

Higher Education and Skills Centre Student Services Leaflet



Welcome to Ashton Sixth Form College

We are here to help you

**Information to help you get the most out
of your time with ASFC**



Information Officer

Lisa Pagan is the first point of contact for all course enquiries and can tell you about funding information, sources of financial assistance if you need help with paying for your studies, and advice if you are studying whilst in receipt of benefits.

**0161 - 666 8215 or email at
contact@asfc.ac.uk**

or look at our website

www.asfc.ac.uk

Information, Advice & Enrolment Sessions

The Higher Education and Skills Centre at Ashton Sixth Form College has achieved national standards for information, advice and guidance and provides comprehensive information to assist with students' courses at our Course Enrolment Events at the college and venues around Tameside.

At enrolment you will receive one-to-one information, advice and guidance from our enrollers on the course/s you wish to study.

Skills Support for Adults

Madeleine Edwards can be contacted by learners who require additional support in Maths and English.

0161 - 666 8222

Lynne Dolan can be contacted by learners who require additional support with IT.

0161 - 666 8221

Additional Learning Support Centre

The Additional Learning Support team has experienced, professional staff dedicated to providing support for students with additional needs. This can range from giving specialist tuition for students with specific learning difficulties, to making sure the college is accessible for learners with mobility impairments or medical conditions.

- Assessments and support for students with dyslexia, dyspraxia, visual impairment, hearing impairment, Asperger's Syndrome, ADHD and physical medical conditions.
- Help with applying for the Disabled Students Allowance for students going on to higher education
- Special exam arrangements
- Study skills

If you feel you need extra support please contact your course tutor.

Learner Support Fund

Some students may be eligible for financial assistance from the Learner Support Fund. This fund is available to assist students who may have difficulty in completing their course because of financial considerations and can be collected from Lisa Brogan or Lisa Pagan at reception.

Careers Education and Guidance

Our Careers Education and Guidance Manager, Denise Walker, can be contacted by learners for specialist advice on Careers and Education.

0161 - 330 2330 ext 217

Counselling Support

Our counsellor, Claire Shaw, is available to talk through confidential problems and issues with learners on a one-to-one basis. Please arrange an appointment on:

0161 - 330 2330 ext 309.

Chaplaincy

Our Chaplain, Reverend Jean Hurlston, offers a friendly and welcoming service for students of all faiths to access.

0161 - 330 2330 ext 344

Higher Education Support Tutor

Fiona Hall offers:

- Study skills for Higher Education - short courses and one-to-one support.
- Pastoral support whilst on H.E. courses.
- Admissions advice for those considering doing H.E. courses at the college.

She is available for support and advice for students attending higher education courses and acts as a link between their studies here and the university.

0161 - 666 8229

Student I.D. Cards

These cards are issued when you start your course and can be collected from reception. Your card is required to borrow books and other resources from the LRC and to gain access to the college buildings.

Library & LRC

The Learning Resource Centre provides all students with a range of services and facilities to support and enhance their learning experience, offering a friendly and supportive working environment.

- Internet access
- Quiet work environment
- Staff help including colour printing, scanning, access to college catalogue of books, journals, videos, DVDs, stationery shops.

Students must have their college card to take any item out of the centre and to access the computers.

The LRC is on the top floor of the Geoffrey Higgins Building (room GH 2.5) and is open:

- Monday, Tuesday and Friday 9-4pm
- Wednesday & Thursday 9-6.30pm

Coffee Shop

Refreshments are available in the Student Centre - hot and cold snacks on a Wednesday 3.30-8pm and Thursday from 5-8pm.

*We hope you enjoy your
experience at ASFC*

Equal Opportunities

Ashton Sixth Form College values the diversity of its student population and all students and staff are requested to abide by its equal opportunities policy. This says that no one should be disadvantaged or discriminated against because of their skin colour, gender, cultural background, disability, class or sexuality.

Ashton Sixth Form College has a good track record for working with students with disabilities to help them to be successful on their courses. You may not choose to disclose or discuss your disability to us, however by letting us know of your needs before you enrol, we can put the necessary support in place.

Useful Contacts

Jo Fletcher-Saxon
Director of Higher Education & Skills
0161 - 666 8224
jmf@asfc.ac.uk

Lisa Pagan
Information Officer
0161 - 666 8215 or 8260
ljp@asfc.ac.uk

Lisa Brogan
Assistant Admin (evening)
0161 - 666 8260
ljb@asfc.ac.uk

Madeleine Edwards
Head of Skills for Life
0161 - 666 8222
mme@asfc.ac.uk

Lynne Dolan
Head of IT and Business
Development
0161 - 666 8221
lmd@asfc.ac.uk

Anne Lafford
Head of Children's Care
Learning and Development and
Teaching Assistant Courses
0161 - 666 8269
ala@asfc.ac.uk

Jean Clewes
Recruitment & Administration Officer
0161 - 330 2330 x 317
jc@asfc.ac.uk

Fiona Hall
H.E. Support Tutor
0161 - 666 8229
fha@asfc.ac.uk

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