

Policies & Procedures Higher Education 2024/25



Warrington
& Vale Royal
College

WELCOME

Welcome to Warrington & Vale Royal College

This guide provides our students with an overview of our key higher education policies and procedures. Implementing these policies and procedures demonstrates our commitment to upholding the appropriate legal regulations. In this guide we will cover important policies relevant to your studies with us, including:

- *Admissions*
- *Code of conduct*
- *Complaints & Compliments*
- *Equality & Diversity*
- *Teaching, Training, Learning & Assessment*
- *Safeguarding & Prevent*
- *Data Protection*
- *Learner Involvement*

This guide is an online clickable document, it is interactive and provides links below each section where you can find a more detailed document relating to your policy query.

We wish you an enjoyable, successful higher education journey with us.



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Section 1:

Key Policies & Procedures

Code of Conduct

Our code of conduct is an agreement on rules and behaviour which all staff and students must adhere to whilst attending Warrington & Vale Royal College.

[Click here for more details](#)

Learner Involvement Procedure

The college continually works to build an organisational culture where learners, both individually and collectively, take personal and collective responsibility for their own input and feedback into college decision making processes.

[Click here for more details](#)

Complaints & Compliments Policy

The purpose of this policy is to ensure fairness and equity for all parties involved in the handling of complaints and to enable a balanced and objective approach to be taken so that a satisfactory conclusion can be reached.

[Click here for more details](#)

Admissions Procedure

The purpose of this procedure is to detail the admissions process for learners to study for a full time, part time or higher education course at the college. The Admissions procedure has been developed to ensure a fair, open and transparent admissions process, which is accessible to all applicants and is consistent with the college's commitment to equality and diversity.

[Click here for more details](#)

Equality & Diversity

Warrington & Vale Royal College is committed to being an inclusive college and in response to the Public Sector Equality Duty requirements the college publishes evidence which demonstrates how this is being achieved. We aim to ensure that the college's educational provision, services, policies and procedures meet the needs of all our learners, staff and stakeholders.

[Click here for more details](#)

Health & Safety

We want to provide a safe, healthy and comfortable environment in which to work and study.

[Click here for more details](#)

Safeguarding & Prevent

Warrington & Vale Royal College ensures that all vulnerable adults, young people and children attending activities in the college do so in a safe and secure environment. It sets out the steps we take to protect vulnerable adults, children and young people and the procedures we would use - to deal with any issues. Student well-being is very important to us. If you have any concerns or would like further information about our support services, please visit Learner Services.

[Click here for more details](#)

A photograph of two male graduates in academic regalia. The graduate on the left is wearing a black cap and gown with a red stole and a blue tie, holding a rolled-up diploma. The graduate on the right is wearing a black cap and gown with a red stole and a blue tie, also holding a rolled-up diploma. They are standing in front of a golden, ornate background.

Section 2:

Assessment

Higher Education Assessment

The college recognises the importance of assessment. The purpose of this procedure is to provide a framework for learner entitlement in relation to assessment.

[Click here for more details](#)

Cheating, Collusion & Plagiarism Procedure

This procedure is applied to all student coursework and the use of learning and reference material, e.g. use of quotations, bibliography and referencing. It is also applied to invigilated assessments and controlled assessments.

[Click here for more details](#)

Higher Education Assessment Appeals

A learner who feels that there has been an error in the process of marking/grading of an assessment should speak to their Programme Leader, and if required, request an independent re-assessment.

[Click here for more details](#)

Teaching, Training, Learning & Assessment

This policy is to ensure that the interests of our students remain our highest priority, and that teaching, learning and assessment is at the heart of the college's activities and meets National Standards and those set by Awarding Organisations.

[Click here for more details](#)

Section 3:

Financial & Legal

HE Tuition Fee, Break in Learning & Refunds Procedure

This procedure defines the basis on which HE students will be charged for their tuition and examinations and to detail the procedure for the appeal.

[*Click here for more details*](#)

Data Protection Policy

This policy outlines how the college will collect and use Personal Data either where the College collects it from individuals itself, or where it is provided to the College by third parties. It also sets out rules on how the College handles, uses, transfers and stores personal data.

[*Click here for more details*](#)

Freedom of Information

In line with the Freedom of Information Act 2000, Warrington & Vale Royal College is committed to promote open access to information covered by its publication scheme.

[*Click here for more details*](#)

HE Financial Assistance Fund Procedure

The college's Financial Assistance Fund (FAF) provides discretionary financial support for students who are experiencing financial hardship. It is designed to help students remain in higher education, particularly those who need financial help to meet unforeseen costs that cannot be met from other sources of support.

[*Click here for more details*](#)

Section 4: Other Policies & Procedures

Prevention of Harassment, including Sexual Harassment Policy.

This policy sets out our expectations of behaviour by staff, visitors and students, and provides approaches for dealing with complaints of harassment and sexual harassment.

[Click here for more details](#)

Disciplinary Procedure

This procedure is implemented by all staff and applies to all students attending courses at Warrington & Vale Royal College, whether full time or part time. The procedure is underpinned by British Values and includes all aspects of college delivery including residential, trips, field study, work placements and sporting/ social activities organised by the college. This procedure also applies to any behaviour which occurs outside of college that has the potential to bring the college into disrepute.

[Click here for more details](#)

Learning Support

This policy applies to support provided to learners with learning difficulties and/or disabilities and those in need of English and/or mathematics support, to ensure they have the opportunity to access the full range of provision at the college.

[Click here for more details](#)

Fitness to study

Fitness to study relates to an individual's capacity to participate fully in their vocational & academic study at college. The policy outlines our commitment to support student well-being.

[Click here for more details](#)

Fitness to Practise

This policy applies to all students undertaking a programme of study who may be required to register with a statutory professional body or organisation in order to practice under licence.

[Click here for more details](#)

HE Outbreak and Lockdown plan

The College has completed a full Covid 19 Risk Assessment of its premises, staff and students in accordance with Government and Public Health legislation. The Risk Assessment will be continually monitored, updated and aligned to the College's Outbreak process.

[Click here for more details](#)



Useful contacts

Warrington Campus

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Learner Services

Email: Learner.services@wvr.ac.uk
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IT Services

Tel: 01925 494401

Winsford Campus

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Winsford
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Warrington & Vale Royal Quality Team
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