safety and welfare of students, staff and visitors whilst at college. BMC will also ensure, so far as is reasonably practicable, that students are not exposed to health and safety risks from the work activities of BMC.

The College has guidelines and regulations about safety. Please observe all notices and codes of practice. You can find our full Health and Safety Code of Practice on our website under the Student Portal.

All students will receive a BMC Health and Safety site specific brief from a BMC member of staff and sign to confirm they have read, understood and will undertake the requirements as part of the site brief, risk assessments or any other direction to ensure all parties remain safe. If individuals are found to be unsafe in their practices, it is responsibility of you or anyone identifying this to inform the activity to stop, change to a safe practice or report to a member of staff.

Health and Safety relies on everyone to be persistent in identifying any additional risks and reporting them to their fellow classmates, course Tutor, Learning Support Assistant or another member of staff, to remove or reduce the risk as required. This action may save injury or serious outcome, and all parties should not wait for others or members of staff to identify this in the first instance.

2.1.1 Accident Forms

An accident form must be completed in the event of all accidents, incidents and 'near misses'. Accident forms are available on our website under the Student Portal Policies and Procedures section, and in person on sites.

2.1.2 Fire Safety Procedure

If you discover a fire, alert a member of staff to dial 999 immediately.

If you hear the Fire Alarms or see flashing beacons:

- Leave the room immediately, do not collect belongings
- Proceed to the nearest fire exit
- If necessary, trained staff will help you to leave the building
- Go to your Assembly Point and stay there
- Tutors will take a register/check students
- Do not re-enter the building until instructed by tutor

If you are likely to have difficulty leaving the building in an emergency, please ensure your course tutor is informed, so that a personalised plan can be put in place.

In the event of the fire alarm sounding, students and staff must assemble at the assembly point at that location. You will be shown where this is during induction.

2.1.3 First Aid

All BMC tutors are Emergency First Aid qualified and can be approached relating to any First Aid requirements. Please see their contact details above in the Tutor Contact

Information (1.2.3) section. BMC have first aid kits, chainsaw first aid kits, and burns kits on site at all times.

2.1.4 PPE Requirements

Please bring any PPE with you to each lesson that has been assigned or requested. Regenerative Horticulture students will require sturdy wellies, gardening gloves, and secateurs.

Nature Restoration students will require sturdy wellies or walking boots, and gloves.

Coppicing and Greenwood Trades, and Forestry & Arboriculture students will require: safety boots, gloves, head-gear, eye protectors, chainsaw trousers and a personal first aid kit.

Level 3 students will require a laptop or tablet.

All students should bring lunch and waterproof/warm clothing to each lesson.

You will have received an equipment list for your course.

2.1.5 Emergencies and Crisis Response

In an emergency call the emergency services number, 999. Contact can be made from any telephone. For less urgent matters, BMC can be contacted on 01874 711888.

Our full Crisis Management Policy is available to view on our website under the Student Portal.

2.1.6 Severe Weather

The Director will determine when weather conditions justify cancellation of BMC activities and/or closing of the college.

Announcements of closings (and openings) will be made via email to students concerned.

2.1.7 Disclaimer

BMC will not accept responsibility for any damage to or loss of student personal belongings on any college premises. You can insure your personal belongings against loss or damage yourself if you wish to.

2.2 Safeguarding

The College aims to provide a safe and secure environment for all students, staff and individual visitors who access its facilities and services. The College recognises its particular responsibility to safeguard the wellbeing of vulnerable groups including children, young people and vulnerable adults engaged in the breadth of the College's activities by ensuring that there are appropriate arrangements in place to enable it to discharge its duty to provide a safe and secure environment.

The College recognises that it has a duty to report suspected abuse of any child, young person or vulnerable adult, as well as having a duty to help students (through guidance, support and training), to promote safe working practices in order to minimise risk to vulnerable individuals.

Key staff with designated safeguarding responsibilities are listed below and are members of the Safeguarding Forum, which operates to provide support and share best practice. External organisations such as Victim Support can provide support for vulnerable people where required. Our full Safeguarding policy is available to view on our website under the Student Portal.

2.2.1 Safeguarding Contact Details

Please contact one of the below staff members if you are experiencing any safeguarding issues:

<u>Name</u>	<u>Tel</u>	<u>Email</u>	<u>Safeguarding role</u>
Christianne Wakeham	07740 680568	christianne@blackmountainscollege.uk	Safeguarding Lead
Dai Wilson	01874 711888	Dai@blackmountaincollege.uk	Safeguarding Officer
Andre Pusey	01874 711888	andre@blackmountainscollege.uk	Safeguarding Officer
Fenella Lloyd	07746 666788	Fenella@blackmountainscollege.uk	Student Support Lead & Deputy Safeguarding Lead – Part-time; working Tuesday – Thursday.

2.3 Policies and Procedures

All of BMC's policies can be accessed on our website (www.blackmountainscollege.uk) under the **Student Portal**. The password to access this is BMC. You will be shown where to find these during your induction. Please contact a tutor or the office if you cannot find any policies that you wish to view, or if you'd like anything printed.

2.4 Wellbeing

Every student at BMC is important to us and we go the extra mile to ensure that the time you spend at College is both productive and pleasurable. This includes taking responsibility for your wellbeing. BMC will undertake termly 1-2-1's with each individual student to discuss your progress and wellbeing. Should you ever require any other help, support or guidance your tutors are always here to help. BMC are working with NPTC College Group, meaning you have access to their facilities, guidance and support. NPTC have a team of Wellbeing Coordinators who provide a service which supports the students. The Wellbeing team draw on relationships with partner agencies

to support those most at risk. Contact the team through your tutor or e-mail: wellbeing@nptcgroup.ac.uk

BMC are also currently developing additional wellbeing resources and services for our students – if you need specialist support for any personal or wellbeing issues please contact your tutor or Fenella Lloyd (Fenella@blackmountainscollege.uk) for advice and help making contact.

2.4.1 Counselling Service

NPTC have a professional Counselling Service. Counsellors can be accessed via self-referral or through referral by your tutors. They provide a confidential service for students across all sites, are professionally qualified, adhere to the BACP Code of Ethics and have extensive experience in a wide variety of areas.

Counselling is provided on a six-session model and the team link closely with specialist external partners. It can be done via Teams or over the phone. To contact the counselling team, visit Student Moodle/Student Support/Counselling to complete an online referral form (<https://www.nptcgroup.ac.uk/student-zone/in-college/student-support/>) and send it to counsellorreferral@nptcgroup.ac.uk or phone Brecon Counselling Service on 01686 614400.

2.4.2 Additional Learning Needs Support

Many students, for a variety of reasons, may need extra help to succeed with their studies and achieve their potential. NPTC group of Colleges have an excellent record of supporting students with Additional Learning Needs (ALN) and Disabilities. BMC aim to make any reasonable adjustments required in order to accommodate all students. We are flexible in our approach and we realise that needs change over time; we carry out regular reviews of students' learning needs and adapt any support to provide the best possible outcomes.

Our own Student Support Lead, Fenella Lloyd (Fenella@blackmountainscollege.uk) is on hand throughout the week to provide advice and guidance and has expertise with a range of learning styles, experiences and difficulties. Fenella will be able to help identify any adjustments you need as well as provide further advice and support as well as additional wellbeing and specialist resources.

You can also access the NPTC ALN team, who are located at Brecon Campus Student Zone, and are available to offer advice, guidance, and support to all students. Please visit the [NPTC Study Support section](#) on their website for more information or to speak to a member of the Student Services Team. If you require any further help, please speak to your tutor or Fenella via the contact information above.

2.4.3 Careers Wales

Careers Wales Advisors can be contacted to provide independent advice and guidance to students in relation to careers and progression. Visit www.careerswales.com or telephone 0800 028 4844. Click to view a [Careers Wales brochure](#).

3. ESSENTIAL NEED TO KNOW

3.1 Student Enrichment Programme

BMC and the NPTC Group of Colleges offers students more than just an education. Students are encouraged to get involved in a range of enrichment activities. There is a wide choice of clubs, societies and teams available ranging from sport to cultural activities. Visit the NPTC [Student Enrichment website](#) to find out more information.

You can also visit the [‘Student Life’](#) page on our website for information on activities and clubs locally, or chat to our Student Journey team!

3.1.1 BMC Library

We have our own small library at The Old School in Talgarth that is regularly being added to, and will be creating one in Treherbert. You can use this space to study, read, borrow books, use a computer, or just to relax. Please remember not to wear muddy shoes inside.

You are able to use BMC library during the week between 9am – 5pm without an access card. You can request an optional access card for our Library for out of hours, which provides access between 7:30am – 11pm. A card requires £5 deposit, refunded end of year upon handing your card back.

Email us on StudyFE@blackmountainscollege.uk any time if you would like a library card.

3.1.2 Other Libraries

At Brecon NPTC College Campus you will find a well-equipped Library that provide access to the services and resources that you need for your studies. The Library is equipped to help you make the most of your time on campus; they provide multimedia PC's with the latest software, audiovisual equipment and a variety of spaces in which you can study: you can choose between the quiet study rooms or the busier group study areas, whichever suits your needs. Photocopiers, binding and laminating equipment are available for you to prepare your assignments.

If you prefer to study at home, books and other resources may be borrowed for several weeks at a time. You can also access high-quality online information and e-books 24/7 via the electronic library on Moodle.

You can also use the public library in Brecon, Y Gaer. Here, you need your ID to become a member and you can then check out books, and iPads for 1-month at a time. You can renew your iPad loan at any time by popping back in!

Treherbert students can access a selection of books in the community library, in the Old Library.

3.1.3 The Cwtch

The CWTCH' is at the heart of Brecon's community, providing multiple learning opportunities for local residents, functioning as a drop-in centre, as well as a space to be utilised by community groups and clubs. If you would like a place to work or access to a computer or internet, just drop by the Cwtch.

Find the Cwtch at Cattle Market Car Park, Heol Gouesnau, LD3 7BA (Tel: 01686 614300)

3.1.4 Student Union

As a student at NPTC Group of Colleges, you automatically become a member of the Student Union. The Student Union is run by students for students, and is designed to represent the voices of students, and to engage students across all the campuses in socialising and creating a community feeling. The Student Union holds events and campaigns to bring students together. The Student Union is an opportunity to make friends and enjoy the diverse and vibrant college atmosphere. Access the Student Union updates via Facebook @NPTC.SU (<https://www.facebook.com/NPTC.SU/>)

3.1.5 Student Reps and Feedback

We put students at the center of the college's day-to-day running and long-term planning, making sure that all students have an equal voice, and using your feedback to make improvements if needed. At the beginning of the academic year, each class must elect at least one Student Representative. They are responsible for listening to the views, concerns, and experiences of their class on issues including learning and teaching where these can be shared at meetings. If you'd like to become a Student Representative, get in touch with one of your course tutors.

We will request feedback throughout your course. We will hold staff and student rep meetings throughout the year to discuss your feedback and aim to draw on your comments to make improvements and incorporate suggestions as much as possible. Your voice is very important to us at BMC.

3.1.6 Student Society

Setup in 2024, our newly formed Student Society is open to both higher and further education students to join. The Student Society organises College-wide activities, events, showcases, and trips. You can seek representation, meet new friends, socialise, seek employment, and have your voice heard. All students are automatically members of the student society, and you can be as involved as you would like.

Our Student Society have setup a WhatsApp group for all students to join. You can follow this link:

https://chat.whatsapp.com/HhbFa1TyMSz6NnWCi5DKG7?mode=ems_copy_c

There are lots of subgroups underneath which you can join, but this is the main one with the announcements for events etc.

3.1.7 Community Engagement

Community Engagement is integral to the courses here at BMC as we aim to teach our students to apply their knowledge to authentic situations, making lessons learnt durable and transferable. Embedding the college and its activities in the community and the land means that often the learning will have positive social and ecological outcomes too. Throughout the academic year, you will be working closely with the local community in either Talgarth or Treherbert, completing activities that enable us to learn in context to identify and apply solutions to real-life problems. These activities will

range from tree planting, creating fencing, hedge laying for the local council, and many more.

We hope to encourage strong teamwork and promote the benefits of volunteering through these activities, as well as giving you the opportunity to utilize the skills you have learnt in classes and obtain some work experience. Keep an eye on the student Facebook page for details!

3.1.8 Student Case Studies

We would love it if you would like to get involved in our Case Studies. At BMC, student experience is important to us. We want to share your stories, your experiences, and your successes with our followers and future students. Please contact Ellie (ellie@blackmountainscollege.uk) if you would like to be a case study subject, which would involve answering a few questions throughout your year at BMC that we can share on our website and social media pages. This could take place in person or via email. You can remain anonymous if you'd like, and you can also include photos of your work or promote your own businesses.

3.2 Student Complaints Procedure

Black Mountains College is committed to excellence in teaching, research and service provision. The College aims for the highest standards of quality in all its activities. It takes legitimate student complaints seriously and aims to resolve them in a clear, fair and timely manner.

A complaint is an expression of dissatisfaction by one or more students about action or lack of action by the College, or about the standard of service provided by or on behalf of the College.

The BMC assigned Complaints Officer is Tom Sperlinger, with Ben Rawlence as additional support. A complaint may be made by a student, by a group of students or

be channeled through an elected student representative. In the first instance, students should seek the advice of their College Tutor and use existing informal mechanisms to resolve difficulties.

You can complain in person, by phone, in writing, by email or by using our Complaints Form. These should be sent to complaints@blackmountainscollege.uk to be accessed by the Complaints Officer.

The complaint will be assessed and investigated fully by an unbiased individual. BMC will give you our decision on the outcome of your complaint as soon as possible. If you remain dissatisfied, you may appeal using our Appeals Form to the College Director or their nominated representative where their decision is final.

Please read our full Complaints Policy on our website on the Student Portal, where you can also access the Complaints Form and Appeals Forms.

3.3 Code of Conduct

The Student Code of Conduct relates to many of the College policies and procedures that are important if your time at the College is to be positive and productive. Any breach of the expected behaviour outlined in this Student Code of Conduct or any of the policies and procedures linked to it will result in the Student Disciplinary Policy being used (see below).

You will be asked to read and sign the code of conduct digitally at induction.

All students are required to sign up to the terms of the Student Code of Conduct and abide by the Code of Conduct throughout their time at College.

You can view our full code of conduct on the Student Portal, or request a copy.

3.4 Disciplinary Process

We want everyone to enjoy their time at College and we expect good behaviour from all students, including respect for others. The Student Code of Conduct (mentioned above) explains our key rules and regulations.

We have a formal Student Disciplinary Procedure. Staff will make students aware of any issues of concern.

There are normally 4 stages to the Student Disciplinary Procedure:

- 1. Verbal warning**
- 2. Written warning**
- 3. Final written warning**
- 4. Serious misconduct, leading to exclusion**

Where appropriate, we will involve parents/guardians in the Disciplinary Process; this will usually be regarding instances of repeated behavioural problems and/or serious incidents

To view our full Student Disciplinary Policy, please go to the Student Portal.

4. YOUR LEARNING JOURNEY

4.1 Moodle/Online learning/Library

The Moodle software is known as the VLE (Virtual Learning Environment). It is accessed via the Student Portal on the NPTC College Websites for teaching, learning and communicating. Moodle offers:

- access to online learning resources
- access to teacher resources
- access to revision materials
- access to shared resources
- access to lessons, coursework and homework resources

Every student will be allocated a personal NPTC Group of Colleges Moodle username and password. This enables every student to login to this resource. You will be provided with a training session on Moodle during your induction.

Your username is your student ID number, and your password is your ID number followed directly by your home postcode (the one you used to enroll) in all capital letters.

4.2 Transport Policy – Talgarth Location ONLY

BMC aims to become carbon neutral through its activities in future. As part of this, we have a car-free campus policy at our Troed yr Harn farm site. Students should generally travel on foot or cycle between the campus and Talgarth town centre, or you are able to use our minibus from Talgarth main car park each day. You will be provided with a minibus timetable during induction.

BMC aims to help create a future in which nature and human societies thrive whilst seeking to not only reduce emissions, but to promote well-being, active travel and transformation in ways of living and working compatible with planetary limits and social justice.

This Transport policy will apply to all staff, students and visitors. No cars will be permitted on-site without express permission. Permission will be reserved for those with clear accessibility requirements. Permission will be granted to allow travel to site by car in extenuating circumstances (i.e. injury or severe weather). If you are travelling to site by car, we encourage carpooling wherever possible. You should park considerately in designated spaces without blocking fire exits or access routes for emergency vehicles. You must observe the 5mph speed limit. To request a permit to drive to, and park on the farm throughout the year, please contact Fenella (fenella@blackmountainscollege.uk)

BMC require all students to agree and abide by this Transport Policy at all times. Failure to do so could result in disciplinary action being taken, in correlation with our Disciplinary Procedure. View our full Transport Policy on the Student Portal.

4.3 Childcare

BMC is open to all and we will attempt to reduce any barriers to education faced by our students. If childcare may be an issue and prevents you from attending College, please contact your tutor for advice.

NPTC's Financial Contingency Fund also provide financial support with childcare, funding up to £50 for one child per college day. You can find out more information on financial support via the Student Portal or by contacting Vicky or Ria (StudyFE@blackmountainscollege.uk).

4.4 Data Protection Policy

In reaching a decision to share any information with third parties the College will adhere to its Data Protection Policy and the Data Protection principles contained therein.

There may be instances where the College is sufficiently concerned by a student's behaviour and the risk they potentially pose that it will need to share these concerns with external agencies. In sharing such information with external parties the College will share only sufficient and relevant information in order to allow the concern to be appropriately followed up.

The College will keep confidential records of any information shared. These will be kept in accordance with the Data Protection Act (1998).

To view our full GDPR statement, visit the Student Portal.

4.5 I.T Usage Policy

The College seeks to promote and facilitate the positive and extensive use of Information Technology in the interests of supporting the delivery of learning, teaching, innovation and research to the highest possible standards. This also requires appropriate and legal use of the technologies and facilities made available to students, staff and partners of the College.

Inappropriate, illegal, offensive, indecent, discriminatory or harmful content is not permitted to be created, manipulated, transmitted or downloaded whilst utilizing the College Network. Corrupting, altering or destroying another User's data without their consent or disrupting the work of other Users and the correct functioning of the College Network is not permitted.

Where the College Network is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the College Network. Any breach of this policy will result in actioning disciplinary procedures. To view our full policy, please go to the Student Portal.

4.6 Equal Opportunities, Equality and Diversity

BMC respects and values all people and welcomes having a diverse population of students and staff. Our commitment is to promote equality of opportunity to all, and not to tolerate any unfair direct or indirect discrimination. At BMC, we're committed to fostering an inclusive, respectful and equitable environment for all members of our staff and when we welcome them, our student community.

The working ethos of Black Mountains College wholeheartedly supports the principle of Equal Opportunities in the workplace for both students and staff and opposes all forms of unlawful or unfair discrimination. This includes discrimination on the grounds of any protected category including gender, race, age, disability, marital status, sexual orientation, religious belief, nationality, ethnic or national origins.

Read our full Equal Opportunities Policy, and our BMC Equality Diversity and Inclusion Policy on the Student Portal.

4.7 Absence and Sickness Policy

If you are late or ill and unable to attend College you must ensure you record your absence via the Learner Hub by 9:30am. Guide here [Staff - Guide - Absence Reporting via NPTC Learner Hub.pdf](#)

If you are unable to do so please email the reason to Student Support studentsupport@nptcgroup.ac.uk copying in the BMC Student Journey Team, studyFE@blackmountainscollege.uk) as soon as possible. Without a valid reason for not reporting an absence within 2 weeks of the absence occurring it will remain unauthorised.

If you are experiencing log in issues please email IT Services itservices@nptcgroup.ac.uk who can assist you with this. BMC staff are unable to reset your password for you directly.

Students are expected to maintain a minimum of 90% attendance record in each term. Students are generally expected to be no more than 10 minutes late to class. Entrance to the class outside of this timeframe is at the discretion of the tutor and/or the College.

We recognise that many students will have competing priorities and may be studying alongside paid employment and/or caring responsibilities of various kinds. Where students feel that circumstances outside of their studies may impact on their attendance, they are encouraged to discuss this early with tutors who will advise and support them wherever this is practicable.

Formal College scheduled engagement includes any interaction or event where attendance is deemed to be mandatory. These include class sessions, lectures,

tutorials, workshops, field trips, appraisal points, meetings or interviews, and assessments.

Any enrolled student whose attendance does not meet at least 90% attendance or presents an inconsistent pattern across a set of modules, is placed on the 'student at risk' programme for close monitoring.

Any student who has no approved extenuating circumstance, or approved leave of absence, and who habitually fails to respond to communication from the College and/or who fails to present at 10 consecutive scheduled contact points may be formally issued with 'Notification of Intention to Terminate – Exclusion'.

Please note that regular single-day absences are not acceptable and will be challenged. They will also affect EMA and WGLG payments. Students should NOT arrange routine doctor/dentist appointments or driving lessons when they should be attending classes and holidays must NOT be taken in term time. Should your attendance drop below 90% and you are claiming financial support, you may be asked to repay funds.

Authorised Absences:

Authorised Absences must be booked in advance on the Learner Hub. Only 1 period of absence per half term is allowed and high levels of authorised absences will be investigated.

A list of authorised absences include:

- Religious Ceremony – No Evidence Required
- Disruption to Transport – No Evidence Required
- Emergency Leave – No Evidence Required
- Bereavement – No Evidence Required
- Dance Competition – Tutor to Authorise with Student Support
- Sports Competition – Tutor to Authorise with Student Support

- Attendance at a Wedding/Funeral (1 day only) – No Evidence Required
- Caring Responsibilities – No Evidence Required
- Meeting With Social Worker – Evidence Required
- Employment Interview – Evidence Required
- Attendance at a Court/Probation Meeting – Evidence Required
- Medical Appointment (Doctor, Hospital, CAHMS, Dentist, Physio etc.) – Evidence Required
- Driving Test/Theory Exam – Evidence Required
- University Interview/Open Day/Entrance Exam

Sickness:

If sickness is recorded by 9:30am each day via Learner Hub this will be recorded as sickness but as a positive mark.

Absences of more than 5 days require a doctor's certificate.

EMA/WGLG stops if sickness lasts more than 2 weeks.

High levels of sickness will be investigated.

You have a 2-week window to report an absence, if you do not report your absence during this period it will be classed as unauthorised no matter the reason.

Read our full Attendance Policy on the Student Portal.

5. ACADEMIC WRITING

5.1 Plagiarism and Academic Misconduct

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are considered to be unacceptable.

The college may use an online text matching service that is used to detect plagiarism by comparing the content of student assignments to a range of information sources. This service may be used to provide supporting evidence when cases of misconduct are suspected. All coursework that is to be externally assessed must be screened for possible plagiarism prior to submission to the examining body.

BMC's full Academic Misconduct Policy can be found on the Student Portal.