

# LEARNER HANDBOOK 2021 - 2022



1	Negas gan Prifathro'r Coleg / Message from the College Principal	19	Gwybodaeth Gyffredinol / General Information
2	Manylion Personol / Personal Details	23	Hwb Llesiant a Gwasanaethau Cymorth i Ddysgwyr / Wellbeing Hwb and Learner Support Services
3	Fy Nhargedau Dysgu / My Learning Targets	24	Ein Tîmau / Our Teams
4	Dyddiadau'r Tymor 2021/22/ Term dates 2021/22	28	Llwybrau yn y Dyfodol / Future Pathways
5	Staff Allweddol yn y Coleg / Key Staff at the College	29	Menter a Chyflodwyedd / Enterprise and Employability
6	Polisiau, cwynion, pryderon neu ganmolïaethau'r Coleg efallai y bydd gennych / College Policies, complaints, concerns or compliments you may have	31	Gwneud Cais Addysg Uwch / Applying to Higher Education
7	Amserlen / Timetable	32	Cymorth ac Arweiniad Ariannol / Financial Support and Guidance
9	Cyflwyniad i astudio yn y Coleg 2021-2022 / An introduction to studying at college 2021-2022	35	Rhaglen Gyfoethogi Coleg / College Enrichment Programme
10	Beth allwch chi fel dysgwr ei ddisgwyl gennym ni? / What can you as a learner expect from us?		
12	Beth mae'r Coleg yn ei ddisgwul gennych chi? / What does the college expect from you?		
14	Cymraeg yn y Coleg / Welsh in the college		
15	Eich cefnogi yn ystod eich cyfnod yn y Coleg / Supporting you during your time at college		
16	Monitro eich cynnydd yn y Coleg / Monitoring your progress at college		
17	Cyfleusterau'r Coleg / College Facilities		
18	Cyfathrebu Gyda Ddysgwyr / Keeping You Informed		

Under GDPR and the Freedom of Information Act, you have the right to know what personal details the college holds about you. You also have the right to read all college policies, procedures and most reports.

## **A large print version of this diary is available on request from student support.**

The College Merthyr Tydfil embraces the Equality Act 2010 and complies with the Public Sector Equality Duty. Our Strategic Equality Plan can be viewed on the college web pages.

If you would like to receive a copy of this diary in the medium of Welsh, please contact Learner Support Services on the ground floor.

A very warm welcome to the College Merthyr Tydfil. Whatever courses you are studying I wish you success and happiness and hope you enjoy your time as a learner in the college.

We have worked hard to put into place clear plans and preventative measures to minimise the risks of covid-19 and enable us to provide a full, high quality face to face learning experience to all learners, combined with some blended and on-line learning used, where appropriate, to enhance your learning experience.

We have developed a learner guidance document which sets out all of these measures in detail and I would encourage you all to please take the time to read through this guidance and familiarise yourselves with the information and expectations for learners so that you know what to expect when you do come into college. However, if you do have any questions that may not be covered in this guidance, please do contact us so that we can help.

Your wellbeing and success at college is of utmost importance to us and I want to reassure you that, despite these challenging and uncertain circumstances, we will provide you with the opportunity to receive passionate and enthusiastic teaching and dedicated learner and wellbeing support – all delivered in our state of the art college building or on-line through up to the minute IT technology platforms and systems meaning that you will have access to the very best teaching, support and resources whilst studying at the college or studying remotely at home.



We also understand the importance of feeling part of a learner community and here at the college we place a great emphasis on providing ways that all learners can get involved and be part of that community. So whether you are interested in becoming part of our learner assembly or taking part in our very many enrichment activities, we will be encouraging you to get involved through a range of both campus and on-line virtual activities, helping you to get to know other learners and make the most of your time at college.

Finally, by choosing to study with us, not only are you choosing to study at one of the highest performing colleges in Wales, but also choosing to study at a college that has recently been awarded many accolades in recognition of our excellent academic successes and commitment to providing an outstanding learning experience – and these have included, amongst others, being shortlisted for Times Education College of the Year Award, receiving the Stonewall UK Award, and being shortlisted for the Princes Royal Training Award for the work we have undertaken on our OLEVI Outstanding Teacher Programme.

So, whatever course or courses you may be choosing to study, rest assured we will help you succeed and achieve your maximum potential.

I hope that you have a great year with us and I look forward to meeting you very soon.

Take Care

A handwritten signature in black ink that reads "Lisa M Thomas". The signature is written in a cursive, flowing style.

Lisa M Thomas  
College Principal

Enw / Name:  
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Cyfeiriad / Address:  
.....

.....  
.....

Rhid ffon / Tel:  
.....

Rhif ffon symudol / Mobile:  
.....

E-bost / Email:  
.....

Cwrs / Course:  
.....

Tiwtor Cwrs / Course Tutor:  
.....

Mewn argyfwng, cysylltwch â / In case of accident or emergency, please contact:

Enw / Name:  
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Cyfeiriad / Address:  
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Rhid ffon / Tel:  
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Rhif ffon symudol / Mobile:  
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# Fy Nhargedau Dysgu / My Learning Targets

Defnyddiwch y lle isod i gofnodi eich targedau dysgu trwy gydol pob tymor. Use the space below to record your learning targets throughout each term.

Learning Target	Autumn Term		Spring Term		Summer Term	
	Target	Achieved or Target Extended	Target	Achieved or Target Extended	Target	Achieved or Target Extended
Literacy Target	e.g Use of Capital Letters	Achieved				
Literacy Target						
Literacy Target						
Literacy Target						
Numeracy Target						
Numeracy Target						
Numeracy Target						
Course Target						
Course Target						
Course Target						
Course Target						
Course Target						
Course Target						
Course Target						

# Dyddiau Tymor 2021/22/Term Dates 2021/22

## Tymor Y Nadolig / Christmas Term

1st September to 17th December 2021

## Hanner Tymor / Half Term

25th -29th October 2021

## Tymor Y Gwanwyn / Spring Term

4th January 2022 – 8th April 2022

## Hanner Tymor / Half Term

21st February 2022 – 25th February 2022

## Tymor Yr Haf / Summer Term

25th April 2022 – 24th June 2022

## Hanner Tymor /Half Term

30th May 2022 – 3rd June 2022

## Guided Learning Days

The college has five planned Guided Learning Days during 2021-2022.

There will be no formal teaching taking place on these days. There will, however, be sessions and activities organised for learners via the Learning Zone Study Support team.

Learners can also come into college and study / use facilities.

**Tuesday 9th November 2021**

**Friday 17th December 2021**

**Monday 17th January 2022**

**Wednesday 9th March 2022**

**Thursday 12th May 2022**

## Parents /Carers Evenings 2021-2022

### Autumn Term

Year 1 – Wednesday 3rd November 2021

Year 2 – Thursday 2nd December 2021

### Spring term

Year 1 – Wednesday 2nd March 2022

Year 2 – Thursday 17th March 2022

Parents will receive twice yearly progress reports at Parents' / Carers' Evenings. Keep in touch with us!

Follow us on Facebook and Twitter to keep up to date on all of our college news.

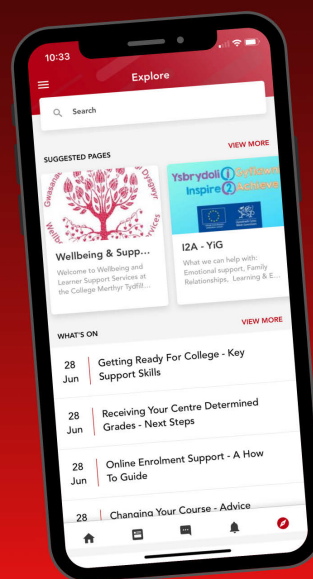


@Collegemerthyrtidfil



@Collegemerthyr

**Download Our  
FREE College App  
Now!**



Download on the  
App Store

GET IT ON  
Google Play

# Staff Allweddol yn y Coleg / Key Staff at the College

Here's the contact details for some of our key staff here at the college. Please also visit our meet the department section on our Induction Webpage and click on the departmental videos for an introduction to the staff in each area.

## College Executive Team

Principal	Lisa M Thomas
Executive Assistants	Tracy Woods, Joanne Jenkins
Vice Principal Academic	Lesley Robins
Vice Principal Resources	Sara Fowler
Director of Learning	Chris Ford
Director of Data and Performance	Simon Evans
Director of Planning and Operations	Leanne Jones

## Heads of Division

Business, Tourism and Management	Hannah Salter
Creative and Digital Industries	Joanna Richards
Hairdressing and Beauty	Amanda Wilde
Health and Care	Rebecca Thomas
Humanities	Andrew Roach
Preparation for Life and Work	Amanda Wilde
Science & Mathematics	Mark Richards
Sport & Public Services	Sarah Kerrigan
Advanced Manufacturing and Built Environment	Neil Clancy
UCAS Co-ordinators	Chris Lloyd
	Bethan Williams
Head of Enterprise, Skills Erasmus	Christine Bissex
Head of WBQ	Sarah Kerrigan
WBQ Co-ordinator	Sophie Hulbert
GCSE Co-ordinator	Stacey Ward
Skills Co-ordinator	Angharad Davies

Study Support Coordinator	Rebecca Morgan
Digital Coordinator	Gareth Morgan
Head of Wellbeing and Learner Support Services and Safeguarding	Lynne Lloyd
Examinations Officer	Lyndsey Davies
Head of Finance	Steve Early
Head of Infrastructure	Ashley Evans
Head of Student Records	Michael Watkins
Head of Marketing, Admissions and Enquiries	Leanne Jones
Employability and Future Pathways Co-ordinator	Verity Jones
Welsh Language Development	Lynwen Harrington
ALN Co-ordinator	Rhian Francis
I2A Co-ordinator	Chrisitan Phillips
More Able and Talented Co-ordinators	Lisa Gregg Vicky Williams
College Counsellor	Theresa Cadd
Nurse Practitioner	Natalie Brogan

## College Board of Directors

Chair	Chris Sutton
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Work Based learning provision is now delivered through our subsidiary company - Tydfil Training Consortium

# Polisïau, cwynion, pryderon neu ganmolïaethau'r Coleg efallai y bydd gennych / College Policies, complaints, concerns or compliments

## College Policies

The college has a range of policies to support you during your time with us. All of these policies are detailed on the college Website: <https://www.merthyr.ac.uk/en/policies-and-strategies/>

- Admissions Policy
- Academic Appeals Policy
- Attendance Policy
- Complaints, Concerns and Compliments Policy
- Dignity at Study policy
- Exam Re-sit Policy
- Learner Disciplinary Policy and Procedures
- Learner Malpractice

## Feeding back any complaints, concerns or compliments you may have

The college is committed to delivering the highest quality education and training in a safe, friendly, professional and inclusive environment, ensuring that all learners have the best customer experience possible.

We have a dedicated Complaints, Concerns and Compliments Policy, which has been developed to ensure that any complaints, concerns or compliments - whether about teaching and learning, support or general college services, are responded to promptly, fairly and effectively to the best of our ability and within the resources of the College.

A full copy of the policy is available to download from: <https://www.merthyr.ac.uk/en/the-college/complaints/>

To submit a Complaint, concern or compliment, you can:

1. Complete the on-line form [HERE](#)
2. Email your complaint, concern or compliment to [complaints@merthyr.ac.uk](mailto:complaints@merthyr.ac.uk)
3. Complete the paper form at the back of the policy document and send it in to the college via post or hand it in to the college reception



# Amserlen / Timetable

9yb / am                      10yb / am                      11yb / am                      12yb / am

Llun / Mon

Maw / Tue

Mer / Wed

Iau / Thur

Gwe / Fri

# Amserlen / Timetable

1yp / pm                      2yp / pm                      3yp / pm                      4yp / pm

Lhun / Mon

Maw / Tue

Mer / Wed

Iau / Thur

Gwe / Fri

# Cyflwyniad i astudio yn y Coleg 2021-2022 / An Introduction to studying at college 2021-2022

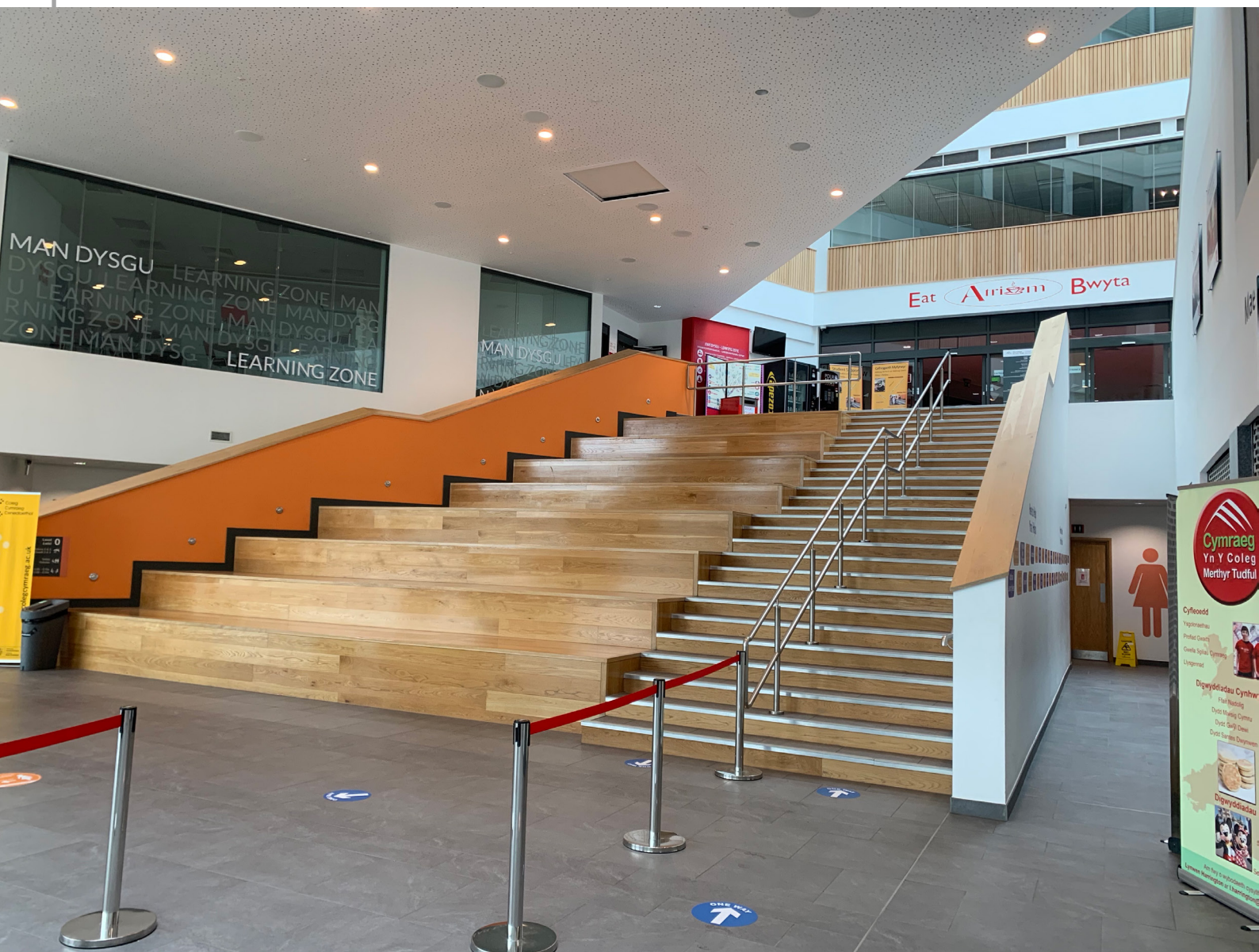
## An Introduction to studying at college 2021-2022

The college is committed to ensuring the health and safety of all staff and learners. Our utmost priority is to provide a safe and managed environment that enables all learners to receive the best learning experience possible.

To prevent the spread of coronavirus (COVID-19) the college has put into place a range of protective measures to create a safe learning environment for all.

9

In order to ensure that we maintain this safe environment and in order to comply with the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 and the Welsh Government Health and Safety Protocols the following learner charter and code of conduct tells you what you can expect when you become a learner at the college, and what we expect of you.



# Beth allwch chi fel dysgwr ei ddisgwyl gennym ni? / What can you as a learner expect from us?

## Your learning environment

We will provide:

- A safe, secure and welcoming learning environment that conforms to all of the relevant Coronavirus Health and Safety legislation, protocols, guidance and risk assessments (for more information, please refer to our detailed COVID learner guidance document)
- A range of protective measures to minimise your contact with other individuals and groups of learners, including the wearing of face masks across all college communal areas
- Hand sanitising stations across all areas of the college to support frequent handwashing
- Appropriate signage and directional arrows throughout the college building to facilitate and support social distancing requirements
- Appropriately laid out classroom facilities
- All of the information you need to help you settle into college, including a comprehensive induction programme and learner guidance document
- A welcome box which contains a college hand sanitiser, a reuseable mask, a refillable bottle, pen, pencil, a pocket pad, power bank, multi end charging cable and a tote bag.
- A comprehensive communications strategy, including a brand new college app so you know what is happening and is expected of you at all times during your learning experience with us.





# Beth allwch chi fel dysgwr ei ddisgwyl gennym ni? / What can you as a learner expect from us?

## Your teaching and learning experience

We will provide.....

- Enthusiastic, dedicated and excellent campus based and on-line teaching and learning
- Dedicated tutorial support and regular 'check-ins' with your course tutor to help you throughout your time at the college, both face to face and on-line
- Access to outstanding learner and wellbeing support both at campus and on-line, including:
  - Career advice and guidance
  - Mental health and wellbeing
  - Advice on financial issues
  - Confidential counselling advice
  - Study skills support
  - Learning coach support
- Inclusive, accessible, secure and resilient IT platforms and ICT equipment and software to support you to learn both on campus and online, wherever possible
- Fantastic state of the art learning environment with up to the minute facilities
- A framework of support to develop your study skills, independent learning, motivation and resilience
- Opportunities for you to engage in a range of extra-curricular activities, including sports and wellbeing enrichment activities, Duke of Edinburgh and a range of clubs and groups e.g. board games club.
- Opportunities for you to have your say and represent other learners and/or your course on appropriate college boards, learner focus groups, the Learner Senedd and at course team meetings – both face to face and online
- The opportunity for you to feedback your views on your course and college facilities through the learner voice survey, learner conferences and our concerns, compliments and complaints policy – both face to face and online
- An established complaints, grievance and disciplinary procedure, including the right to appeal.
- Regular marking and constructive feedback of your work
- Regular reviews of your progress and agreed targets
- The opportunity for you to receive learner support or course materials or course assessment through the medium of Welsh
- Careers advice, guidance and support to help you progress successfully on to employment, university or an apprenticeship.

# Beth mae'r Coleg yn ei ddisgwyl gennych chi? / What does the college expect from you?

As a learner at the college, you should behave in a reasonable manner at all times, ensuring that you comply with the following:

## Attending College

We expect all learners attending college to:

- Abide by the College's Coronavirus (Covid-19) learner guidance, in particular paying due regard and adhering to the social distancing and health and safety measures in and around the college campus, including the wearing of a face mask in all communal areas of the college
- Abide by the college's policy for 100% learner attendance on campus or engagement in online delivery, whilst also being mindful that you should not attend college if:
  - You feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) - if this is the case you must self-isolate immediately and book a COVID-19 test
  - Have tested positive for COVID-19
  - Have been asked to self-isolate by the NHS Wales Test, Trace, Protect Service
- Inform the college if you are absent by notifying your college tutor
- Inform us if you have tested positive for COVID-19 using the form [here](#)
- Inform us if you have been asked to self-isolate [here](#)
- Ensure that you are wear your college ID badge at all times when on site and that it is visible at all times
- Abide by the college's no smoking policy – please note this includes not smoking in the area outside and surrounding the college building and main entrance.
- Dress in an appropriate manner at all times.
- Arrive punctually for all lessons.



# Beth mae'r Coleg yn ei ddisgwyl gennych chi? /What does the college expect from you?

## Engaging in your studies

We expect all learners to:

- Attend all campus based classes and engage in your on-line and remote lessons regularly and on time
- Adhere to the college's guidance on teaching and learning both whilst at campus and whilst learning remotely
- Participate in regular individual reviews, tutorials or 'check-ins' with your course or personal tutor
- Complete assignments and course work on time
- Check your college emails on at least a weekly basis and download the college app to ensure you are keeping up to date with college news and important information
- Adhere to the college's communications protocol
- Ensure that your phone is switched off at all times during lessons, except for exceptional circumstances and in agreement with your tutor.
- Pay all course fees as required

## Your Health and Well-being

We expect all learners to:

- Treat everyone with consideration and respect regardless of differences in culture, ability, race, religion, gender, sexual orientation, age or social class.
- Never bully, intimidate, verbally abuse, threaten violence or use unacceptable language towards any person.
- Act in a safe and responsible manner
- Use our dedicated complaints procedure to feedback and make us aware of any complaints or concerns you may have
- Adhere to the college's learner disciplinary policy and procedures
- Abide by the college's Social Media Policy
- Abide by the college's IT Acceptable Use Policy
- Take pride in the college and treat the environment with respect by:
  - Refraining from eating and drinking in the classrooms and IT rooms.
  - Ensuring that all litter is placed in the bins provided.

### We encourage all learners to:

1. Use the learner support and well-being services available to you to seek help and/or additional support, when required
2. Engage in the wide range of online and campus based enrichment and health and wellbeing activities on offer



Having an extra skill such as Welsh language can now be an advantage to anyone when looking for employment in Wales. Since the Welsh language standards scheme were created for the purpose of ensuring clarity to organisations in relation to the Welsh language, ensuring clarity to Welsh speakers on what services they can expect to receive in Welsh and ensuring greater consistency in Welsh language services and improve quality to users. Therefore, having both English and Welsh language skills are required in a variety of different jobs.

The college offers a variety of opportunities for learners to develop or maintain their Welsh language skills. These include the following:

- Work experience placements in Welsh
- Welsh language ambassador scheme
- Welsh language scholarships through Welsh Baccalaureate
- Welsh language qualifications e.g yr Iaith ar Waith
- Progression opportunities working in partnership with Coleg Cymraeg Cenedlaethol
- Cross college events to celebrate Wales e.g. Diwrnod Shwmae, St Dwynwen and St David's Day
- Urdd Gobaith Cymru Eisteddfod competitions and sporting events

We offer a range of opportunities, events and activities especially for Welsh speaking learners. We try to give Welsh speaking learners the opportunity to use their Welsh skills socially and in lectures where possible. If you speak Welsh and study at the college, you will receive a booklet outlining the Welsh medium opportunities throughout the year, and will receive a 'Working Welsh' badge.

For further information, please contact: Lynwen Harrington on [l.harrington@merthyr.ac.uk](mailto:l.harrington@merthyr.ac.uk) or take a look at our introduction to Welsh video [here](#).





# Eich cefnogi yn ystod eich cyfnod yn y Coleg / Supporting you during your time at college

## Your personal/course tutor

You will be assigned a personal/course tutor who will support you in your transition into the college and be your dedicated point of reference in all matters concerning your personal, social and academic welfare and the subject areas you are studying.

## Your Induction

All learners will have the opportunity to have a face to face induction with your course or personal tutor. Prior to this face to face induction, you will be able to access a range of online induction materials and resources that will enable you to familiarise yourself with the college, your course department, how your course will be delivered and learn all about the support, enrichment opportunities and resources on offer for you. This will include:

### Welcome to the college

- Welcome
- Virtual tour of the college –location of classrooms, workshops, science labs etc.

### Introduction to the academic year

- Explanation of the current Covid19 situation and how the year is going to operate
- Learner Guidance document and instructions on what to do when you attend college, health and safety, PPE, Emergency Information –Health and Safety - First Aid etc.

### Introduction to Blended Learning

- Link to complete Digital Access Survey, if not already completed
- Introduction to Microsoft Teams, Moodle etc.
- Overview of procedures for college based tutorials and lessons
- Overview of new college app and log in to college systems, email etc.

### Key College information

- Learner Handbook for 2021/22, including:
- Learner Code of Conduct and expectations outlined – Attendance, punctuality, behaviour, lanyards, English and maths.
  - Communication Protocol
  - Key contact information including absence reporting, safeguarding, EMA, financial support etc.
  - Term Dates, Parents Evening

### Learner Support and Wellbeing

- An introduction to the Learner and Wellbeing support on offer
- Learning Zone induction and tour
- Wellbeing presentation/video
- ALN/Learning Coach support

# Monitro eich cynnydd yn y Coleg / Monitoring your progress at college

## Learner Enrichment

- Careers and Employability Programme and support
- Enterprise support
- Welsh language support, Welsh language video—and Welsh language ambassadors
- Learner Engagement – overview and opportunities to sign up to become a course rep, Learner Assembly representative
- Sports Academy video and opportunity to sign up via sign up form
- UCAS Advice and Guidance
- Volunteering opportunities

Your course/personal tutor will provide an overview of your learning targets, skills programme and the support on offer during your first face to face induction and tutorial session.

## Monitoring your progress at college

Your personal/course tutor will meet with you on a regular basis to monitor your progress and discuss any concerns or worries you may have. He/she will work with you to agree an action plan to help you achieve your best at college and will set targets to carefully monitor your progress. Your personal tutor will review your overall progress using the college's OnTrac system.

### Progress reports

**Your regular reviews with your personal/course tutor will be used as a basis for your twice yearly progress reports which will be provided for your parents/carers at each parents'/carers' evening.**

### Parent/carers evenings

Parents'/carers evenings will be held each year to enable your parents/carers to meet your personal and course/subject tutors to discuss your progress and any concerns they may have. These will be held on:

#### Autumn Term

Year 1 – Wednesday 3rd November 2021

Year 2 – Thursday 2nd December 2021

#### Spring term

Year 1 – Wednesday 2nd March 2022

Year 2 – Thursday 17th March 2022



## Refectory Atrium area coffee shop

The college has a refectory and coffee shop offering a range of hot and cold meals and snacks. New for 2021, we will be offering a range of Starbucks hot and cold drinks, together with a new pizza and pasta range.



17

## Here We Grow Day Nursery

The College has a 72 place nursery which is fully registered and provides quality day care for infants from 3 months to 12 years. Staff are fully qualified so you can leave your child knowing they will be well looked after. A daily programme of stimulating activities will provide a perfect mix of care, fun and learning.





As a college, we strive to ensure that we communicate with you as effectively as possible to ensure that you are:

- Kept up to date and aware of college news and developments.
- You receive important announcements in a timely manner.
- You have a say and input into college life and policies.

All communication will be sent to your college student email account and via our college app.

**It is vitally important that you keep checking your student email account and also download our college app to keep in touch with important news, events, course and college updates.**

## Student email account

You will be provided with a college email account, which will be in the following format:  
userid@student.merthyr.ac.uk

Please make a note of your email address and write it down under your personal details section on the front page of your handbook and diary.

Your student email account will be used to send you important information on:

- Coursework.
- Assessment.
- Class timetables.
- Exam timetables.
- College events.
- Important college announcements.
- Monthly news updates.
- Monthly Student Newspaper.
- College enrichment activities.
- Work experience and volunteering opportunities.
- College closure announcements.

It is therefore really important that you check this account at least once a week.

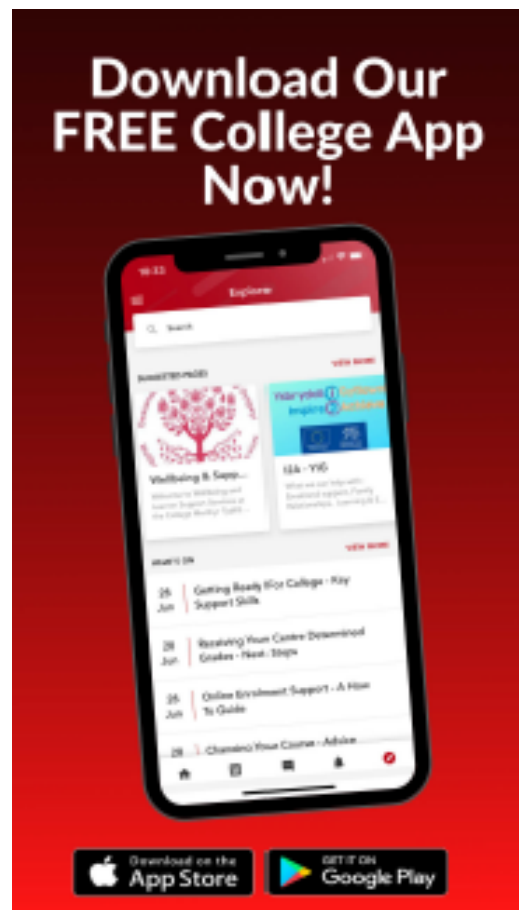
## Accessing your student email account

You can access your email at college or off- site via [studentemail.merthyr.ac.uk](mailto:studentemail.merthyr.ac.uk), from the link on Moodle ([vle.merthyr.ac.uk](http://vle.merthyr.ac.uk)), or from the home page of the college website ([www.merthyr.ac.uk](http://www.merthyr.ac.uk)).

## New for 2021 College App

To download your college companion app, search 'TCMT' or in the App Store or Google Play store. Using the app you can:

- Connect with fellow students, tutors and support staff
- Keep track of your application and course timetable
- Access our events and benefits
- Receive notifications of important college updates
- Create and join academic, extra curricular or interest groups
- Follow our business support pages for information, support and updates.





# Gwybodaeth Gyffredinol / General Information

Please be aware that due to the current circumstances surrounding Covid-19 that some of this information is subject to change.

## BRING YOUR OWN DEVICE (BYOD)

To ensure that we provide the safest and best learning environment possible whilst you are working at home or at college, we are encouraging all learners to Bring Your Own Device to college (BYOD). To support you, we have created a seamless and exciting learning environment for you to access both at college and home.

On enrolment, you will be provided with an Office 365 account which includes Word, Excel, PowerPoint, OneDrive, OneNote, and Teams. You can download, install and use Office on your personal device using your College username and password. You'll be able to access your College work and saved files from anywhere with an internet connection using Office 365 and Moodle – the College's Virtual Learning Environment (VLE).

## Access to IT devices at home

Access to a suitable device and internet platform at home will be important. A suitable device is a Personal Computer, MAC, wireless-enabled laptop, netbook, iPad, or tablet. If you are struggling to access an IT device or struggling with a suitable internet platform to support you at home, please complete the Digital Access Survey [here](#) and our IT team will be able to look to see what support we may be able to provide.

**Don't worry** – the College may also be able to support learners who meet the eligibility criteria with the provision of suitable IT equipment on a loan basis. We will be able to confirm this once you have completed our Digital Access Survey.

## Bike Park facilities

Bike bays are available outside the college.

## Access in and around the college building

The main college doors and, the doors of all of the classrooms are operated using your learner ID card system. Your ID cards will allow access to corridor doors, lifts, lockers, printing facilities, cashless payment and library resources.

## ATM

The college has a free ATM situated on the ground floor.

## Car parking

The college does not have a car park. Car parking is available in the council operated car parks adjacent to the college or Elite Athletes REDHOUSE. These are payable at a daily rate through pay machines or students can apply for a car park permit which is payable on a monthly basis to Merthyr Tydfil county borough council

## Cashless Payment

Cards can be topped up through a number of top-up machines which are situated outside the canteen on the first floor landing third floor of the college building, and at REDHOUSE.

You can also top-up your ID cards at the cash desk on the ground floor and **at the main desk in the learning zone**. A top-up machine will also be available in the REDHOUSE.

In addition, there will be an on-line facility to enable you to top up your cards on-line. Demonstrations on how to top-up the ID cards will be provided as part of your induction programme.

# Gwybodaeth Gyffredinol / General Information

## Environmental Sustainability – Eco college

You are encouraged to act in a way which will enhance rather than harm the environment. In particular the college seeks to minimise waste and encourage recycling, prevent pollution, reduce energy consumption and promote environmental awareness.

You will be provided with a college water bottle during enrolment. You can fill this up at the water fountain stations situated on each floor of the college.

## First Aid

First Aid facilities are provided in room 0.13 on the ground floor of the college. In addition, the college has designated first aiders located on each floor of the building. If there is an accident, emergency or you feel unwell, approach any member of staff who will put you in touch with a qualified First Aider.

**Remember: please report any accident immediately to a member of staff.**

## Health & Safety

In the event of a fire or other emergency, you must vacate the building immediately via the external fire exits – not the main stairwell in to the Atrium. There are three external fire exits situated on each floor of the building. The main fire assembly point is situated at the front (main entrance) of the college. If you will require assistance in an evacuation then please let your tutor know so that a Personal Emergency Evacuation Plan (PEEP) can be put into place for you.

**Do not re-enter the building until you are authorised to do so by a fire warden.**

Please Note:

If you have a child in the nursery, you should go straight to the assembly point. Please do not try and collect your child as the nursery has evacuation arrangements in place.

## Accidents and Incidents

Please report all incidents and potential hazards to a member of staff.

## IT Facilities and Support

### IT Rooms

The college has nineteen IT rooms in the main college building available for use by staff and learners as per the timetable.

### Open Access IT areas

The college has seven open access IT areas for you to be able to carry out a range of activities including, practicing powerpoint presentations and undertaking project work as per the timetable.

### Wireless Access

Wireless networks are available for use with your own devices. Please note, eduroam requires your username in the format `username@student.merthyr.ac.uk`. eduroam is also available at many other FE and HE establishments.



# Gwybodaeth Gyffredinol / General Information

## IT Helpdesk

The IT Helpdesk is situated on the third floor in room 328, and is open from 8.30am to 6.30pm Monday to Wednesday, Thursday until 4.30pm and until 4.00pm on Friday.

You can contact the IT helpdesk using the following: 01685 726197, [itservicedesk@merthyr.ac.uk](mailto:itservicedesk@merthyr.ac.uk).

HE learners requiring support relating to the blackboard system need to contact the university's IT helpdesk staff ([issupport@glam.ac.uk](mailto:issupport@glam.ac.uk)) not MTC's IT Support department. The following information will help you get started with accessing computer resources within the college.

## Logging on to a college computer

To 'logon' to a network computer you require a username and password.

### New Students

Username – Your learner ID (printed on your ID badge)

Password – Date of Birth (ddmmyy) (for new students)



### Returning Students

Username – Your learner ID (printed on your ID badge)

Password – The password you have used in the previous year. If your password has expired, you need to reset via SSAA.



### HE Students

Use your college account to log on to a college computer and your University account to log on to Blackboard.

## Changing Passwords SSAA

In the first instance, please use the SSAA self-service utility via the web address <http://ssaa.merthyr.ac.uk>, which is accessible on and off-site. First time you access SSAA you will be asked to setup 'secret questions' that will be used when you return to change passwords.

## Internet access

All networked computers (PCs, apple macs, laptops) have internet access. Access is via a web filtering product and learners should note that all access is logged. To use the internet to access any material or images considered unsuitable is strictly forbidden. Please refer to the learner 'acceptable use policy' document available from the student portal.

To circumvent the web filtering is considered as hacking the computer system and will be dealt with accordingly. Wireless connectivity is available throughout the building which is available to college issued devices and also personal devices.

**The loading deleting copying or changing of software on college owned computers by users without the approval of T support is forbidden. Any person found doing so will be subject to the college disciplinary process.**





## Printing and Copying

Printing operates on a cost recovery basis where each printed document incurs a charge. This also applies to copying. Scanning is free of charge. As well as traditional printers, self-service/copiers printers are located on each floor in the dedicated print areas. Your learner card is used to logon to these devices and release your prints. Credit can be added to your card using the value loaders located throughout the college, or the cash office situated on the ground floor. The loading, deleting, copying or changing of software on college owned computers by users without the approval of IT support is forbidden. Any person found doing so will be subject to the College disciplinary process. The College's main print room (room 4.14a) is also available, including printing, copying, scanning, binding and various other finishing options.



# Hwb Llesiant a Gwasanaethau Cymorth i Ddysgwyr/ Wellbeing Hwb and Learner Support Services

## What We Can Offer?

The college has a Mental Health and Wellbeing Strategy, Strategic Equality Plan and Dignity at Study Policy.

Our strategies and policies outline our commitment to providing an environment with opportunities to encourage and support active engagement and enable learners and staff to lead healthy, happy lives, free from discrimination where active choices are made in support of your wellbeing. At the college, equal priority is given to physical and mental health. Fairness, equality and inclusion are fundamental to the emotional well-being of learners and are important aspects of the whole college experience ultimately leading to fulfilment of your potential and academic success.

Our dedicated Wellbeing Hwb, based on the first floor, provides an integrated support system for learners. The team offer expert advice, guidance and support on all aspects of wellbeing, including safeguarding, additional learning needs and Inspire to Achieve (I2A) alongside therapeutic inputs from the Nurse Practitioner, Counsellor and Chaplaincy services. The team has excellent working relationships with a variety of local and national organisations and is able to sign-post, where appropriate, thereby improving learner experience, retention and attainment.




Take a look at our Well-being showcase video here: <https://youtu.be/YuC38JgEmUA>



The team is also able to provide advice, guidance and tailored support including library support and personalised learning plans to assist you in achieving your qualifications. The team addresses skills gaps and provides opportunities to improve generic study skills, whilst also providing access to high quality learning resources. The Learning Zone aims to motivate learners and promote learning in an inclusive environment via drop-in sessions, workshops or as part of on-course provision. You may self-refer or request a referral from a tutor.

We are committed to developing the skills which are fundamental to employability and lifelong learning skills and we strive to ensure that all learners continually improve, transfer and apply skills across all aspects of learning.

For further information, please contact: The Learning Zone on 01685 726191  
[Wellbeing@merthyr.ac.uk](mailto:Wellbeing@merthyr.ac.uk)

 @hwbwellbeing

 @TCMTlearningzone

 @tcmlearningzone



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Welsh Government

**Cronfa Gymdeithasol Ewrop**  
**European Social Fund**



## Additional Learning Needs (ALN)

Our Learning Coaches provide support for learners during your transition from school into college, during your studies with us and during your journey out of college. We support all types of learning difficulties including



dyslexia, dyspraxia, dyscalculia, sensory impairment, ASD, ADHD, physical difficulties and SEBD.

Members of our team are available to attend school transition and statutory annual reviews as part of the admissions process for college. We are also available to work with you prior to and during enrolment to create a support plan that caters for your individual needs.

Take a look at these videos to provide you with more information on the work of our ALN Team:

A day in the life of a learning coach - <https://youtu.be/NiAjGHWUn5c>

Learner Case Study: [https://youtu.be/aHufUwy\\_ZvQ](https://youtu.be/aHufUwy_ZvQ)

## Examination Access Arrangement

If you have had exam access arrangements in the past such as extra time, a reader, scribe, or a separate examination room, it is very important that you tell your course tutor as soon as possible. Your course tutors will work closely with the ALN Coordinator to ensure all relevant information is gathered before an application can be made. Your exam access arrangements will not automatically carry over from previous schools or colleges.

For further information on ALN support, visit the national ALN Pathfinder website at: <http://www.alnpathfinder.wales/>

Or contact:

Rhian Francis at: [r.francis@merthyr.ac.uk](mailto:r.francis@merthyr.ac.uk)  
01685 726029

## Chaplaincy

The Chaplaincy Service is here to support you - whoever you are, whatever you believe, whatever is on your mind. You can speak to us about anything in total confidence. We promise:



- Not to judge you
- To respect and value what is important to you
- To recognise that relationships have an important bearing on your college life
- To do all we can to see you when you need us

All learners have access to a quiet space for reflection where prayer mats are available if required. Michelle Romaniw is available at the College every week during term time, or in advance, can arrange to meet with you at another time.

For further information, please contact [chaplaincy@merthyr.ac.uk](mailto:chaplaincy@merthyr.ac.uk) 01685 726075 or 03455760101 for out of hours.

## Compliments, Concerns and Complaint

The college has a compliments, concerns and complaints policy which is widely publicised to learners and available here:

<https://www.merthyr.ac.uk/en/the-college/complaints/>

We hope to resolve all concerns and complaints quickly and efficiently whether raised informally or requiring full investigation. You can ask for more information via our front desk on the ground floor, or by dropping in to speak to the Wellbeing and Learner Support Services team on the first floor.

For further information, please contact: Caroline Donaldson: [complaints@merthyr.ac.uk](mailto:complaints@merthyr.ac.uk) 01685 726016



## Counselling



The Counselling Service is available to help you address any personal or emotional problems that get in the way of enjoying your experience at the college.

Seeking counselling is about making a positive choice to seek help by talking with a professionally trained listener who has no other role in your life. This is a free and confidential service aiming to help you put effective strategies in place to build greater resilience.

For further information, please contact: Theresa Cadd [counselling@merthyr.ac.uk](mailto:counselling@merthyr.ac.uk)

## Health and Nurse Practitioner Services



Working in partnership with Cwm Taf Morgannwg University Health Board, the nurse practitioner is available every Wednesday morning during term time for confidential drop-in

sessions on a range of health needs. You may also meet Natalie Brogan in your tutorial sessions and wellbeing events at the College.

For further information please contact Natalie Brogan: [nurse@merthyr.ac.uk](mailto:nurse@merthyr.ac.uk)

[Natalie.brogan@wales.nhs.uk](mailto:Natalie.brogan@wales.nhs.uk) 07973516641

## Inspire to Achieve (I2A)



The I2A team will provide tailored support if you are between 16-24 years of age. If you are experiencing any challenges and would like support with any of the following, then please speak with us:

**Health Concerns Financial Problems Emotional Issues Family relationships Social Issues Learning and Education or Wellbeing Concerns.**

The I2A Operation for West Wales and the Valleys is part funded by the European Social Fund and specifically designed to identify and address the needs of those learners most at risk of disengaging and to support them to reintegrate into education or training.

For further information, please contact:

Christian Phillips [c.phillips@merthyr.ac.uk](mailto:c.phillips@merthyr.ac.uk)  
01685726062

## Library Services



The library service plays a major role in supporting learners in acquiring knowledge, skill and tools necessary for effective learning in an environment conducive to study.

You have access to the following resources whilst studying with us:

- Attractive accommodation to source and read books
- Resources provided in multiple formats such as books, e-books and journals
- Self-service facility for borrowing, renewals and returns
- Dedicated online catalogue (FINDit)
- Multimedia room with presentation facilities
- Opportunity to study quietly, individually or collaboratively
- Provision of PCs, laptops and MACs
- Access to printing and copying facilities
- Collaboration with University of South Wales through inter-site requests
- Library workshop sessions to support referencing and research and general library induction.

**For further information please contact:**  
**[Iz@merthyr.ac.uk](mailto:Iz@merthyr.ac.uk)**  
**01685 726191**

## Safeguarding & Wellbeing



Your wellbeing is of paramount importance to us; we have a Safeguarding and Wellbeing Officer who will work with you and support you whether you're under 18 or a mature learner.

We work with leading organisations to promote our college as a safe learning community as we believe you should never feel hurt or abused by other people. However, if you are worried about any form of abuse (e.g. physical, sexual, emotional, neglect or discrimination in any form) then please speak to the Safeguarding and Wellbeing Officer.

If you currently have a Social Worker or have other support services working with you, please liaise with our Safeguarding and Wellbeing Officer who is able to make arrangements to attend multi-agency meetings outside or at the college.

You are encouraged to contribute to the wellbeing and equality agendas at college through the Learner Assembly and the college's equality groups. We want you to be happy whilst studying at the college, if you are worried or concerned about anything related to your safety or wellbeing, let us know. We have a range of peer support and activity groups supported and facilitated by the Wellbeing team, including LGBTQ and ASD groups. If you have a group you would like to set up, please let us know!

For further information, please contact: Lynne Lloyd [l.lloyd@merthyr.ac.uk](mailto:l.lloyd@merthyr.ac.uk) 01685 726198

## Support for Learning



Our Specialist Study Skills team provides support for a range of study-related needs and development of learners Literacy, Numeracy and Digital Literacy skills. For example, assignments, course work, revision strategies or exam preparation. To meet individual needs, support may be provided on a one to one basis, within small groups, through workshops or as part of on-course provision.

For further information, please contact Rhian Francis: [r.francis@merthyr.ac.uk](mailto:r.francis@merthyr.ac.uk) 01685726029

## Young People Looked After, Care Experienced & Young Carers



We offer specific help to young learners who are looked after by the local authority, who have previously been in the care system, who live independently, are estranged from their family or who have caring responsibilities at home.

Care experienced learners may be eligible for fee waivers and bursaries, payable during the autumn, spring and summer terms.

For further information, please contact Caroline Donaldson:  
[c.donaldson@merthyr.ac.uk](mailto:c.donaldson@merthyr.ac.uk) 01685726016

## High Aspiring Learners Programme



The College is committed to supporting its more able and talented learners.

Throughout the duration of your course we will provide you with fantastic opportunities, which will allow you to stand out from other equally able learners across the country. The programme includes a unique opportunity for learners to be part of the Seren Hub for progression to Oxbridge, Cambridge and Russell Group Universities.

For further information, please contact:

Vocational MAT Co-ordinator - Vicky Williams:  
[v.williams@merthyr.ac.uk](mailto:v.williams@merthyr.ac.uk)

A level MAT Co-ordinator - Lisa Gregg  
[l.gregg@merthyr.ac.uk](mailto:l.gregg@merthyr.ac.uk)

## UCAS Application Process



We have designated UCAS Co-ordinators who are available to help and assist you with your application to University.

You can choose to apply for a maximum of five places. You can send your university application to UCAS from September onwards, and for most courses the deadline is mid-January (exceptions include Oxbridge and medicine), but check all courses with your course/personal tutor and your UCAS Co-ordinators.

For further information, please contact: Bethan Williams [b.williams@merthyr.ac.uk](mailto:b.williams@merthyr.ac.uk) or Chris Lloyd [c.lloyd@merthyr.ac.uk](mailto:c.lloyd@merthyr.ac.uk)

## Careers Wales



Careers Advisor Kelly Hek is available on a weekly basis.

For more information call to the learner support desk. Or email: [www.careerswales.com](http://www.careerswales.com)



## Finance

The College has a central cash office open between 9am-2pm daily. It is situated immediately outside the Learner Support department and our team of finance advisers provide advice and guidance on the range of grants, funds and financial support learners can apply for, including:

- The College Merthyr Tydfil Financial Contingency Fund.
- Welsh Government Learning Grant.
- Transport Costs, bus and train passes.
- College scholarship and bursaries.

For further information, please contact Finance team: [g.harris@merthyr.ac.uk](mailto:g.harris@merthyr.ac.uk) [g.edwards@merthyr.ac.uk](mailto:g.edwards@merthyr.ac.uk)

## Learner Senedd

The college provides a forum where learners can come along and have their say on a variety of college life such as, the development of the college, your learning and your well being.

Being a Learner Senedd representative is a really important role as it enables you to:

- Give your views on all aspects of college life.
- Represent the views of your fellow learners and class friends.
- Get involved in taking forward recommendations and actions for improving aspects of college life.
- Help enhance your communication, team working and organisation skills.

## Learner Ambassador

27

As The College Merthyr Tydfil, becoming a learner ambassador will give you the opportunity to support and promote the college in many ways flexibly and around your studies. This will include working on a variety of events, both at college and out in schools.

Joining the Learner Ambassador Programme will also develop new skills such as:

- \* Meeting new people and developing communication skills
- \* Working as a team
- \* Enhancing your CV
- \* Improving your UCAS application
- \* Working along side professionals
- \* Building your confidence

If you would like to apply to become a Learner Ambassador/Assembly fill out these form:

[Learner Ambassador](#)  
[Learner Senedd](#)

If you want to know more about the programme, email Lynwen Harrington at [l.harrington@merthyr.ac.uk](mailto:l.harrington@merthyr.ac.uk)

## Enterprise and Employability at The College Merthyr Tydfil

### Enhancing your skills; improving your future

### Gwella eich sgiliau; gwella'ch dyfodol

Future Pathways is here to set you on the path to a brilliant future.

Whether you want to continue studying, apply for a job, discover local employers, find work experience, start an apprenticeship or even set up your own business- we're here to help.

Here are some case studies of people we helped last year:

#### Jessica James

Jessica was chosen to represent the college at 2020 Wales Skills Enterprise competition which took place in February 2020. From September 2019 to March 2020 we have worked with Jess on her business idea, Calm Cafe called 'Me, Tea and Anxiety', as this is something that Jessica holds dear and understands a lot about. Working with the Enterprise department and using the simply do online platform, has helped Jessica to refine her business plan, looking at things like marketing, competitors, cash flow and her unique selling points. she has gone on to secure many funding streams.

#### Stephen Williams

Stephen Williams is running his own Plastering and general maintenance Business, while studying the City and Guilds Level 2 Diploma in Plastering. After 1 to 1 session's and help with creating a business plan, Stephen was put forward for a TaffLab grant, along with money to start up the business, he has also received a mentor to help him along with way. Stephen has also entered to take part in the 2020 Wales skills Plastering Competition to help him to continue to learn and perfect his trade.





# Menter a chyflogadwyedd / Enterprise and Employability

## Meet the team



**Christine Bissex-Foster**

Chris is Head of Enterprise, Erasmus and Skills here in the College, utilising her extensive network and expertise to help students and

alumni start their own business. Chris is passionate about entrepreneurship and provides continual 1-1 support to new business start-ups.

Chris also co-ordinates entries into the World and UK Skills Competitions, in which learners pit their knowledge, technical ability and employability skills against others from across Wales, the UK and beyond!

If you would like to start your own business, explore enterprising ideas, take part in a skills competition or find out more whether your department is involved in Erasmus projects - get in touch with Chris! Email: C.bissex@merthyr.ac.uk



**Verity Jones**

Verity is here to provide employability and career guidance, signposting to a range of progression opportunities.

No career pathway is the same, so providing individually tailored support is key to ensure all learners have access to skills and opportunities. Extensive links with local employers, apprenticeship providers and universities all add to the wealth of opportunities we can offer.

If you need help planning your future, creating an outstanding CV, writing a cover letter, applying for job or practicing for an interview- Verity can help! Email: v.jones@merthyr.ac.uk



**Hannah Casey**

Hannah supports all aspects of Enterprise and Employability- co-ordinating events and competitions, liaising with employers and local partners, ensuring

staff and learners have access to the latest opportunities.

Skills competitions help inspire young people to be ambitious in their pursuit of their goals and help build a broad and varied CV. With opportunities available in, Wales Skills, UK Skills and the possibility to progress to the World Skills platform. With competitions being tailored for specific levels of learning, there is something for everyone.

There are competitions in many sectors and professions such as:

- Construction & Infrastructure
- Engineering & Technology
- Hospitality & Lifestyle
- IT & Enterprise
- Media & Creative

In the 2019 Wales Skills Competitions, TCMT had 8 medallists from 6 competitions!

If you would like to know more about building your skills- contact Hannah!

Email: h.casey@merthyr.ac.uk



# Menter a chyflogadwyedd / Enterprise and Employability

## Career Coach

Access our Career Coach tool to look for jobs and relevant courses, assess which career best suits you & build a CV to showcase your skills.

You can explore your options with the **Career Search** and **Course Search** tools. Search a career area and see the courses we offer to help you achieve that career or find a course you like and see what job it could lead to!

Why not assess your skills with the **Career Assessment tool**? Take the online test to explore which career might suit you, then use the **CV Builder** tool to create and download an eye catching CV to showcase your skills.

Visit Future Pathways on the college website for links to all the Career Coach resources.

## Employers

We work closely with a range of employers across many sectors

Here are just some of our employer partners who support events, provide work placements, opportunities and apprenticeships.

## Book a session

Explore your opportunities

If you'd like to know more about how we can help, practice for an interview, look through your CV-whatever you need- email a member of the team and we'll be in touch!

# Gwneud Cais Addysg Uwch / Applying to Higher Education



UCAS is the Universities Central Admissions Service. If you wish to apply to university you will do this through UCAS, who will pass on your application to the universities. You can choose to apply for a maximum of five places.

You can send your university application to UCAS from September onwards, and for most courses the deadline is mid- January (exceptions include Oxbridge and medicine), but check all courses with your course/personal tutor, Bethan Williams and Chris Lloyd UCAS Co-ordinators. If you need to apply for DSA, please contact Learner Support Services.

## UCAS Points Tariff

Your A level and BTEC grades can be used to enter higher education through UCAS tariff points. For details on the tariff points for each of your qualifications and grades, please contact Chris or Bethan or see our dedicated UCAS Noticeboard on the ground floor or consult the UCAS website. [WWW.UCAS.COM](http://WWW.UCAS.COM)

## Key dates

- 15th October – UCAS deadline for Oxbridge, Medicine, Dentistry & Vet Science.
- 15th January – UCAS deadline

## University level qualifications on offer here at the college

If you would like to gain a university-level qualification but don't want to travel far, then we have the course for you!

We offer a broad range of higher education programmes all delivered by a highly qualified and dedicated teaching team and all offered in partnership with the University of South Wales.

### Benefit from:

- High quality teaching and learning
- First class student support and pastoral care
- Small class sizes
- Excellent student satisfaction rate
- Fantastic progression on to final year study at the University of South Wales
- Outstanding results and outcomes
- Short commute with excellent bus, rail and transport links
- Having the option to live at home

**The College has impressive facilities, high-quality teaching and learning, small class sizes and excellent student support. This together with our fantastic industry and employer links ensures all learners achieve their maximum potential and are able to progress successfully on to the next stage of their chosen career pathway.**

31



# Cymorth ac arweiniad ariannol / Financial Support and Guidance

There are lots of financial incentives available to support you during your time at college. These include:

## Welsh Government Learning Grant for Further Education (Previously known as Assembly Learning Grant)

You can apply for a Welsh Government Learning Grant for Further Education (WGLGFE) of up to £1500 to help with the cost of studying.

You may be eligible for a WGLGFE if:

- You are aged 19 or over on 1 September 2021
- Your household income is £18,370 or less
- You meet the residence and nationality rules set out for the WGLGFE
- You are attending an approved full time (15 hours per week) or part time (8 hours per week). This must involve at least 275 hours of study.
- You are studying a Further Education Course
- You are not receiving funding for your course from another source

Applications forms are available from May online at [www.studentfinancewales.co.uk/wglgfe](http://www.studentfinancewales.co.uk/wglgfe) or you can ring 0300 200 40 50

## Educational Maintenance Allowance

You can apply for an Education Maintenance Allowance (EMA) of £30 a week (paid fortnightly) if you decide to study at college. You may be eligible for EMA if:

- You are aged 16,17 or 18 years of age on the 1st September 2021
- You meet the residence and nationality rules set out for the EMA
- You attend a eligible course at a school or college which involves at least 12 hours or more study per week
- Live in a household that has an annual income of £20,817 or less per year (£23,077 if more than one young person in household)

Applications forms are from May online at [www.studentfinancewales.co.uk/ema](http://www.studentfinancewales.co.uk/ema) or you can ring 0300 200 40 50



Ariennir gan  
**Lywodraeth Cymru**  
Funded by  
**Welsh Government**

# Cymorth ac arweiniad ariannol / Financial Support and Guidance

## Financial Contingency Fund

Due to uncertainty regarding Welsh Government Funding we hope by the start of the Academic Year that we can provide help through the FCF fund. The Financial Contingency Fund (FCF) is a means tested grant for students who are experiencing financial hardship. Students can be assisted with childcare costs, college excursions, books, equipment, transport and examination / registration fees.

You are eligible to apply whether you are on a full or part-time course and all applications are considered on an individual basis. This fund is means-tested and depends on your financial hardship and personal circumstances. Evidence must be provided. The application forms can be accessed from the Cash Office when students enrol or start their course.

## How can FCF help me?

	<b>Full Time Learner (12+ hrs. a week)</b>		<b>In care / care leaver</b>	<b>Part Time Learner</b>
	<b>Under 19</b>	<b>Over 19</b>	<b>All ages</b>	<b>All ages</b>
Travel Costs	Yes	Yes	Yes	Yes
Childcare Costs	Yes	Yes	Yes	No
Equipment Costs	Yes	Yes	Yes	No
Meal Vouchers	Yes	No (except in special cases)	Yes	No
Exam / Registration Fees	No	No	Yes	Yes

## Free Meals

Students must be 18 or under on the 1st September 2021 and on a full time course. The students will receive £3.20 every day on their student card everyday which must be spent on meals. Students or parent(s) of student must be in receipt of State Benefits. Students can apply for Free Meals through the FCF application form. Evidence must be provided.

## Transport

All students aged 16, 17 or 18 years on September 1st 2021, who are attending full time course at the college, live in the Merthyr Tydfil County Borough and reside three miles or more from the college, will be eligible for free transport. Application forms for Merthyr Transport will be available in the Cash Office when the student enrol or start their course.

For those students attending the college who reside outside of the County Borough will need to contact your home local authority to determine the transport arrangements that apply from that area.



# Cymorth ac arweiniad ariannol / Financial Support and Guidance

Contact details for local authorities are as follows:

<b>M.T.C.B.C</b> Tel: 01685 726256	<b>Powys</b> Tel: 01597 826477 Web: <a href="http://www.powys.gov.uk">www.powys.gov.uk</a>
<b>.C.T</b> Tel: 01443 494853 Web: <a href="http://www.rctcbc.gov.uk">www.rctcbc.gov.uk</a>	<b>Caerphilly C.B.C.</b> Tel: 01443 864841 Web: <a href="http://www.caerphilly.gov.uk">www.caerphilly.gov.uk</a>
<b>Blaenau Gwent</b> Tel: 01495 355435 Web: <a href="http://www.blaenau-gwent.gov.uk">www.blaenau-gwent.gov.uk</a>	

If students are refused transport by their local authority, students can provide evidence of rejection and the College will reimburse travel.

Students 19 and over will have to find the own way to college and reclaim their travel expenses. This fund is means-tested and depends on your financial hardship and personal circumstances. This can be accessed through the FCF application form. Evidence must be provided.

A refund of travel expenses can be paid in respect of:-

- Cost of bus or train to and from college – students must use the cheapest form of transport (receipts must be provided and will be paid weekly in arrears)
- A mileage allowance of 13p per mile (will be paid weekly in arrears)

For further information please contact:

- Gillian Harris – [g.harris2@merthyr.ac.uk](mailto:g.harris2@merthyr.ac.uk)
- Gavin Edwards – [g.edwards@merthyr.ac.uk](mailto:g.edwards@merthyr.ac.uk)

Please note that all information was correct at the time of print but may be subject to change.

**All students aged 16-21 are eligible to apply for My Travel Pass which will entitle them to 30% discount on Stage Coach Bus routes.**

**Tel: 0300 200 22 33**

**Web: [www.gov.wales/mytravelpass](http://www.gov.wales/mytravelpass)**





# Rhaglen Gyfoethogi Coleg / College Enrichment Programme

College is not just about studying for qualifications. You will also have to the opportunity to try out different experiences, maybe take up a new hobby or learn a new skill.

There are plenty of activities that will help you develop different interests and meet other learners from other courses.

Whatever you choose to do, you will have fun and boost your self confidence at the same time!

Our enrichment programme will help you to:

- Improve your mental and physical health and wellbeing.
- Enhance your personal development
- Participate in clubs and forums to take forward your hobbies and personal interests.
- Enhance your personal knowledge and skills.
- Add to your CV and improve your employment prospects

## Merthyr Sport

If you have a passion for sport and you want to combine your sporting talent, you have come to the right place. The College Merthyr Tydfil has very good sporting facilities, strong links with national and international bodies, and outstanding coaching resource, all of which combine to give you a head start in your sporting career.

## Academy Sport

Our Merthyr Sports Academy that offers you the opportunity for you to register to become part of our football, netball or rugby teams.

For more information, take a look at our video here:  
<https://youtu.be/-rJT8Yn8FDM>

To register your interest for the sports academy, please click here and complete this [FORM](#).



## Duke of Edinburgh's Award Scheme

The college runs a full programme of Duke of Edinburgh Awards.

For further information contact:  
Delme Jenkins - [d.jenkins@merthyr.ac.uk](mailto:d.jenkins@merthyr.ac.uk)

## Elite Athletes

Elite athletes are asked to contact  
Delme Jenkins - [d.jenkins@merthyr.ac.uk](mailto:d.jenkins@merthyr.ac.uk) to arrange a meeting and discuss how the college can support your athletic abilities

## International Opportunities

There are numerous opportunities to engage with national level competitions and the chance to represent your country through Welsh Colleges. If you play or engage with single athlete sport, please get in contact with Delme Jenkins  
[d.jenkins@merthyr.ac.uk](mailto:d.jenkins@merthyr.ac.uk) to discuss your pathway.





**INVESTORS  
IN PEOPLE**

**The College Merthyr Tydfil  
College Boulevard, Merthyr Tydfil  
CF48 1AR  
Tel 01685 726000  
Fax 01685 726100**