



HAWTHORN FARM

LEARNER HANDBOOK



What does Alpha stand for?

We believe these 5 things can make a difference to you, if only you believe in them!

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**WELCOME TO HAWTHORN FARM  
FROM THE TEAM AT ALPHA TRAINING**

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

It can be hard to join a class or group for the first time and we are here to support you and make you feel at home.

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

We want you to have an enjoyable time at Alpha Training 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 a positive one.

Best wishes from all of the staff at

Alpha Training



## USEFUL INFORMATION

### Contact details

**Email:** office@alphatraininguk.net

**Website:** www.alphatraininguk.net

### Address Main office:

Hawthorn Farm, Ironstone Rd, Rawnsley, Cannock, Staffs, WS12 0QB

**Tel:** 0771 054 1699

### Staff:

**Head Teacher**

**Deputy Head Teacher**

**Office Manager**

**Support Teacher**

**Teaching Assistant**

Michelle Howdle

Hayley Boden

Donna Reynolds

Sam Moseley

Becky Powell

### Horse/Animal Care Uniform

- Warm/waterproof coat
- Waterproof trousers
- Black Alpha Training Polo (Purchased from Alpha)
- Black Alpha Training Zip up or Pull over Hoodie (Purchased from Alpha)
- 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](http://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  
Head Teacher  
Alpha Training



	<b>As a student I will do my best to...</b>	<b>As parent(s) I/we will do our best to...</b>	<b>As a Training Centre we will do our best to...</b>
<b>Attending Alpha</b>	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
<b>Attendance &amp; Punctuality</b>	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 <b>Alpha Training Office: 0771 054 1699</b>	Encourage good attendance and punctuality  Reward good attendance  Keep parents informed of attendance issues  Only consider authorising holidays in exceptional circumstances
<b>Learning</b>	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
<b>Behaviour</b>	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
<b>Pastoral support</b>	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
<b>Links with Alpha</b>	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
<b>Life at Alpha</b>	Find out what opportunities are open to me	Support Alpha Training events  Regularly check the website <a href="http://alphatraininguk.net">alphatraininguk.net</a>	Inform families of any events at Alpha Training





## BEHAVIOUR CONTRACT

Hawthorn Farm Rules - <i>(Please tick to say you understand)</i>	
<b>Turn up on the right days</b> Always let Alpha know if you are unable to attend for any reason.	
<b>Be on time</b> Lessons start at 10:00am so aim to arrive at least 10 minutes before then.	
<b>Be respectful</b> Abusive behaviour or bad language is not tolerated. Treat people as you would wish to be treated.	
<b>Be friendly and a good team player</b> Any kind of bullying will not be tolerated.	
<b>Be trustworthy</b> Stealing will result in an instant dismissal. Phones and valuables must be handed in and placed in a locker.	
<b>Dress appropriately</b> Please make sure you wear the right clothing to the farm.	
<b>Ask first</b> Always ask permission before handling any of the animals.	
<b>Strict rules</b> No Smoking, no drinking alcohol and no use of any illegal substances or legal highs All are strictly forbidden at Alpha Training and will lead to instant dismissal.	
<b>Safety</b> Students must follow safe working methods. Whilst full training will be given on necessary equipment, we require students to act sensibly and maturely. 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.	
<b>Valuables</b> Mobile phones must be handed in on registration until the end of the working day. Do not bring any valuable items to the farm.	

.....

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 \_\_\_\_\_



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:

Head Teacher: Michelle Howdle  
Tel: 0771 054 1699  
Email: [office@alphatraininguk.net](mailto:office@alphatraininguk.net)



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](http://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)
- 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.



## **Land-based Studies Animal Care Level 1**

Focussing upon building a sound skills and knowledge base across the land-based subjects, these qualifications provide a good foundation to allow the successful learner to progress to further learning and begin to specialise in Animal Care.

A City & Guilds Level 1 Diploma in Land-based Studies is for anyone who is thinking about or interested in a career working with animals. Learners do not need any experience of working in a land-based role or any previous qualification, just an enthusiasm and commitment to gain new skills and learn about the importance of the land-based industries.

Level 1 will suit you if you are just starting out and want to gain the basic knowledge and skills needed to move on to further study or get an entry-level job working in animal care.

## **Animal Care Level 2**

Focussing upon the major principles and practices of animal care and welfare, from managing a pet shop or grooming dogs to caring for exotic animals, the learner will be able to start or build on a career in the Animal Care Industry. At Level 2 you'll get an introduction to important topics in animal care - you might choose things like feeding, handling and grooming animals, looking after their accommodation and understanding their health and welfare.

Depending on the size of qualification you choose, you might also cover the science behind animal behaviour, do work experience and gain practical skills.

Level 2 is ideal if you are new to animal care or have some knowledge and basic skills. You want to develop your skills, perhaps to start work in a pet shop, animal shelter or kennel or prepare for further training.

## **Horse Care Level 1**

Focussing upon the principles and practices of horse care and management in a work-based setting, the learner will focus on areas of interest such as yard work, competition horses, riding, breeding or coaching.

A work-based Horse Care qualification is for anyone with a job or work placement in the equine industry. You don't need any previous qualifications or experience to get started.

These qualifications can help you to progress in a wide range of horse care roles including: Yard manager, Groom, Assistant yard manager, Work in ancillary equine businesses.

## **Horse Care Level 2**

Level 2 will suit you if you have some knowledge and basic skills as a horse care worker. You want to develop your skills, perhaps to move from a junior position to a senior one. You might want a qualification to prepare for further training.

These qualifications can help you to progress in a wide range of horse care roles including:

- Yard manager
- Groom
- Stable lad/lass
- Riding school worker
- Assistant yard manager
- Work in ancillary equine businesses.

## **Functional Skills**

Functional Skills qualifications are intended for anyone wishing to develop their maths and English. They focus on both the underpinning skills as well as the ability to apply maths and English to different contexts. Functional Skills qualifications give organisations the option to offer GCSE alternatives to their learners, enabling them to progress in learning, life and their careers. These up to date qualifications give learners practical, functional and indispensable skills.



## UNIFORM ORDER FORM

Item	Price Per Item	Size	Quantity	Total
Black Alpha Training Polo	£20.00			
Black Alpha Training Zip up Hoodie	£30.00			
Black Alpha Training Pull over Hoodie	£30.00			
				£

Name of Student \_\_\_\_\_

Signed \_\_\_\_\_