



LEARNER HANDBOOK



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WELCOME FROM THE TEAM AT ALPHA TRAINING

Welcome to your course which is provided by Alpha Training, in conjunction with Alpha Hair Design and Hawthorn Farm.

We hope that this is just the beginning of a long and successful journey, which will bring you new skills, interests and qualifications.

It can be hard to join a class or group for the first time so we try and support all our learners as much as possible.

Please talk to your tutor if there is anything we can do to help.

We want you to have an enjoyable time with us and in this handbook you will find details about what you can expect from your course.

You will be asked to give feedback at the end of your lessons and course. Your views are important and will help us plan future courses.

We hope your learning experience will be exciting and stimulating.

Best wishes from all of the staff at

Alpha Training



USEFUL INFORMATION

Staff at Alpha Training

Managing Director & Principle	Michelle Howdle
Centre Manager & Deputy Principle	Hayley Boden
Salon Manager & Senior Lecturer	Laura Spittle
Lecturer & Assessor	Dale Howdle
Lecturer	Kevin Howdle
Teaching Assistant	Katie Willetts
Teaching Assistant	Sam Moseley

Contact details

Email: office@alphatraininguk.net

Website: www.alphatraininguk.net (*please check - regularly updated*)

Hairdressing Salon:

Alpha Training, Clayhanger Lane, Walsall, WS8 7DT Tel: 01543 374320

Farm site: Hawthorn Farm, Ironstone Rd, Rawsley, Cannock, Staffs, WS12 0QB
Tel: 01543 275321

Hairdressing Uniform

- Alpha Training Polo shirt or hairdressing tabard
- Black Trousers or thick black leggings
- Flat black shoes or flat black boots (No UGG or UGG type Boots) No trainers
- Black Cardigan/black jumper
- Plain coloured socks or tights
- No jewellery to be worn in practical class, except for stud earrings

Uniform must be worn at all times and we ask that students dress appropriately for a working salon in order for them to pass the course.

Horse/Animal Care Uniform

- Warm/waterproof coat
- Waterproof trousers
- Black Alpha Training Polo
- Black Alpha Training Fleece
- Jodhpurs/thick trousers
- Jodhpur boots/Wellingtons
- No jewellery



Enrolment Form

Please let us know as soon as possible if there are any changes made to your personal details

Full Name: _____ D.O.B: _____

Address: _____

_____ Postcode: _____

Mobile: _____ Home: _____

Email address: _____

Please provide details of any known health problems or special needs the student has

Contact in case of emergency

Name 1: _____ Relationship to student: _____

Home no.: _____ Mobile: _____

Name 2: _____ Relationship to student: _____

Home no.: _____ Mobile: _____

-----**Office Use Only**-----

Name of course: _____

Date of enrolment: _____ ENR NO: _____

School: _____

Contact Name & Number: _____

Initial assessment results

Maths: _____ English: _____ ICT: _____

Relevant Quals: _____



Your rights to Privacy

Alpha Training is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your school and the Learning Records Service. We hold this personal data and use it to:

- **Support your teaching and learning**
- **Monitor and support your progress**
- **Provide appropriate pastoral care**
- **Assess how well your college is doing**

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to. For more information on the new GDPR Law please refer to our GDPR policy found on our website: **www.alphatraininguk.net** We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

Where appropriate we will send to relevant National Health Service personnel information on individual students changing college (or address) to ensure continuity of health care. Alpha Training may require photographic evidence of assessments that have been completed. Alpha Training may use photographs (with permission) on the Alpha Training website and/or Facebook page. Alpha Training will NOT use photographs of students on any other internet site.

Please sign the form below stating that you give permission for Alpha Training to take photographs of your child for practical assessments to be used as evidence of completion and that you are happy for photographs (after permission) to be uploaded on to the Alpha Training Website and Facebook page.

.....
Photographic Disclosure

I give permission for Alpha Training to take photographs of:

Student name _____
As evidence of practical assessments and to be used (with permission) on the website and social media pages for Alpha Training

Signed _____ Date _____

Print name _____ (Person with Parental responsibility)




Alpha Training Home/College Agreement

- At Alpha Training we strive to develop a friendly, happy and caring environment in which learners can flourish and learn.
- It is the responsibility of all the staff at Alpha to foster this caring approach and we aim to move forward in a positive way when dealing with difficult situations that may arise.
- Our mission statement encompassing this approach is 'A new beginning' and we aim to see every opportunity in a positive light.
- The staff at Alpha are expected to promote this caring and positive approach within their own lectures and throughout the academy.
- We aim to be good role models for learners and to work with parents and families to develop a positive and supportive approach.
- Parents, carers and families have an important role in the education of their child and we want to work in partnership in order to enable all learners to achieve their full potential and make the best possible progress.

Therefore we ask parents and students to sign up to our Home/College agreement.

Student Name: _____ Signature: _____

Parent/Carer Signature: _____

Signed on behalf of Alpha Training: 

Michelle Howdle
Managing Director / Principle
Alpha Training



	As a student I will do my best to...	As parent(s) I/we will do our best to...	As a Training Centre we will do our best to...
Attending Alpha	Always wear full uniform Bring any equipment needed for that day	Send my child to the Academy in full uniform Make sure my child has all needed equipment	Insist that uniform is worn at all times Inform learners of equipment needed and when
Attendance & Punctuality	Attend Alpha on the correct days Give the note or make a phone call explaining any absences	Make sure my child attends Alpha on the correct days and on time Inform Alpha as soon as possible on the first day of any absences to Alpha Training Office: 01543 275321	Encourage good attendance and punctuality Reward good attendance Keep parents informed of attendance issues Only consider authorising holidays in exceptional circumstances
Learning	Listen to my tutor and staff and work hard Respect the right of other learners to learn Have pride in my work	Take an interest in my child's work at Alpha Encourage my child to always work to the best of their ability Support my child with any homework set	Provide well planned lessons Provide a broad and balanced curriculum Set appropriate work and mark it consistently Regularly assess progress
Behaviour	Behave well in and outside Alpha and follow Alpha rules Be polite to staff, students and clients	Encourage my child to have a high standard of behaviour at all times Support Alpha's behaviour policy	Encourage high standards of behaviour at all times Implement Alpha's behaviour policy Treat all students fairly
Pastoral support	Let the lecturers and my family know if I have any worries that affect my work	Let Alpha know if there are any problems likely to affect my child's learning	Listen and respond quickly to concerns Inform families as soon as possible of anything may disrupt the normal lecture routine
Links with Alpha	Take all letters home Complete any sanctions set by my tutor Discuss my day with my family telling them the good and bad things that have happened to me so that my family can help me deal with issues that have arisen Discuss what I have learned with my family	Attend consultations and meetings with tutor Read letters from Alpha and reply if necessary Support Alpha Training if sanctions become necessary	Hold termly consultations with parent and student Provide a written report of student progress, attendance and punctuality Provide termly newsletters Set termly targets Inform families of any concerns as soon as possible
Life at Alpha	Find out what opportunities are open to me	Support Alpha Training events Regularly check the website alphatraininguk.net	Inform families of any events at Alpha Training



BEHAVIOUR CONTRACT

Alpha Rules - <i>(Please tick to say you understand)</i>	
Turn up on the right days Always let Alpha know if you are unable to attend for any reason.	
Be on time - Lessons start at _____ so aim to arrive at least 10 minutes before then.	
Be respectful - Abusive behaviour or bad language towards customers, staff or students will not be tolerated. Treat people as you would wish to be treated.	
Be friendly - Bullying or intimidation will result in a formal warning and in some cases instant dismissal. Please do not write hurtful, nasty or slanderous comments on social networking sites about students or staff at Alpha Training.	
Be trustworthy and honest - Stealing will not be tolerated and will result in an instant dismissal. Make sure all valuables are kept in a safe place. Alpha can't be held responsible if something goes missing!	
Look sharp - All students must come to the Alpha Training smartly and appropriately dressed in uniform.	
Ask first - Always ask for permission before leaving Alpha Training.	
Be safe and mature - Smoking, drinking alcohol or use of any illegal substances or legal highs are strictly forbidden at Alpha and will lead to instant dismissal.	
In the event of an emergency, students must evacuate the building using either of the exits and wait at the meeting point until told that it is safe to re-enter the building.	
Students must follow safe working methods. Whilst full training will be given on necessary equipment, we require students to act sensibly and maturely.	
No eating or drinking is allowed in the salon working areas.	
Be a team player - Students must aim to work as part of a team and to accept others for who they are.	
Mobile phones must be handed in on registration until the end of the working day.	

.....
 Student name _____

I understand and agree to follow the 'Alpha Training' rules.

Signature: _____ Date: _____



Alpha Training Safe use of the Internet

Please take the time to read through this page and sign the form on page 10 to say you agree.

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people at Alpha Training should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the learner to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

I understand that Alpha Training will monitor my use of the systems, devices and digital communications.

- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I understand that everyone has equal rights to use technology as a resource and:
- I understand that Alpha Training systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not use the school / academy systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me:
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I understand that I should not write down or store
- a password where it is possible that someone may steal it.



Internet Safety Acceptable Use Agreement Form

This form relates to Alpha Training Safe use of Internet Policy.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

I have read and understand the Alpha Training Internet safety rules and agree to follow these guidelines when:

- I use the Alpha Training systems and devices (both in and out of school)
- I use my own devices in the Alpha Training (when allowed) e.g. mobile phones, gaming
- devices USB devices, cameras etc.
- I use my own equipment out of Alpha Training in a way that is related to me being a
- member of this Alpha Training e.g. communicating with other members of the school, accessing school email, VLE, website etc.

I understand the following:

- Irresponsible use may result in the loss of Internet access.
- Copyright must be respected.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- Use for financial gain, gambling, political purposes or advertising is not permitted.

.....

Student name _____

I have read through, understand and agree to follow the 'Alpha Training' Internet safety rules

Signed _____ Date _____



SAFEGUARDING

Alpha Training is committed to creating a safe learning environment that promotes well-being and security for all learners and staff. The health and well-being of our learners is very important to us. We are committed to making sure all our learners and staff are safe and feel safe by ensuring:

- *That all people who engage with Alpha Training know they are expected to respect staff, learners, venues and grounds*
- *That all learners are taught in safe places by carrying out health and safety checks on all our learning settings*
- *We strictly follow safer recruitment processes*
- *That tutors include activities for learners during induction to create a safe and inclusive environment*
- *That tutors are informed if assistance is required to evacuate a building in an emergency eg. Mobility or hearing impairment which may prevent hearing the fire alarm*

The purpose of our safeguarding policy is to:

- Provide protection for learners and staff
- Provide guidance on procedures and code of conduct that tutors should adopt in the event that they expect a learner may be experiencing, or be at risk of harm.

Safer Learning – Your rights and responsibilities

You have the right to feel safe where you learn. Other people should not hurt or abuse you. Your responsibilities are:

- To respect other people's rights to safety
- Not to hurt or abuse others
- Not to threaten to hurt or abuse others
- Physical abuse – People should not touch you in a way that hurts
- Sexual abuse – People should not touch you or make you touch them in a way that
 - makes you feel uncomfortable or upset
- Psychological abuse or emotional abuse – People should not upset you by
 - bullying or teasing you
- Financial, money or material abuse – People should not steal from you
- Neglect – If you have personal care support, people who are there to help you should not neglect you or ignore you
- Discrimination – People should not treat you badly because of your age, disability, gender, ethnicity, religion, or who you choose for your boyfriend or girlfriend

If you think you have been hurt or abused by another student or learner, member of staff or visitor, you should report this as soon as possible.

Tell a trusted member of staff what is happening.

You can contact:

SAMARITANS – 0845 790 9090
VICTIM SUPPORT – 0845 303 0900



EQUALITY AND DIVERSITY

Alpha Training promotes the following British Values:

Democracy

YOUR OPINION COUNTS

The rule of law

NO ONE IS ABOVE THE LAW

Individual liberty

LAWS PROTECT EVERYONE
INNOCENT UNTIL PROVED GUILTY

Mutual respect

ALL BACKGROUNDS & CULTURES
ALL AGES
ALL GENDERS & SEXUALITIES

Tolerance of those of different faiths and beliefs

ALL RELIGIONS AND BELIEFS
FREEDOM OF SPEECH

Alpha Training will provide high quality learning programmes which meet the needs of our diverse community. We believe that every person has the right to be treated as equal and we value and enjoy people's differences.

Alpha Training promotes equal opportunities by:

- Making sure that everyone has the opportunity to learn
- Making sure everyone is fairly treated
- Providing suitable learning materials and support, where needed
- Understanding people's backgrounds, individual needs and concerns
- Celebrating people's differences

If you feel you have been treated unfairly, please speak to your tutor initially or contact:

Managing Director: Michelle Howdle

Tel: 01543 275321

Email: office@alphatraininguk.net



QUALITY

Alpha Training is committed to continuous quality improvement and have a range of quality systems based on the City & Guilds Quality Framework and to improve the provision for you as a learner.

We also seek feedback from you as a learner and you are asked to contribute by completing a learner feedback questionnaire found on our website, www.alphatraininguk.net

TEACHING AND LEARNING

To ensure that teaching and learning is of the highest quality, we have a teaching and learning policy which aims to ensure we deliver outstanding learning sessions which stretch and challenge every individual.

This will be done by:

- Assessing your needs at the beginning of the course. You may be asked to complete a skills check of your English and Maths skills to identify if you need any support
- Completing an induction onto your course, to help you to have a positive learning experience
- Carrying out 'no notice' monitoring class visits
- Visiting the class and completing observations of learning and teaching, where the observer may want to talk to you about your learning experiences

RECOGNISING AND RECORDING YOUR PROGRESS AND ACHIEVEMENT

As part of your course, you will agree your learning outcomes with your tutor and be asked to record your progress and achievement in your Individual Learning Plan (ILP). During your course, you and your tutor will review the ILP. It will:

- Identify your own personal learning outcomes
- Find out where you are at the start of your course
- Help you to agree with your tutor what you will get out of the course
- Identify if you have met your learning outcomes
- Include written feedback from your tutor on the progress you are making and what you could do to improve
- Record any unexpected learning or skills that you have achieved
- Help you to discuss what you can do when the course ends

WORKING TOWARDS A QUALIFICATION

You may be working towards a nationally recognised qualification on your course. Your tutor will explain to you:

- The requirements of the Awarding Organisation (City & Guilds or VTCT)
- The work you will need to do and the evidence you need to present
- The timescales for completing and submitting your work
- You will also receive feedback from your tutor on your progress and what you will need to do further to improve and gain your qualification.