



# Winston College of London

Version 1 October 2024

## [Version Control Statement](#)

Version	Date	Changes	Reason	Author	Next review
1	03/10/24		New Policy	AP Quality	02/10/25

## External Reference Points

- Revised Quality Code
- FHEQ
- RQF

## Related Policies and Documents

Affects all other policy documents. This document should however be read together with the following documents:

- Staff Development Policy
- Staff Appraisal Policy



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# Winston College of London

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## Welcome to Winston College of London

Welcome to our educational platform, founded in 2024 and proudly based in Redbridge, London. We are dedicated to providing high-quality education and training solutions tailored to meet the diverse needs of college students aspiring to advance their careers. Our mission is to empower you with the skills and knowledge necessary to succeed in today's competitive job market.

At our core, we believe in the transformative power of education. We offer a range of blended and online learning options designed to accommodate your busy lifestyle, ensuring that you can pursue your education goals without sacrificing other commitments. Whether you are looking to enhance your skills in business, ICT, or innovation, our programs are crafted to provide you with the tools you need to excel.

Our online courses are meticulously developed by industry experts who understand the demands of the modern workforce. We strive to deliver engaging and interactive content that not only educates but also inspires. You will find that our courses are structured to facilitate a comprehensive learning experience, blending theoretical knowledge with practical applications. This approach ensures that you graduate not only with qualifications but also with the confidence to apply what you've learned in real-world scenarios.

In addition to our commitment to quality education, we are also passionate about fostering a community of learners. As a college student, you will benefit from networking opportunities with peers and professionals in your field. Our platform encourages collaboration and discussion, creating an environment where you can share ideas, seek advice, and engage with others who share your aspirations.

We understand that the journey to higher education can be challenging, which is why we are here to support you every step of the way. Our dedicated team is available to guide you through the enrolment process, answer any questions you may have, and provide you with the resources needed to succeed. We believe that no student should feel alone on their educational journey.

Innovation is at the heart of what we do. We continuously seek to enhance our courses and training programs, incorporating the latest trends and technologies in education. Our commitment to staying ahead of the curve means that you will receive an education that is relevant and future-focused. We are not just preparing you for today's challenges; we are equipping you for the opportunities that lie ahead.

By choosing us as your education and training provider, you are taking your first step towards a brighter future in the UK. We are excited to be part of your journey and are confident that our programs will help you achieve your personal and professional goals. Education is not just a destination; it is a lifelong journey, and we are honoured to be your partner along the way.

Join us in redefining what it means to learn. Explore our diverse range of online courses and discover the possibilities that await you. Together, we can unlock your potential and pave the way for your success in the world of business, ICT, and beyond. Welcome to a new era of education – where your aspirations become reality.



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## **WCOL Vision:**

Our vision at Winston College of London (WCOL) is to be a catalyst for innovation, inspiring and empowering students to lead with confidence and creativity in a rapidly evolving global landscape."

## **WCOL Mission:**

At Winston College Of London, we empower prospective students to achieve their educational aspirations through innovative classroom study, blended learning, and online programs, fostering a transformative environment that promotes personal and professional growth.



## 1 General Information

### 1.1 Hours of operation

WCOL is generally open Monday to Sunday from 09:00 to 21:00.

WCOL is closed on Public and Bank Holidays and is generally closed between Christmas and New Year.

Permanent staff members take a 30-minute staggered lunch break to ensure a constant presence in the college throughout the day.

Teachers need to consult their respective time tables to confirm holiday periods as each course differs.

### 1.2 The Academic Year

The College is open throughout the year except over the Christmas period, when closed between Christmas Day and the start of the New Year. The exact term dates and term time table are available from your Programme Leaders/subject Leads.

### 1.3 Timetable

Although the Academic Year is planned a year in advance, small adjustments become necessary from time to time. The timetable will be made available online through VLE well in advance of the commencement of an academic term.

If the lecturer is not able to teach a session, he/she must advise the Programme Leader and Admin as soon as possible. Visiting faculty is requested to ensure that they are available on the days that have been contracted.

Please inform the Programme Leader well in advance of any absence, so that arrangements for a substitute can be made. If a lecturer must miss a class, it is their responsibility to provide an 'independent study' assignment to occupy the students in a meaningful way or propose time for reschedule the class. The Programme Leader and Admin must be notified and consulted as soon as it is known that a class will be missed or the lecturer may be late.

### 1.4 Time Keeping

As we encourage students to arrive on time for lectures. Lecturers are expected to arrive well in advance of the starting time of the lecture, fully prepared for their session.



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The delivery period for the session, generally 4 hours containing 2 sessions in that period and should be utilised to the fullest. Students are given a 15 minute break between sessions. Punctuality and working hours are considered to be very important and failure to adhere to this can be seen as a breach of contract. Please notify the Programme Leader and Admin as soon as possible if you see that you may be arriving late to your class.

## 1.5 Dress Code

We expect lecturers to dress appropriately to the job being performed. Please remember that you will come into contact with students and members of the public and it is important to present a professional image with regard to your appearance, standards of dress and personal hygiene. All visiting faculty are expected to wear professional attire when seeing students.

## 1.6 Support Staff

The following people can be contacted for academic / admin or operational assistance:

Name	Responsibilities	Contact Details
Ahmed Naveed	Principal	<a href="mailto:ahmed@wcol.co.uk">ahmed@wcol.co.uk</a>
Imran Pirzada	Assistant Principal Quality	<a href="mailto:imran@wcol.co.uk">imran@wcol.co.uk</a>
William Cattermole	Head of Education	<a href="mailto:bill@wcol.co.uk">bill@wcol.co.uk</a>
Jared Ismail	Assistant Principal Compliance	<a href="mailto:Jared@wcol.co.uk">Jared@wcol.co.uk</a>
Hugh Hobson	Programme Leader	<a href="mailto:hugh@wcol.co.uk">hugh@wcol.co.uk</a>

## 1.7 Health and safety

All staff must comply with the WCOL health and safety regulations. A first aid kit is available from the Admin (reception). There are test fire drills done from time to time and you will be informed of this. You are required to gather at the fire collection point outside the building.

## 1.8 Staff Kitchen

There is a staff kitchen where you are welcome to help yourself to a coffee or tea. Please wash your dishes after use and return to the cupboard.



## **1.9 Lunch Area**

For the staff and students a facility of separate eating area has been provided. Feel free to use that facility for lunch and snacks. This gives an opportunity to all to interact in an informal environment and get to know each other.

## **2 Contract Information**

### **2.1 Contract Terms**

All Visiting Faculty will receive a contract outlining the terms of engagement. WCOL will contact all relevant lecturers prior to the commencement of an academic term to review contract terms. New contracts will be drawn up, signed and exchanged.

As an employer, the UKVI require the College to have full details of its employee's immigration status. You are therefore required to produce evidence regarding residency in the UK such as passport, Biometric Residence Permit, or work permit. If you are Visiting Faculty, copies of your self-employment status or entity details as well as relevant documentation from HMRC will be required.

### **2.2 Hours and Payments**

WCOL will provide you with an Excel template to record and claim for services rendered. This document should be signed off by the Programme Leader by 1200hr on the 25th of each month and should then be passed on to the Accounts Department for processing. Payments are made in accordance to your agreed contract. This is a strict deadline designed to meet pre-scheduled payment dates throughout the year. The December payment period will fall on a different date to accommodate the Christmas holidays but you will be kept informed.

### **2.3 Continuous Professional Development**

At WCOL we require all staff (including visiting lecturers) to engage in Continuous Professional Development (CPD). You will be expected to submit a CPD plan for the upcoming year as well as maintain an updated CPD log of current development. The College will host regular CPD events which depending on the nature may be compulsory. Information on CPD activities in the college or partner organisations will be provided through email. In addition all staff will be required to complete as part of



the induction process the following training: Health and Safety, Safeguarding, Prevent and GDPR. These programmes will also have refresher training from time to time.

## **2.4 Certification**

There is potential for WCOL to sponsor a lecturer to further their teaching/ assessor qualifications. This benefit is normally related to the accumulated hours taught and management assessment of the lecturer's commitment to scholarship at WCOL.

## **2.5 Job Performance**

Student's Module and Lecturer evaluation on the delivery of lectures, course content and learning resources takes place within the last 2 weeks of the term (and after the second or third week for new lecturers). A questionnaire is distributed to students and the evaluation is submitted to the Academic Manager, who will analyse them and disseminate results as appropriate. Unsatisfactory results which have drawn legitimate criticism from students will result in a discussion on job performance.

WCOL also uses class observation as a formal way to assess lecturers during class. An experienced member of WCOL staff will be observing a lecturer in class and providing feedback. Lecturers will be informed in advance of the visit where possible. For all new Lecturers an observation will be scheduled in the first 4 weeks of teaching to ensure quality standards.

## **2.7 Observations, Reviews and Feedback**

Peer observations are a critical review of teaching performance. Observations are used to encourage new lecturers to observe experienced lecturers, and vice versa, to increase confidence levels when being observed during the practice of peer observations. It is helpful in improving practice and can change educational perspectives to ensure the best possible service is being rendered towards our students.

## **2.8 End of Course Review**

An end-of-course review is a further necessary task at the end of the course to reflect on both the student and lecturers experience with specific units during a specific term. Such procedures inform Annual Review Reports.





## **2.9 Academic Staff Meetings**

Staff meetings provide an essential opportunity to improve collective performance and encourage productivity, to resolve student issues and generate new ideas that may arise from peer observations or student feedback. Lecturers are expected to attend meetings when requested by their Programme/Subject Leaders/ Delivery Manager.

## **3 Administrative Matters**

### **3.1 Office, Computers & Printers**

We have a few unoccupied desks with computers available to be shared among Visiting Faculty which works on a “first come, first served basis”. The Admin officer will assist you with your needs.

There is also a small meeting room, situated behind the Front Office which may be used for private student consultations and needs to be booked through the Front Office. Another student consultation room is available off the Front Office area which can be used for short consultations.

### **3.2 Log-In Details**

Once contracted to WCOL, you will be given a WCOL email address which will allow you access to office 365. In addition you will be given a login name and password and relevant induction on VLE and Turnitin.

### **3.3 Communication**

The College e-mail is our main form of communication with Visiting Faculty. Please check your WCOL email regularly. We would also use your mobile contact details.

If you experience any IT related difficulties, please contact the Admin officer who will be able to arrange technical support.

### **3.4 Audio-Visual Aids & Wi-Fi**

All lecture rooms are equipped with projectors, whiteboards/smart boards and computers to present PowerPoint slides and on-line videos. If you wish to use your own laptop you will need a VGA port to connect to our computer network.



Whiteboard pens and cleaning material and basic stationary items can be obtained from the Front Office.

WCOL have Wi-Fi reception throughout the campus. Please contact the Front Office to provide you with the password and assist you with the setup if necessary. The wi-fi facility can become overloaded from time to time, especially when students are active during their breaks.

### **3.5 Photocopying & Printing Services**

There are 2 photocopiers within the college for printing requests however we are environmentally conscious and do not print unnecessarily. Where possible please print in black, instead of colour for student handout material. The printer/photocopier is in high demand and if printing is left on the printer, it will be moved to the shelf behind the Front Office for collection.

## **4. Academic Matters**

### **4.1 Courses Taught at WCOL**

Our current portfolio is comprised of several courses, although some of them are in the approval process. For the most current programmes please refer to the college website.

### **4.2 Programme Leaders**

As visiting faculty, your first point of contact for most activities at WCOL will be your Programme/Subject Leader. It is important to keep in touch with the Programme Leaders and inform them of any changes planned for the modules, assessment deadlines, etc.

### **4.3 WCOL Policies**

WCOL policies will give guidance on specific areas of operation and these can be accessed on VLE. Please ensure that you are familiar with these particularly as it relates to teaching and learning.

### **4.4 Lesson Planning**

In planning your lessons you must ensure that you review the learning outcomes and guidelines provided by the awarding body/organisation.



## **4.5.1 Assessments**

You are expected to familiarise yourself with the awarding body/organisation regulations regarding assessment methods. Edexcel expects the provider to develop and set assessments. Depending on the awarding body that governs your course, you may be expected to contribute to the development of assessments.

Formative assessments are an important part of the learning process and WCOL encourages all lecturers to set formative assessments throughout the term.

WCOL strongly encourages staff to use different methods of teaching to enrich the student learning experience. If you are planning to take your students off campus on a field trip, please consult the matter with the Programme Leader and inform the Delivery Manager of the trip details. You will be expected to make the trip arrangements (e.g. booking and confirmation). If funding is required, please discuss it with the Programme Leader and Admin. All students taken off campus must sign an indemnity form. It is your responsibility as a lecturer to ensure that all sign and return the forms to you.

## **4.5.2 Programme Board Meetings**

The Programme Board Meetings are held 1-2 weeks prior to the start of term and should be utilised to assist you with the planning of your lessons, ensure that learning outcomes and subject benchmarks are met and to share areas of good practice. The meetings are attended by the Programme Leader and Lecturers to discuss preparation of the upcoming term and address student concerns raised throughout the previous term. Programme Leaders will inform you of date and time of the meeting. You must ensure that you attend them.

In addition to that a second Programme Board meeting may be held during the term to catch up with the progress of the programme if required.

## **4.5.3 Lesson Planning Template**

Finally, although we understand that some lecturers have their approach to lesson planning that they have developed through years of experience. We strongly encourage that lessons should be planned following the template provided. Using this approach to lesson planning has been shown to enhance the learning experience of students. WCOL will offer support on to allow you to adapt to this approach.



## 4.6 Learning Platforms, Assessments, and Marking

### 4.6.1 VLE

WCOL uses the VLE for sharing information and resources with students. Lecturers and students will be assigned a VLE password prior to the start of term. Lecturers are expected to post their Module teaching plans, assessment information, lecture slides, and additional resources on VLE prior to the start of the lecture or shortly after. Each lecturer will be responsible for maintaining their own student resource space. Contact Admin Officer if assistance is required.

WCOL uses the VLE for staff as well. Staffs are asked to log in regularly and update their personal details if they change. Staff are also able to access all policies and handbooks through the VLE. Finally, lecturers can monitor progression of their students through the VLE. It is the responsibility of the lecturers to monitor progression and flag students that are struggling to the Programme Leader.

### 4.6.2 WCOL Website

The Winston College of London website, <http://www.wcol.co.uk> is designed to serve as a marketing tool which is also the portal through which both students and lecturers can access WCOL VLE.

### 4.6.3 WCOL e-mail

Lecturers are expected to provide their WCOL e-mail address to students should students need assistance. We encourage interaction with students as it enhances student commitment and the learning experience.

## 4.7 Assessment Feedback

At WCOL, we believe that Student feedback is an essential part of the learning process. Lecturers are expected to provide students with detailed feedback on their assessments. Feedback for submitted assessments must be provided on-line within 1-2 weeks of submission deadline.

## 5. Lecturer Duties

Much of the student satisfaction with their learning experience is linked to the delivery of their lectures and the assessment process. At WCOL we will strive to provide the students with the best learning experience possible. To help you fulfil this aim, below



is an outline of the responsibilities a typical lecturer has. Please ensure that you are familiar with all the WCOL policies and procedures to ensure that you fulfil all responsibilities. The Head of Education is responsible for monitoring the academic process.

Please note, adjustments and additions to these duties may be made if required. The Programme Leader may also schedule additional meetings to discuss issues which may arise such as excessive word count, plagiarism and the processes required.

## **6. Student Matters**

### **6.1 Student Attendance**

Attendance is taken by attendance lists. Students are expected to sign in within 15 minutes after the start and end of every contact session arranged for them. This is our main form of recording attendance and lecturers are asked follow this arrangement strictly. Spot checks will be done to enforce this important monitoring.

To the scrutiny of the lecturer, students that come more than 30 minutes late could be refused entry or requested to complete additional work.

The attendance sheet remains in the possession of the lecturer at all times and should not be circulated in the class. Students are required to sign in front of the lecturers

### **6.2 Learning Resources**

The College provides an on-line Library, linked to VLE with some key texts for the courses we deliver and lecturers are encouraged to get students to use this facility. You are also welcome to let us have requests for further texts that should be made available for your students. Please forward your request to the Programme/Subject Lead for further action.

### **6.3 Student Voice**

Students are encouraged to discuss informal complaints, constructive criticism and issues with the Student Representative who relay such feedback to Management. Students are encouraged to elect a Student Representative for each course and year of study. The Student Representatives are the first point of contact for the students in relaying feedback and complaints to the management.

A further opportunity exists for student feedback through the Student /Staff Liaison meetings which takes place once a term. The Student Representatives from each



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Course are invited once a term to attend a meeting where the students contribute to the agenda. The Student Representatives are also able to bring the concerns of the cohort dealing with lecturers, timings, exams, and any issues that concern the whole student group, to the meeting. It is not intended for students to use this conduit for personal problems. Feedback is given regarding any issues from the previous meeting that required action.

## **6.4 Staff Grievances**

Staffs are expected to work as a team. But still if any member has any complaint or grievances against other member then WCOL follows ACAS (Advisory, Conciliation and Arbitration Service).