

Course Joining Instructions

Curriculum Area: SPORT LEVEL 2 & 3 PROGRAMMES IN PUBLIC SERVICES (UNIFORMED) Academic Year: 2019-2020

Outdoor Equipment (please ask staff if you need advice before purchasing):

Warm clothing (fleece, hat and gloves)
Walking boots
Waterproof Jacket AND trousers
Water bottle and flask
Day sack
40 litre+ rucksack (required for 2nd year expedition)

Note: Jewellery and jeans MUST NOT be worn on practical sessions (you will be precluded from participating).

Day-to-day Uniform: Students studying on the **first year** of a programme in Public Services are to wear black trousers/leggings and appropriate shoes of their own choice together with the following purchased items. These will be available on enrolment day, from Akuma Sport.

- Kirin Polo Shirt (£23.72 +VAT each) (minimum purchase 2)
- Fujin Midlayer x1 (£31.80 +VAT each) (minimum purchase 1)

Students are welcome to purchase more than the minimum specified if they wish.

Students returning for their **second year of study** are required to wear (of their own choice) a navy polo shirt, black trousers/leggings and appropriate footwear.

Fitness Clothing: All students must have sport trainers and fitness clothing for fitness modules. However, the following items can be purchased in addition to the uniform above.

- Sublimated T-Shirt (£23.80+VAT)
- Kirin Shorts (£17.25+VAT)

Stationery: A USB memory stick, notepad and pens, A4 folders, smart phone and laptop are recommended. Academic diary can be useful.

Reference Material: The college library is well stocked and many resources are available online. Should you wish to purchase your own course reference material, please speak with your Course Manager at the start of your course.

GCSE Maths and English: All students without a GCSE Grade 4 (formally a C) in Maths and English who are accepted to study at Reaseheath College will restudy these as part of their Programme of Learning (this is compulsory). For Maths you will require a scientific calculator (Casio FX-85GT recommended), a protractor and a compass as well as pen, pencil and folders.

Public Services Fee (Compulsory): You will participate in a number of mandatory educational trips, overnight expedition (2nd year) and other events during the year(s).

Fee for **First Year** students is **£50.00** payable by Monday, 16 September 2019.

Fee for **Second Year** students is covered by the payment paid in their first year of study in 2018.

The fee is to be paid via the college's online store at www.reaseheath.ac.uk – online store – Sport & Public Services.

If you have applied for a bursary for the **Public Services Fee** from Student Finance this must be paid via the online store. Once your bursary has been awarded the online store receipt will be reimbursed.

Study Tours: The department may offer students the opportunity to participate in Study Tours relevant to their area of study such as ski-ing, sailing, Royal British Legion Tours and football tours. These will be at an additional cost and will be advertised as and when they are arranged, for example ski trip to Austria Easter 2018 cost £799.00.

Gym Membership (not Compulsory): Yearly gym membership of the RHC Gym is £72.00 or £36.00 for six months for Sport & Public Services students.

Study Day: The Programme of Learning is organised so that students have a self-directed study day each week (no regular timetabled sessions). However, you may be required by your Course Manager to attend on this day so please ensure that you will always be available. You will be informed of the study day for your course during your induction week when you are given your full timetable.

Work Experience: As part of your Programme of Learning all students must complete 100 hours of work experience. This will consist of a week during an academic term and the remaining hours in your own time. Full details will be given to you by your Course Manager, however you may wish to start investigating opportunities. Before work placement can start all relevant paperwork must be completed and submitted no later than November 2019.

Health Information: During Induction Week you will be asked to complete a Sport & Public Services Medical Consent Form. This is in addition to the information you provided on your original application, as the department requires full disclosure of past and present injuries which may present a risk during sport participation. Students who carry medication must indicate these on the Medical Consent Form and carry the medication at all times.

Acknowledgment of Risk: An Acknowledgement of Risk and Media Consent Form will also be completed at the start of your study.

Sickness & Absences: All absences must be reported by **8.45am** on the first and every subsequent day of absence to the Sports Department or the Course Manager. Absences can be made either by phone or email. To report an absence by phone please call **01270 613188 and Press 2**. The following information must be clearly left:

- Full name of Student
- Course Manager or Course Studying on
- Reason for Absence
- Length of Absence
- Name of Caller

Curriculum Area Sport Contact Details:

Sport & Public Services Main Office: 01270 613188 = Key * 1 for Extension No of staff member if known / *2 absences / *3 Adventure Sport Staff / *4 Sport Studies Staff / *5 Public Services Staff

Curriculum Area Manager Sport & Public Services: 01270 613188 Ext 3610

Programme Administrator: 01270 613188 Ext 3522

Reaseheath Gym: 01270 613188 Ext 3663

Reaseheath College Reception: 01270 625131

<https://store.reaseheath.ac.uk/product-catalogue/sport-public-services>

<https://store.reaseheath.ac.uk/product-catalogue/clothing/public-services>