

## Dear Students

We hope that you and your loved ones are all keeping safe and well, and that this unprecedented situation is proving to be as tolerable as possible for you.

It has been almost eight weeks since the college closed its

physical doors, and opened up its virtual ones; everyone across the world, not just College staff and students, has changed the way that they live their normal lives.

The staff at Nelson College

continue to work very hard to provide the support for all students.

We deliver lessons online, which can now be accessed through Office 365 found on the college website; initial problems that we had with the technology have all been addressed and by now everyone should be able to join their classmates in their lessons.

## Visit to Cadbury World



Before the lockdown, Business students from Ilford spent the day at Cadbury World near Birmingham.

During the day the students found out about Cadbury's business objectives, structures and functions. They explored the different zones in Cadbury World which tell the story of chocolate and the Cadbury business through various

static sets, animatronics, video presentations, multi-sensory cinema, interactive displays and activities, and staff demonstrations.

The main aim of the trip was to enable students to apply their knowledge to a working business by showing their understanding of the marketing mix and production methods, technology, stock and quality.

## Wednesday Workshop Videos

Being in lockdown hasn't prevented the KEC Team from continuing their popular series of Wednesday Workshops; they have simply shifted the emphasis to video!

Recent additions to the series include an introduction to each of the three main Microsoft Office products (Word, PowerPoint and Excel); each of these will be expanded upon on the coming weeks – there is already a second instalment in the Word series, which discusses the insertion of pictures.

In addition, supportive videos on how to access your on-line lessons, through Teams, have also been published.

Here is the link to the KEC YouTube Channel; do click on it to access their video library. And whilst you are there, don't forget to subscribe to the Channel, that way you will receive updates when anything new is published.

[https://www.youtube.com/channel/UCal02n\\_WydqQI3k\\_N4yofCw/](https://www.youtube.com/channel/UCal02n_WydqQI3k_N4yofCw/)



# PREVENT TRAINING

On the 13.FEBRUARY 2020 Prevent Coordinator for London, Jake Butterworth, delivered a training session to all our staff exploring key issues relating to radicalization and extremism, how it can take root and develop, what we can do to prevent it, and most importantly, how our concerns about a vulnerable individual can be appropriately shared in order to access specialist support.



## Social Media



Taking advantage of this being an electronic newsletter, KEC wishes to use this as an opportunity to share with you the links to our various social media pages. So do click on the links to be taken through to explore each of them – and whilst you are there, do please ‘Like’ and/or ‘Follow’ and/or ‘Subscribe’ to each; that way you will be kept up to date with all our initiatives and new releases!



**YouTube:** [https://www.youtube.com/channel/UCaI02n\\_WydqQI3k\\_N4yofCw/](https://www.youtube.com/channel/UCaI02n_WydqQI3k_N4yofCw/)

**Facebook:** <https://www.facebook.com/NelsonCollegeLondon/>

**Instagram:** <https://www.instagram.com/nclkec/>

**Twitter:** <https://twitter.com/nclkec>

## *Employers' Forum*

A truly key event in the NCL Calendar is the annual Employers' Forum. Each year we bring together a wide selection of employers and get them to mix together with our students, to fulfil a number of aims all geared towards getting our students prepared for their future progression. Clearly, this year we will be unable to hold the event in its traditional round-table format; so, we are working on a way to deliver all the benefits of this event, but in a video format. This will present a number of challenges, but we are rising to meet these, on behalf of all of you!



# Cooking With Chris



You will have seen earlier in this newsletter mention of the KEC YouTube Channel, here is another great reason for visiting the Channel, and indeed subscribing to it: our very own Chris Davies can be found there demonstrating a series of easy to follow along at home cooking recipes. The videos are presented in Chris's own inimitable fashion, giving clear, step-by-step guidance

on the recipe of the week; he has been particularly focussed on approaching these from a lockdown perspective, so that we have something new to try, and to see that we remain well nourished!

We are sure that Chris would love to hear from you if there are any recipes that you would like him to bring to life for you! Are you missing those spicy chicken wings?

## KEC Mini Guides

### KEC PUBLICATIONS

#### KEC Publications

Click on the KEC Publications link (above) to be taken through to the KEC Virtual Library, where you can browse individual titles.



To help our students when it comes to thinking about their future progression, KEC is producing a series of mini-guides.

These are currently in PDF format, and may be found here: <https://nelsoncollege.sharepoint.com/sites/KECPublications>; and also by following the direct link that is to be found on the VLE.

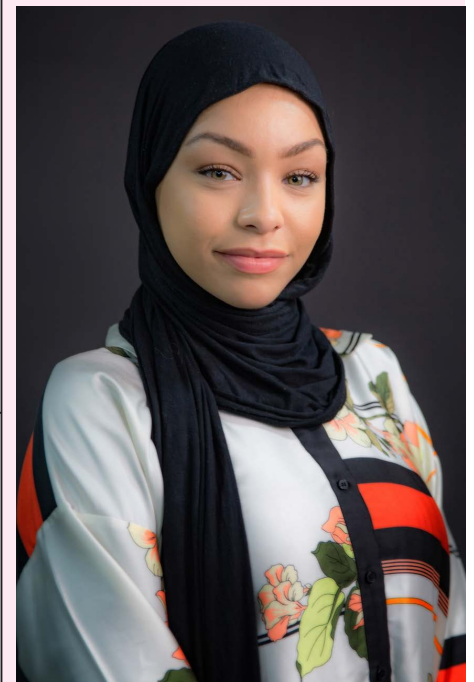
Once we are able to return to the College premises, then hard copies will also be available.

Each booklet will focus on a different topic, related to future employment, or indeed to enhancing your studies with NCL. Have a read; they are well worth exploring!

## KEC Team Announcement



*Kashka  
Returns*



We are delighted to report that Kashka Rowlands, KEC's Employment and Work Placement Manager, returned to work at the beginning of May having taken a short break on Maternity Leave. Kashka is a key member of the KEC Team so we are delighted to have her back with us! One of Kashka's first tasks will be working closely with Varuni to bring us a lockdown version of our annual Employers' Forum. Watch out for updates on our social media channels for more information on this.



## Learning, Teaching, Engagement & Enhancement Conference

Work is currently underway to deliver another of NCL's regular events, the Learning, Teaching, Engagement & Enhancement Conference, in a virtual format. The event, which will have contributions from a number of departments and teams across the College will be launched towards the end of May.

## STAFF INTRODUCTION

### Fatima Kanis Nayan

My Name is Fatima Kanis Nayan. I joined Nelson College as a Student Support Advisor. I have a Masters in 'International Human Resource Management and Employment Relations' from Middlesex University, London. I also completed an MBA from Glyndwr University, Wales, UK. I have also completed my Higher Diploma in Tourism and Hospitality Management from "Organization for Tourism and Hospitality Management" (OTHM), London. I have experience working in both Customer Service and Human Resource departments, in various UK industries (retail, hotel, educational institution, freight forwarding). I had been working as a 'Human Resource Management' Lecturer in No. 1 Private University in Dhaka, Bangladesh. I am looking forward to work with the excellent team in Nelson College London.



### S M Mushfiqur Rahman

My name is S M Mushfiqur Rahman and I am working as a part time IT Officer in Nelson College London. I finished my degree in Computer Science back in Bangladesh and I am doing my MSc On Cyber Security at the University of Greenwich. I worked in a software company before coming here.



## Updated Policies from QA Department

An annual review of all NCL policies was undertaken by the Quality Assurance Department. Major changes: The policies listed below were rewritten to follow the OfS' expectations, revised QAA Code, BTEC Specifications' and London Met Regulations'.  
Appeal against admissions Decision Policy  
Assessment Policy  
Blended Learning Procedures for HND Programmes  
Management of Public Information including Social Media  
Personal Tutoring and Student Support Policy  
Student Attendance

and Progression Policy  
Suspension and Termination of students for Disciplinary reasons  
Teaching and Learning Policy  
Minor changes: This involved making slight changes to the policies listed below, in their contents, revising external reference points based on QAA Code along with updating the versions and the next review date.  
Assessment Decision Review Request Policy  
Code of Practice on Freedom of Speech within Nelson College London  
Conflicts of Interest Policy  
Dealing with the Media

Employability and Work-Placement Policy  
Enhancement Strategy  
Environmental Policy  
Equality and Diversity Policy  
Extenuating /Mitigating circumstances Policy  
Health and Safety Policy  
IT Acceptable Use Policy  
Open Door Policy  
Periodic (Quinquennial) Review of Programmes Policy and Guidance on Intermission Policy and Procedure on Document Versioning  
Policy on Funding and Acquisition of Learning Resources  
Policy on Recognition of Prior Learning  
Policy on Relationships between employees and employees and

students.  
Prevent Strategy  
Procedures for dealing with External Reports relating to Academic Quality  
Programme Design and Approval Policy  
Safeguarding Policy  
Student Complaints Policy and Procedures  
Student Engagement Policy  
New Documents:  
The following new documents were created to meet OfS expectations:  
Harassment and Sexual Misconduct- Code of Conduct for Students, Staff and Visitors  
Harassment and Sexual Misconduct Reporting Process for Students, Staff and Visitors

# Dr. Alfred Mbeteh

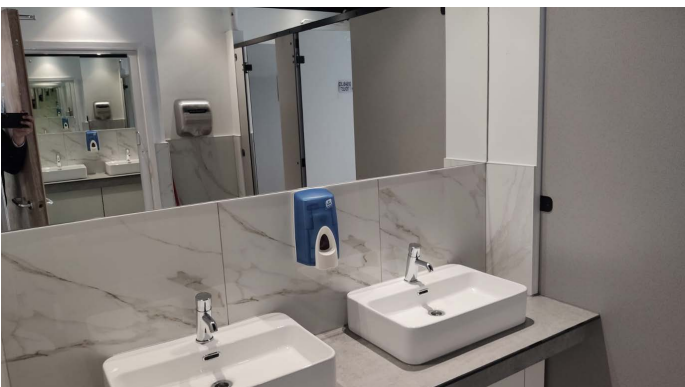
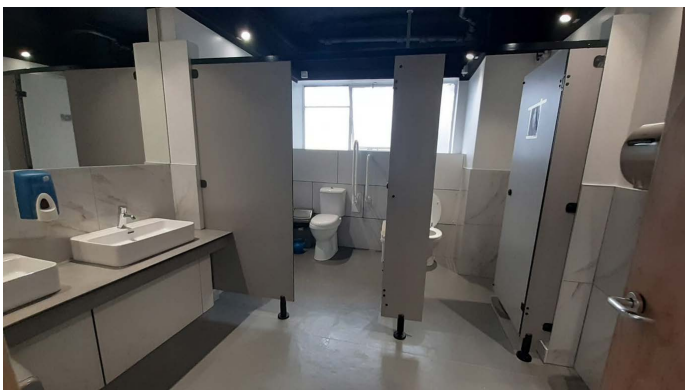
Congratulations to our colleague Alfred Mbeteh, for achieving the degree of Doctor of Philosophy. We all need to continuously develop ourselves and we are all proud when one of our staff makes an achievement. You worked so hard for this and you have been deservedly rewarded.



# Work experience at Nelson College



# Improvements at Nelson College London at Gants Hill



We are constantly improving our facilities. Recent work includes ladies' toilets located on the first floor; these are designed to cater for disabled students as well.

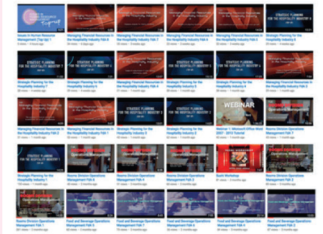
## Academic Calendar HND Programmes

ACADEMIC YEAR 2019-20

WEEK NO	WEEK COMMENCING	ACTIVITY		
1	02/09/2019	VACATION	<b>T E R M 1</b>	
2	09/09/2019	STUDENTS INDUCTION		
3	16/09/2019	TEACHING (Term 1 Starts)		
4	23/09/2019	TEACHING		
5	30/09/2019	TEACHING		
6	07/10/2019	TEACHING		
7	14/10/2019	TEACHING		
8	21/10/2019	VACATION - HALF TERM		
9	28/10/2019	TEACHING		
10	04/11/2019	TEACHING		
11	11/11/2019	TEACHING		
12	18/11/2019	REVISION		
13	25/11/2019	REVISION		
14	02/12/2019	ASSESSMENT PERIOD		
15	09/12/2019	ASSESSMENT PERIOD		
16	16/12/2019	VACATION - CHRISTMAS	<b>T E R M 2</b>	
17	23/12/2019	VACATION - CHRISTMAS		
18	30/12/2019	VACATION - CHRISTMAS		
19	06/01/2020	TEACHING (Term 2 Starts)		
20	13/01/2020	TEACHING		
21	20/01/2020	TEACHING		
22	27/01/2020	TEACHING		
23	03/02/2020	TEACHING		
24	10/02/2020	TEACHING		
25	17/02/2020	VACATION - HALF TERM		
26	24/02/2020	TEACHING		
27	02/03/2020	TEACHING		
28	09/03/2020	REVISION		
29	16/03/2020	REVISION		
30	23/03/2020	ASSESSMENT PERIOD		
31	30/03/2020	ASSESSMENT PERIOD		
32	06/04/2020	VACATION- EASTER HOLIDAYS		<b>T E R M 3</b>
33	13/04/2020	VACATION - EASTER HOLIDAYS		
34	20/04/2020	VACATION		
35	27/04/2020	TEACHING (Term 3 Starts)		
36	04/05/2020	TEACHING		
37	11/05/2020	TEACHING		
38	18/05/2020	TEACHING		
39	25/05/2020	VACATION - HALF TERM		
40	01/06/2020	TEACHING		
41	08/06/2020	TEACHING		
42	15/06/2020	TEACHING		
43	22/06/2020	TEACHING		
44	29/06/2020	REVISION		
45	06/07/2020	REVISION		
46	13/07/2020	ASSESSMENT PERIOD		
47	20/07/2020	SUMMER HOLIDAY		
48	27/07/2020	SUMMER HOLIDAY		
49	03/08/2020	SUMMER HOLIDAY		
50	10/08/2020	SUMMER HOLIDAY		
51	17/08/2020	SUMMER HOLIDAY		
52	24/08/2020	SUMMER HOLIDAY		



NELSON COLLEGE **YOUTUBE** CHANNEL IS HERE TO HELP WITH YOUR STUDIES!  
[WWW.YOUTUBE.COM/NELSONCOLLEGELONDON](http://WWW.YOUTUBE.COM/NELSONCOLLEGELONDON)



FOR HELP ACCESSING NCL **YOUTUBE** PLEASE TAKE A LEAFLET FROM RECEPTION  
 SUBSCRIBE TO KEEP UP TO DATE WITH ALL THE LATEST VIDEOS!

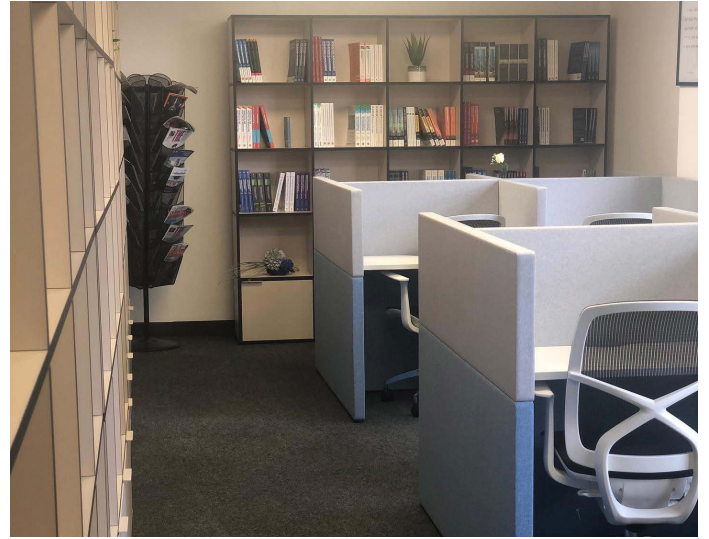
# Nelson College London YouTube Channel

<https://www.youtube.com/nelsoncollegelondon>

Check out all new academic videos on the NCL YouTube channel. Specially produced by Nelson College London, with a view to help you with your assignments and to create a better understanding of your units/modules.

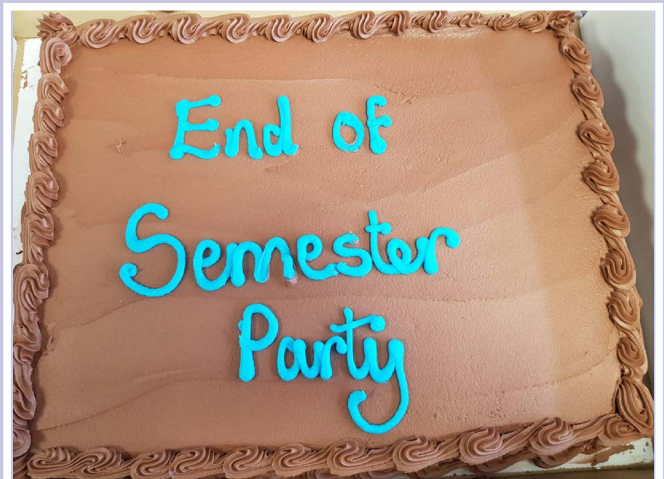
# New Library at Ilford campus

The Principal, Geoffrey Alderman, presided over the official opening of the Ilford Campus library at Nelson College London.



## End of term party at Ilford Campus

In March 2020 the college organised an end of semester party for its students at the Ilford Campus. Students gathered together, enjoyed food and beverages with music and dancing.





**BECOME A BLOGGER**

**BE CREATIVE**

**WRITE ABOUT THINGS THAT YOU ARE STUDYING**

AS PART OF OUR ONGOING STRATEGY, THE KEC PUBLISHES REGULAR BLOGS ON THEIR WEB PAGES. TO ADD TO THE VARIETY AND CONTENT OF THESE, WE ARE LOOKING FOR BUDDING (OR ESTABLISHED!) BLOGGERS AMONGST OUR STUDENTS (AND STAFF!). IF THIS IS YOU, TALK TO BRUCE FOR MORE DETAILS, OR MAIL HIM WITH AN EXAMPLE OF YOUR WORK

**What does a good blog look like?**

- It is engaging and interesting
- It is current and or topical
- It is punchy and short in its delivery (400-500 words)
- It is thought provoking
- It should express your opinion
- It carefully considers its audience (those that will be reading it)
- [For publication on the KEC site, keep it related to education, learning, things that you are studying, careers, interviews, employability, etc.]

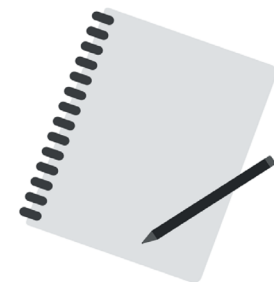
**What should I avoid?**

- Avoid something that everyone is talking about, unless you have a new perspective
- Avoid too much technical jargon
- Don't be too academic; prose should be designed to engage the reader, not show how clever you are
- Writing thousands of words!
- Avoid being bland or 'sitting on the fence'

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WE RESERVE THE RIGHT TO EDIT ARTICLES THAT ARE SUBMITTED AND EQUALLY CANNOT GUARANTEE PUBLICATION - THERE CAN BE A FINE LINE BETWEEN EXPRESSING AN OPINION AND BEING TOO CONTROVERSIAL

**WE WILL BE  
AWARDING PRIZES  
FOR THE BEST  
BLOGS AT THE END  
OF THE YEAR!**



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