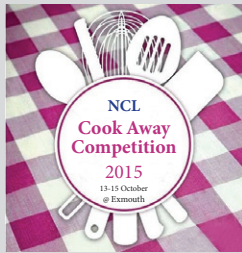


# NEWSLETTER

## UPCOMING EVENTS



### Cook Away Competition 2015

For HND Hospitality Management

Date: **13-15 October 2015**

Venue: **Exmouth**

Registration: £30.00 each person

(Contact College reception for more information)



### Trip to SPAIN

Date: **9th-13th November 2015**

(Contact College reception for more information)



**Upcoming Graduation**  
**for 913 students**  
**will take place in**  
**November 2015.**

## Welcome 915 Students



Dear Students,

It gives me great pleasure to welcome you as a student at Nelson College London.

The Mission of Nelson College is to offer access to higher education to people from the widest possible range of backgrounds, enabling them to transform their lives through the acquisition of the knowledge and skills that they need to succeed in their chosen careers.

With that in mind, my task and that of my staff is to ensure that your time at the College is marked by a high-quality learning experience, so that your independent learning skills are fully developed with all the support, advice and

encouragement we can give you, making learning enjoyable as well as meaningful.

If you have any problems concerning your programme of study, please do not hesitate to contact the relevant department.

Meanwhile, I would like to take this opportunity to wish you every success in your academic career at Nelson College.

**Professor Geoffrey Alderman**

DLitt MA DPhil (Oxon), FRHistS, FRSA, FICPD, MCQI CQP, MCMI

## Board of Governance Changes

Nelson College London would like to welcome to the Board of Governance Mr Aaron Porter, BA FRSA. He works extensively with universities and other higher education bodies across the UK balancing two primary executive roles with the National Centre for Universities and Business (NCUB) and with the Leadership Foundation as well as a number of non executive positions including as an observer to the board of the Quality Assurance Agency (QAA). He was previously President of the National Union of Students (2010-11) and has served in a non-executive capacity on the board of HEFCE, UCAS, Endsleigh Insurance and the Office



of the Independent Adjudicator. Aaron will be taking the place of Ms Jennie Lowe who has decided to move on from the Board of Governance due to her busy schedule. NCL would like to thank Jennie for her valuable contribution.

## Student Representation on the Board of Governance

Farhana Patel joined the Board of Governance as NCL's first student member in April 2015. She was already active in student affairs and brings valuable knowledge to her role, including from her wider experience in the world of work and business. The Board of Governance is still relatively new, having been established in 2014, and Farhana joins

the executive and non-executive members as together they seek to establish effective and excellent corporate and academic governance in the College. Paul Greaves, the Chair of the Board of Governance, welcomed Farhana's appointment, saying that 'her enthusiasm and directness will energise Board discussions'.



# UPCOMING WORKSHOPS

## Customer Service

Presented by: **Ashraful Khan**  
Manager, Sainsbury's

**7th October 2015**

Time: 10:00am

Venue:  
Room 301  
Commercial house, Gants Hill  
For HND Hospitality Management

## CV Writing

Presented by: **Tina Derby**  
Business Manager, Adecco

**21st October 2015**

Time: 10:00am

Venue:  
Room 301  
Commercial house, Gants Hill  
For HND Hospitality Management

## Room Division

Guest: Manager, Hotel Radisson  
International

**18th November 2015**

Time: 10:00am

Venue:  
Room 301  
Commercial house, Gants Hill  
For HND Hospitality Management



**Brand new IT Suite,  
Quiet Room and  
Library facilities  
will be available from  
November 2015**

# Graduation Ceremony / July 2015

On 30th July 2015 Nelson College London was proud to hold a Graduation Ceremony for May 2013 intake Students in Redbridge Town Hall. With motivational speeches from the Principal, Directors and Head of Quality Assurance and buffet style food and refreshments it was the perfect environment for students to enjoy and celebrate their accomplishments. After receiving certificates, students enjoyed their time with friends, family and ex classmates.





# Best Student Attendance and Best Student Representative Certificates

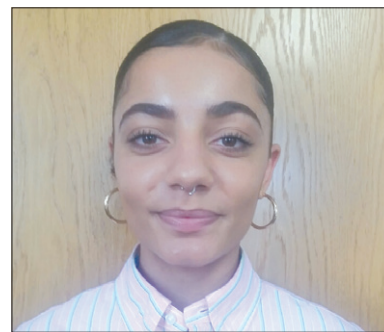
**Best Student Attendance Certificates were given out to the following students in September 2015:**

Onorina Dobre	Mary Apio Bedeau
Jagindar Singh Rathore	Abdul Malek
Chris Rohan Canhigh	Monjulika Jamali
Shihab Ahmed Chowdhury	Nzamey Incrid Das Neves Cruz Neto
Abdul Khaliq	Mohammad Imran
Waliur Rahman	Leon Kareem Anthony Michael HINDS
Paula Ciocirlan	Petra Aksu
Ahmed Shahzad Hussain	Zahed Ahmed
Misfah Begum	Sheikh Nurul Islam

**The Best Student Representative Certificates were distributed to the following students in September 2015:**

Farhana Patel  
Asma Amjad  
Mary Bedeau  
Amman Gul

## STAFF INTRODUCTION



**Dear students and colleagues,**

*My name is Yasmin and I am a recent English Literature graduate from Anglia Ruskin University in Cambridge.*

*As your new administration officer at the Gants Hill campus, I am writing to inform you that I am happy to help you with any queries that you may have. You can find me on the reception desk (first floor) during college opening times where I will be available to answer questions and help with any issues regarding your studies here at Nelson College.*

*I wish you a pleasant time studying with us and look forward to getting to know each and every one of you.*

# Student Support Service

Student support is available to all students at the College. Along with lectures, tutorial and study skills workshops, Student Support Advisors/Lecturers are also at hand.

The availability of support is indicated in the table below. During this time the advisor/support lecturer will give assistance on the modules taught as well as help in understanding all units. Students can regard this as an opportunity to ask for help outside of the classroom, where all discussions held will be private and confidential.

Ilford Campus				
Student Support Advisor	Programme	Room	Days	Time
Milfa Begum	HND Business	Academic Room	Monday – Friday	9am -5pm
Gants Hill Campus				
Support Lecturers	Programme	Room	Days	Time
Sheikh Ziaul Haque Cynthia Poyton	HND Business	Academic Room	Tuesday Wednesday Friday	9am-5pm
Milon Mahmud	HND Hospitality Management	Academic Room	Thursday Friday	9am-5pm



**Dear students and colleagues,**

*Hello, my name is Taher Uddin and I've joined Nelson College London as a new office administrator on the Monday 21st of September 2015. I wanted to join Nelson College because I saw the opportunity that was provided and that I believed that this opportunity could help me in many different ways especially with I.T and that's what caught my eye.*

*I also want to help others and achieve the best for the future. The college expects me to be able to use my knowledge of I.T and help the college with many duties. Be able to learn about the college software quickly, and be able to fill in data easily. I have many roles and responsibilities such as; to print the students attendance sheet records every day, as well as having to access the software database and check over the students details to see if they match. Other jobs that I do include printing student ID cards, sending SMS and emails to students for various reasons, help sort out new files and identifying documents that have not been provided.*

*However my main duty will be to maintain the library ensuring that all the books present are recorded into the software database.*

# Fundraising

Hi, my name is Farhana Patel, I am a Student Representative at Nelson College London. A group of dedicated students including myself, proposed an idea to organise a charity event. This is a chance of bringing students working together as a team and engaging in a worthwhile project, allowing us to use our skills and what we learn in the College, adapting theory in to practice as well raising money for charity.

Over the past few months, students along with the support of the College have been meeting up and have made some progress and are in early stages of bringing this charity event together.

We carefully decided and propose to raise money for 'Cancer Research UK'. 'Cancer

Research UK' is a charity organisation that is close to my heart, as few years back I lost mother through Cancer. We also have full support of the charity working along with us and will providing us with all the tools needed in raising as much money as possible. I believe working together we all can raise a lot of money and make this event a success.

I believe working together we can do something amazing and make this a huge success. We are looking for more dedicated students, to volunteer their time and effort for this charity event. It will be a hugely rewarding experience. Please put yourself forward and volunteer for this amazing cause and let's together make this happen.

If you are interested in participating in this event please contact a student representative or email Tanzina on t.islam@ncluk.co.uk.

# Educational Magazine Subscriptions

Nelson College London is subscribed to the following magazines/journals which are available for students in different forms as presented in the table below.

Magazine	Paper	Soft copy	Ilford	Gants Hill
The Economist	☑		☑	☑
Financial Times	☑			☑
Cost Sector		☑		☑
The Caterer	☑			☑
Hospitality Today	☑		☑	☑
Money Week	☑		☑	☑

Further resources are available on Emerald Insight ([www.emeraldinsight.com](http://www.emeraldinsight.com)). This website when accessed from both Ilford and GantsHill sites contains more journals that can be used.

# Courtesy and Consideration Campaign

The Courtesy and Consideration Campaign is an awareness event organised to allow students to communicate to their fellow peers the rules and regulations of each classroom. Some student representatives participated in this campaign and designed a poster to deliver their message as seen below.

**Treat everyone with respect.**  
- Behave and speak in a way that does not offend others.  
- Verbal and physical abuse will not be tolerated.

**Avoid disrupting others in class.**  
- Avoid talking when lecturers and other students are talking.

**Treat all college staff & college property with respect.**  
- Students are expected to behave at all times.

**Do not use mobile phones during class.**  
- Mobile phones should be on silent during class.

**Student Code of Conduct**

**All students must attend all classes on time.**  
- Do not disturb others by signing and leaving.  
- Your attendance every semester should remain above 80%.

**Lecturers and College staff instruction should be followed at all times.**

**All assignments should be submitted by the given deadlines.**  
- If not submitted on time, there will be penalties.  
- Plagiarism will not be tolerated.

**Behave professionally.**  
- Have consideration for college health & safety rules.

If a student is reported for an alleged misconduct, necessary disciplinary actions will be taken and could possibly lead to the expulsion from The College.

## VOLUNTEERING OPPORTUNITIES - REDBRIDGE CVS

Volunteering can be a great way to gain vital work experience that many employers now look for. It also provides an opportunity to 'give something back' to your local community. Volunteering opportunities come in all different shapes and sizes – from assisting with a community gardening project once a month to acting as a trustee for a local charity.

### Ten Reasons to Volunteer

1. Meet New People
2. Help your local community
3. Enhance your CV
4. Increase your confidence
5. Challenge yourself
6. Develop new talents
7. Make good use of your spare time
8. Discover new potential career paths
9. Use your skills in a productive way
10. It's fun!

## Study Skills Workshops at Ilford Campus for All Students - Ilford and Gants Hill

Starting from week commencing 21/09/2015

Monday	Tuesday	Wednesday	Thursday
10am-12pm	10am-12pm	10am-12pm	10am-12pm
Room 101	Room 101	Room 101	Room 101
Lecturer Owusu	Lecturer Christian	Lecturer Abimbola	Lecturer Hillary

- Time Management
- Managing information
- How to create a Power Point Presentation
- Basic maths
- How to write essays; reports; research projects, case studies, assignments
- How to create a portfolio
- How not to plagiarise
- How to find journal articles online; internet searching
- Understanding key words
- How to achieve merit / distinction
- Reading and note – taking; note-taking during class
- CV skills
- Procrastination
- How to make use of study manuals
- Essay planning
- Organising your writing
- Meeting deadlines
- Making use of feedback
- Critical analysis and evaluation
- Academic writing
- Self-management