STUDENT INDUCTION
2022 (Spring Semester)

Bruce A J McLauchlan

Manager: Knowledge Exchange Centre

Teams Etiquette

1. Mute all microphones

2. If you have any questions during the event, use the 'Chat' facility, or wait for the Q&A session at the end of the event

3. Part 1: 11:00-11:40
4. Break
5. Part 2: 11:50-12:30

6. The slides will be shared after the event on the VLE

Induction Plan

1. Welcome and Introductions
2. Safety/Facilities Information
3. About Nelson College and your time with us
4. About your Programme
5. Data & IT Information
6. The College's Libraries
7. Human Resources, Student Welfare
8. Knowledge Exchange Centre
9. Questions & Answer Session
10. Close

Sources of Information

- www.nelsoncollege.ac.uk
  - Student Information
  - About Us
  - Policies & Procedures
  - Resources
  - Who's Who

- KEC Fact Sheets

- YouTube
  - Nelson College London channel
  - Knowledge Exchange Centre Channel

- Social Media

Sources of Information

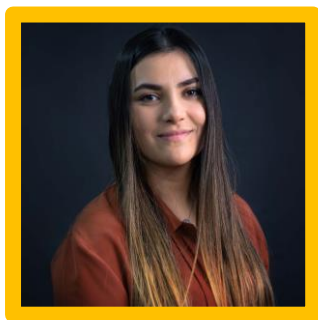# Health & Safety Facilities Information

Health & Safety
(Gants Hill Campus)

First Aid Providers

Marium Alam
Assistant Manager - Admission & Attendance

Ceylan Kulucan
HR Assistant (Trainee)

Fazlay Hoque
Student Support Supervisor

Khorshed Alam
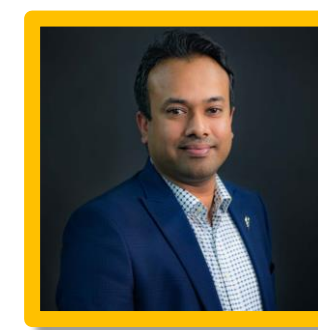Assistant Manager - Data & IT Administrator

Mariana Asrafova
Admission Officer

Mercy Msisya
Senior Academic Administrator (HND HM)

Mizanur Rahman
Marketing and Recruitment Officer

Mohd. Sadik Haque
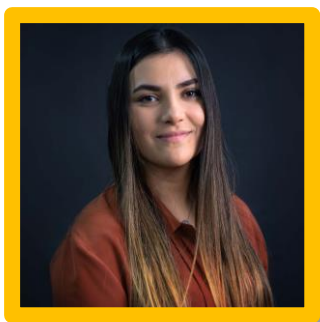Assistant Manager - HR / Finance

Muhammad Subhan
Design & Media Officer

First Aid

Health & Safety
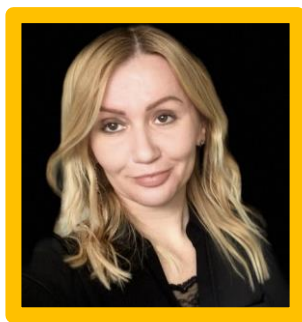## (Gants Hill Campus)

NCL
NELSON COLLEGE LONDON

Fire Marshals

Ceylan Kulucan
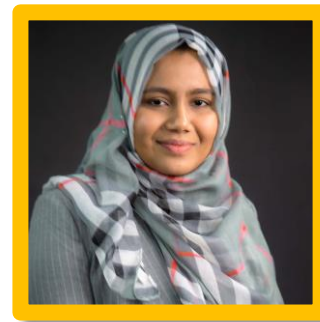HR Assistant (Trainee)

Lucia Ismail
Student Welfare Officer

Luminita Agache
Marketing and
Recruitment Supervisor

Mariana Asrafova
Admission Officer

Marium Alam
Assistant Manager -
Admission & Attendance

Mercy Msisya
Senior Academic
Administrator (HND HM)

**Mohd. Sadik
Haque**
Assistant Manager
- HR / Finance

FIRE
MARSHAL

First Aid Kits & Other Facilities Gants Hill

FIRST AID KITS MAY BE FOUND AT:

- Reception (Ground Floor)
- Staff Kitchen (1st Floor)
- Student Common Area (2nd Floor)
- Kitchen Area (5th Floor)

- There are toilets on each floor, 1-4
  (at opposites ends of the corridor)

- There are kitchen and break areas on the 1st, 2nd, 4th and 5th floors

Health & Safety
(Ilford Campus)
First Aid Providers

- Tatiana Russell (HR/Student Welfare Manager)
- Ina Zaporojan (Receptionist/Administrator)
- Ayo Osoteku (Student Support Lecturer)
- Hifzur Rahman (Academic Administrator/ Examinations Officer)
- Mudassar Mehmood (Academic Manager)
- Ababio Owusu-Akyaw (HND Business Lecturer)
- Taher Uddin (Marketing Officer)

Fire Marshals

- Tatiana Russell (HR/Student Welfare Manager)
- Taher Uddin (Marketing Officer)
- Petra Aksu (Marketing Officer)
- Ina Zaporojan (Receptionist)

► First Aid boxes in the Ilford campus may be found at:

- Reception (4th Floor)
- Outside Room 406 (4th Floor)
- Outside the Kitchen (4th Floor)
- IT Lab (2nd Floor)
- 2ND Floor
- 3rd Floor
- 6th Floor

- Toilets are located on every floor (4th floor toilets are for staff only)

- Kitchen facilities are available for students on the 2nd floor

Fire Evacuation Procedure

Fire alarms are tested regularly, every Thursday at 11:00am, but any fire alarm activation should be taken **SERIOUSLY!**

In case of a fire *(or fire alarm activation)*, TUTORS AND STUDENTS should follow the Fire Exit Signs to evacuate the building. **Do not use the lift.** Tutors will take the attendance register with them, which should be handed to the fire marshal

(Only after signing to confirm that all their students have safely evacuated the building)

Please Note:

The Gants Hill FIRE ASSEMBLEY AREA is in the:

Burger King Car Park

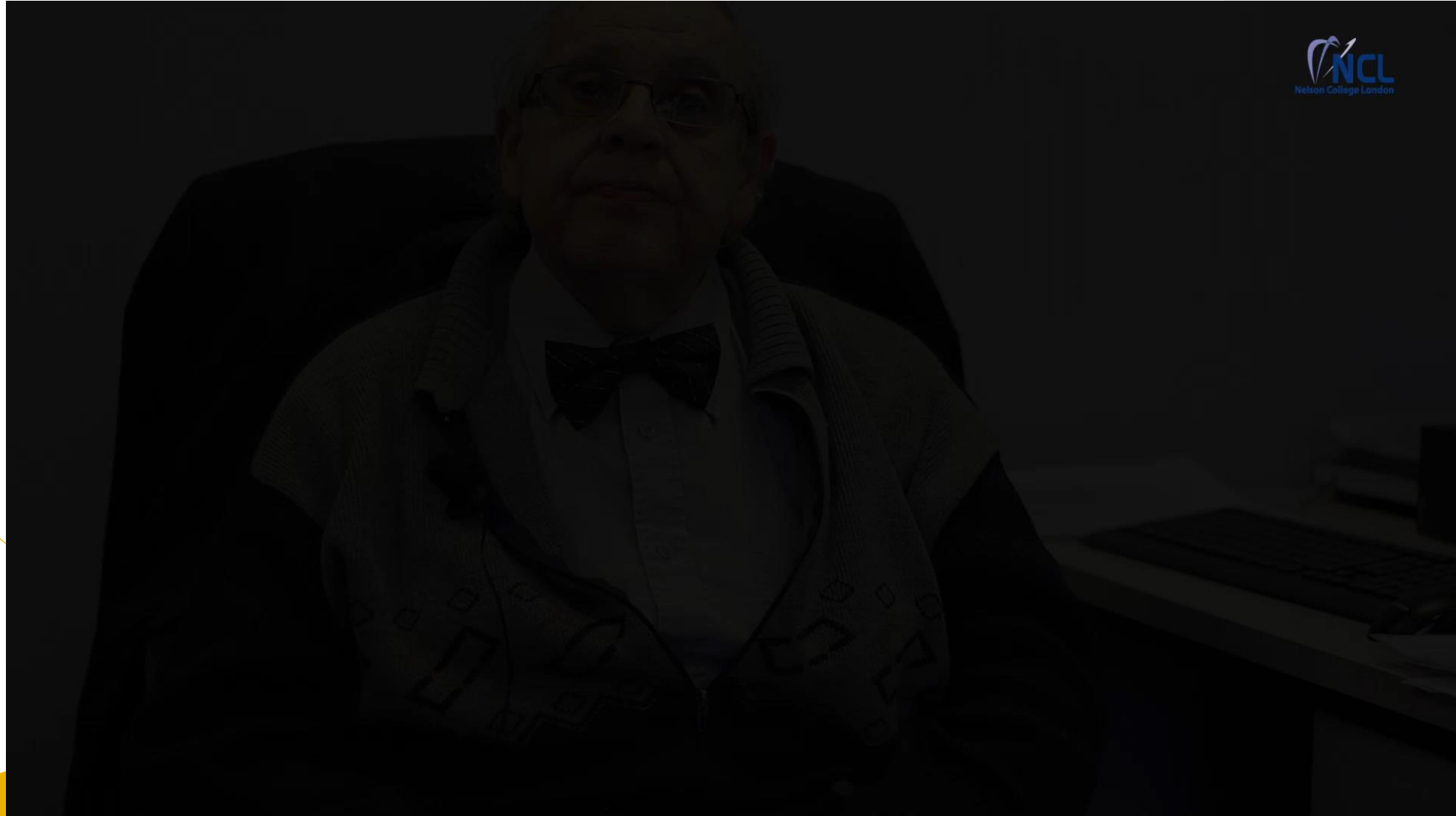The Ilford FIRE ASSEMBLEY AREA is:

Outside the front of the College

Professor Geoffrey Alderman

Principal

A Message From Your Principal

David Douglas

Head of Programme Delivery

About Nelson College London

- Nelson College London is registered in England and Wales
- We have 2 campuses *(in Ilford and Gants Hill)*
- The College is recognised as Highly Trusted by the UKVI *(although we do not currently provide any programmes to Tier 4 students)*

Your Educational Journey at Nelson College London

HND
Bus/HM

FdA
HM/Bus

BA
(Hons)
Bus/HM
(Top up)

MA
International
Business
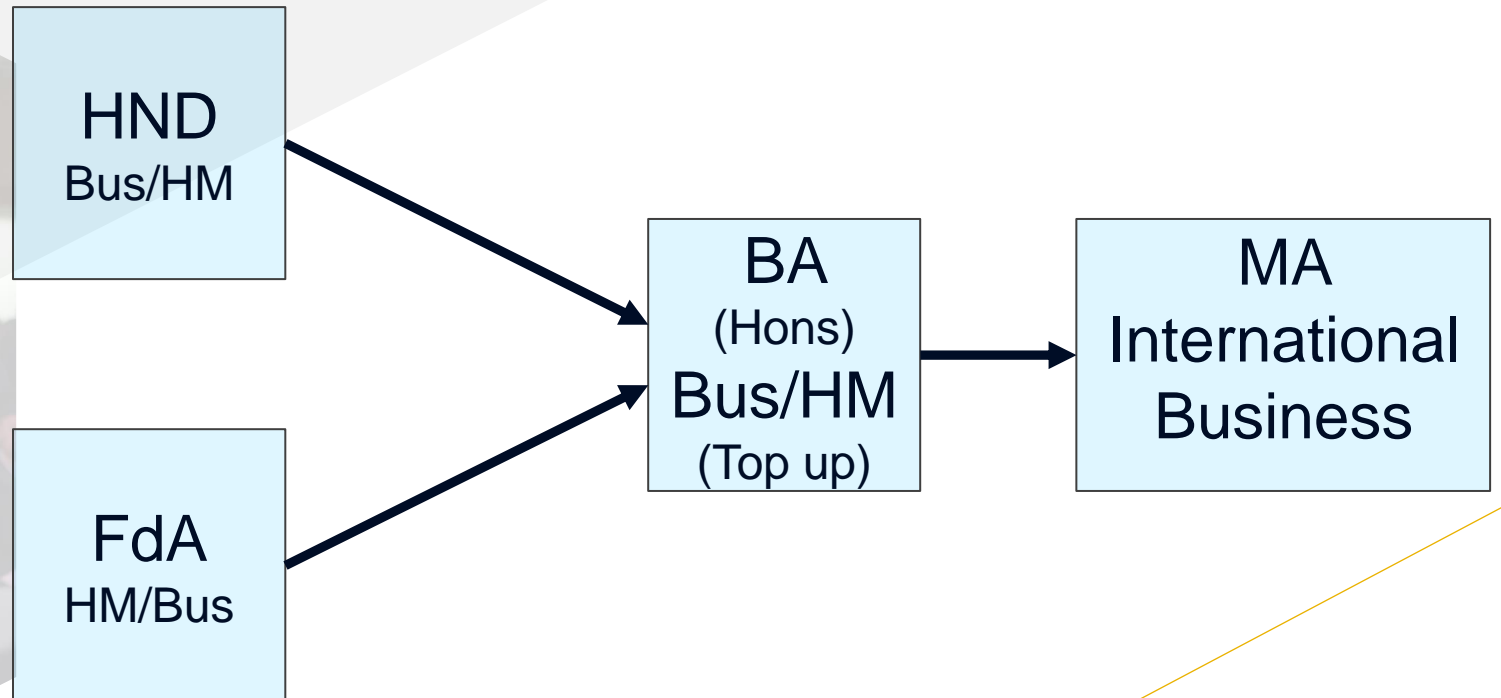
Executive Board Of Governance

NCL
NELSON COLLEGE LONDON

Prof. Geoffrey Alderman
Principal

Nazim Uddin
Director/Head of Quality Assurance

Athiqul Islam
Director/Head of Administration/ Finance/HR/

Shiraj Islam
Director /Head of Marketing and Work Based Learning

Aleksandra Osiniagova
Head of Academic Services / Safeguarding Officer for Students

Prevent

Definition:

"Prevent is one of the four elements of CONTEST, the government's counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism, provides practical help to prevent individuals from being drawn into terrorism and ensures that they are given appropriate advice and support."
Home Office, the Prevent Strategy

Prevent

Prevent is concerned with:
- <u>All forms </u>of extremism
- About promoting open discussion and debate
- Engaging with communities
- Safeguarding, i.e. protection from harm

Prevent

Application:

- Should any student experience any safeguarding issues – these should be reported immediately to their lecturer, or directly to the Designated Safeguarding Officer (Aleksandra Osiniagova), so that suitable help and support can be provided.

- If the Designated Safeguarding Officer is not available, or the safeguarding concern involves (for example) a concern against him/her, then the Principal may be contacted.

- Contact: a.osiniagova@nelsoncollege.ac.uk; 0208 514 0033

Office for Students
Access and Participation Plan (2020-21 to 2024-25)

- The Office for Students' primary aim is to ensure that English higher education is delivering positive outcomes for students – past, present, and future

- I am proud to tell you that Nelson College, was one of the first in the London area to be Registered at the "Approved Fee Cap Level" – the highest level of registration available

- Our Access and Participation Plan (outlining our Targets and Commitments for Maximising Student Experience), is available to view now on the College Website.

Student Representation

- **Selection and Participation:**
  - Two Student Representatives for each cohort are elected at the beginning of the year
  - Student Representatives are invited to most management meetings in the College. For instance:
    - Programme Committee
    - Academic Board
    - Academic Planning Committee
    - Student Representatives Committee
  - Students communicate any issues they have to the Student Representatives of their class

- **Benefits:**
  - Payment per active participation during each meeting
  - Free training/Reference

Margaret Amankwah

Programme Leader & Chief IV (HND Hospitality Management)/ Lecturer (HND HM)

Meet the Academic Team

Mercy Msisya
Senior Academic Administrator
(HND Hospitality Management)

Eva Cseri
Academic Administrator (Trainee)
(HND Hospitality Management)

Mariana Gianina Barbu
Student Support (Trainee)
HND Hospitality Management

Hakeem Kazeem
Lecturer
HND Hospitality Management

Meet the Lecturers

Milon Mahmud
Student Support Lecturer
(HND Hospitality Management)
Course/Module Leader
(FdA Business)

Lalajike Vishwanath Sadanand
Visiting Lecturer
(HND Hospitality Management)

Sylvester Ojobo
Visiting lecturer
(HND Hospitality Management)

Daniel K Tom-Joe
Visiting Lecturer
(HND Hospitality Management)

Emmanuel Mensah Asiedu
Visiting Lecturer
(HND Hospitality Management)

Sharmila Sundar Swarna
Visiting Lecturer
(HND Hospitality Management)

Korani Begum
Academic Skills Lecturer

Pinky Van-Lare
Visiting Lecturer

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Student Support Team

Fazlay Hoque
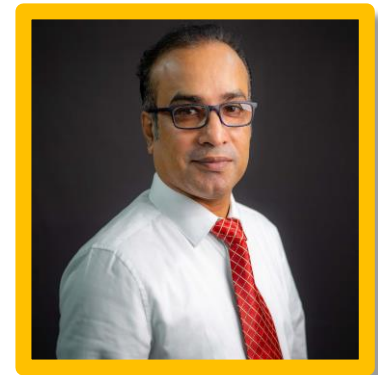Student Support Supervisor

Fatima Nayan
Student Support Lecturer
(HND Hospitality Management)

Nasim Rekha Khan
Student Support Lecturer
(HND Hospitality Management)

Mohammad Noorani
Student Support Lecturer
(HND Hospitality Management)

Milon Mahmud
Student Support Lecturer
(HND Hospitality Management)
Course/Module Leader
(FdA Business)

Student Support Team (Gants Hill)

- ✓ **Academic and Pastoral Support-**assist student to develop as an independent learner and provide one-to-one personal support
- ✓ **Teaching and Learning Support-** provide relevant information and guidance, and personal tutorials
- ✓ **VLE and Online Research-** encouraged and directed students to independent learning
- ✓ **Individual Learning Plans [ILPs]-** prepare customised Individual Learning Plans based on academic records and performance.
- ✓ **Assignment Support-** provide constructive and developmental feedback on draft assignments to ensure students meet the required standard.

Administration Team

|	
SUMAN SAHA	Administrator Manager
MARIUM ALUM	Assistant Manager – Admission and Attendance
CEYLAN KULUCAN	HR Assistant (Trainee)
KHORSHED ALAM	Assistant Manager - Data & IT Administrator
MASUDUR REHMAN	IT Officer
MOHD SADIK HAQUE	Assistant Manager – HR/Finance
MARIANA ASRAFOVA	Admission Officer
SHANJEEVAN PEARINPANATHAN	IT Officer
ALINA STOIAN	Receptionist

Marketing Team

SHAMSHAR RAHMAN Marketing and Recruitment Manager

LUMINITA AGACHE Marketing and Recruitment Supervisor

SADAF NAEEM Marketing and Recruitment Officer

ANDY MALONGA Marketing and Recruitment Officer

MIZANUR RAHMAN Marketing and Recruitment Officer

KULJIT KAUR Marketing and Recruitment Officer

HND Hospitality Management (HM)

- A Higher National Diploma (HND HM)
  - Level 4/5 qualification (equivalent to degree year 1 and 2)

- BTEC HND is awarded by Pearson
- Recognised by almost all Universities in the UK, and in 140 countries.
- Consists of 15 units (240 credits)
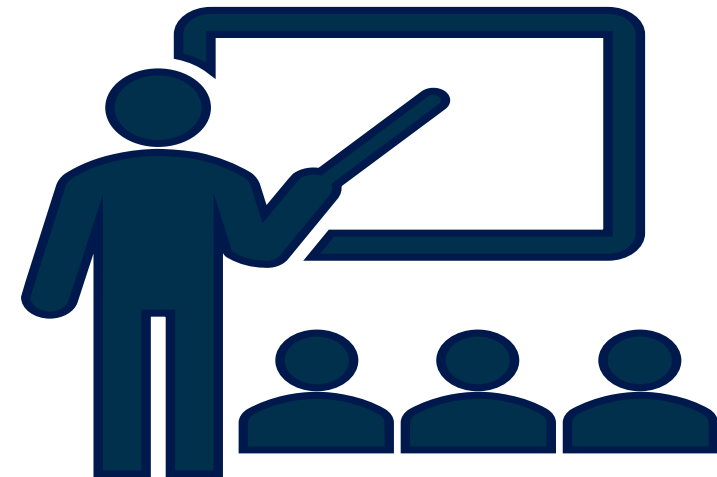
Course Structure

Year	Terms	Unit Title	Unit Code	Credits
1	1	Managing the Customer Experience (MCE)	2	15
		Managing Food & Beverage Operations (MFBO)	6	15
		Hospitality Marketing Essentials (HME)	15	15
	2	Managing Accommodation Services (MAS)	7	15
		The Hospitality Business Toolkit (HBT)	4	15
	3	The Contemporary Hospitality Industry (CHI)	1	15
		Leadership & Management for Service Industries (LMSI)	5	15
		Professional Identity and Practice (PIP)	3	15

Yearly Progression

Units Completed	Progression status
6-8	Unconditional progression
3-5	Conditional progression
0-2	Termination

Course Structure

Year	Terms	Unit Title	Unit Code	Credits
2	1	Food Services Management (FSM)	25	15
		Hospitality Consumer Behaviour and Insight (HCBI)	19	15
		Global Events (GE)	30	15
	2	Research Project (RP)	18	--
		Menu Development, Planning and Design (MDPD)	21	15
	3	Integrated Hospitality Marketing Communications (IHMC)	33	15
		Hospitality Business Strategy (HBS)	41	15
		Research Project (RP)	18	30

Programme Delivery

- It is delivered to students through a series of:
  - Lectures – Presentations, Videos & Group Work
  - Group Tutorials & Personal Tutorials
  - Workshops
  - Blended Learning
  - Field Trips
  - Visits/Real life Events
  - Guest Speakers/Employability Forum
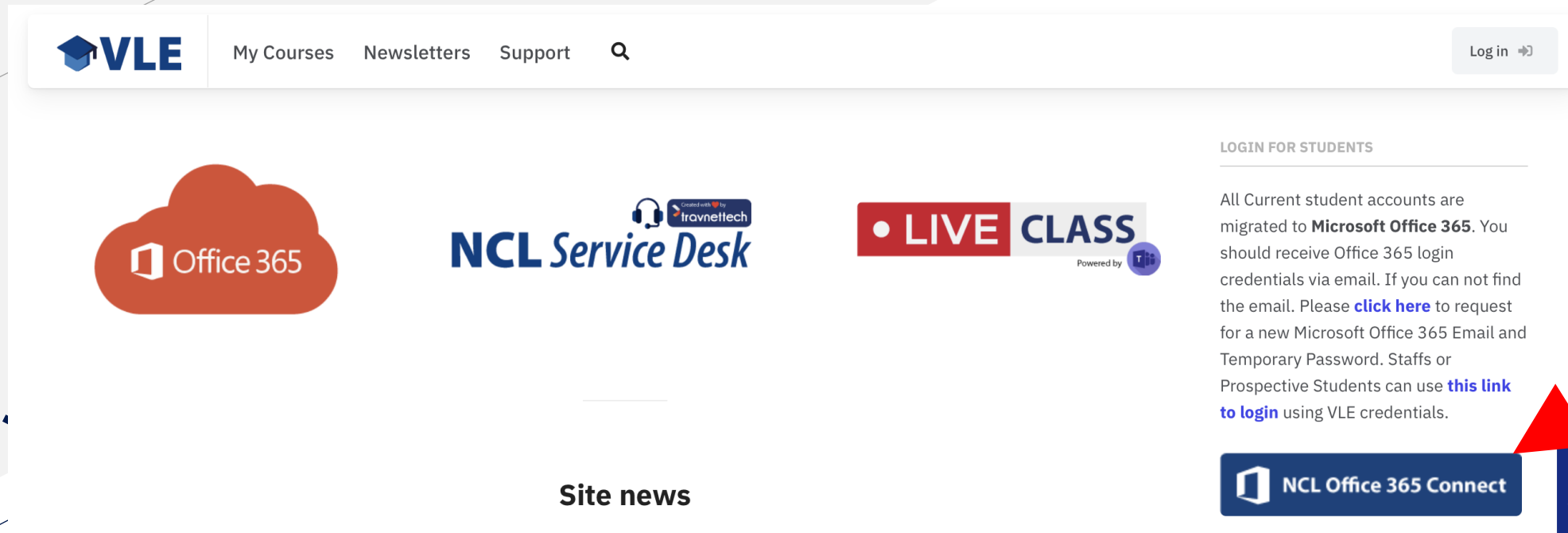 - VLE – Virtual Learning Environment

Virtual Learning Environment (VLE)

Your Learning Platform – Moodle/VLE

Moodle/VLE is a learning platform designed to provide a secure and integrated system to create a personalised learning environment for students

YouTube Link: https://youtu.be/0S2gf961eeQ

Personal & Academic Support

NCL
NELSON COLLEGE LONDON

Pearson

HN GLOBAL

Featured benefits

With HN Global, students can get access to course specific core textbooks, work on their CV, improve their study skills by completing online learning modules targeted at common development areas.

Get access to the Careers Centre which empowers every student to take charge of their own career development and forge their personal career path.

Self-directed study skills modules to provide students with the tools to develop their academic skills in areas such as critical and creative thinking, reading and analysis, and writing for higher education.

Curated targeted reading lists developed by Pearson in collaboration with subject matter experts, for the business and engineering sectors.

Forums and a community space to interact and engage in conversations.

Assessment Methods

- The following assessment vehicles are used:

  - Assignments/Portfolios/Projects (word count 2,500 – 3,000 words)

  - PowerPoint Presentations/Storyboards

  - Academic Posters/Factsheets

  - Self-Reflection

- Assignment Briefs will be handed to you within 2 weeks of commencement of the term.

HND HM AWARD
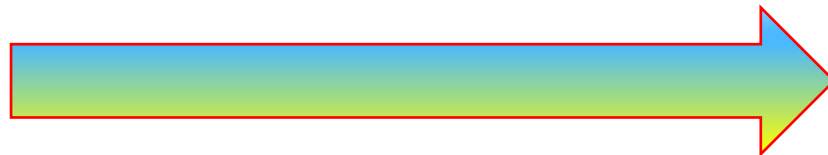
Our Expectations – Student Code of Conduct

- No talking over phones, smoking, drinking alcohol, bullying, noise in the classroom and inside the college premises

- Respect all students and staff members
  - Treat them the way you want to be treated

- If students are not following the code of conduct, then they will attend a Student Disciplinary Meeting

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Attendance & Deadlines

- Students are required to **attend all classes** as per the timetable provided. Please ensure that you sign the register to record your attendance

- Please read "Student Attendance and Progression Policy" on the website

- All **assessments** should be submitted on time:

  - Submitted through the VLE

  - Submitted **only by the student**

  - Links are closed once the Submission Deadline has passed and will not be extended

Extenuating Circumstances

▶ Students may have difficult circumstances which can affect their ability to meet an assessment deadline or affect performance in assessment

▶ Your grades will be capped for all late submission unless extenuation was claimed and approved by the Academic Manager/Programme Leader

▶ Students who wish to make the claim must complete an extenuating circumstances form which can be found in the Academic Office

▶ The Academic Manager/Programme Leader will then review the information in order to decide whether the extension can be granted or not

Gants Hill Campus Library

- Located on the Lower Ground floor
- Facilities available are:
  - Private study area with computers
  - Large space for group studies
  - Over 1000 core and recommended textbooks available to borrow
  - Printed Study Manuals , Journals and Articles for academic research
  - Publications (The Economist and Financial Times)
  - Novels and Biographies
  - Computers and printers
  - Free Wi-Fi

Gants Hill Library Opening Hours and Other Information

- Opening hours are:
  - Monday to Friday 9am to 5pm
  - Closed on weekends and public holidays

- Librarian contact details:
  - Noor Miah (Gants Hill Librarian)
  - Email: n.miah@nelsoncollege.ac.uk

Ilford Library Opening Hours and Other Information

- Opening hours are:
  - Monday to Friday 9am to 5:30pm
  - Closed on weekends and public holidays
  - Redbridge Library is 5 minutes away

- Librarian contact details:
  - Emmanuel Adomako (Ilford Librarian)
  - Email: e.adomako@nelsoncollege.ac.uk

Tatiana Russell

HR/Student Welfare Manager

Tatiana Russell

HR/Student Welfare Manager

Lucia Ismail

Student Welfare Officer

Kiara Suarez

Student Welfare Officer

All you need to know

Covid–19 update

- **NCL's approach to classes**

- **What to do if you have Covid-19 symptoms**

- **Stopping the spread of Covid-19**

Bruce A J McLauchlan

Manager: Knowledge Exchange Centre

KEC – Meet the Team

Kashka Rowlands
Career Development &
Employability Manager

Employability

Mary-Jo [MJ] Appaqaq
Work-Based
Learning Officer

Varuni Dissanayaka
Events Officer

Events

Christopher Davies
KEC Project Consultant

Muhammad Subhan
Design & Media Officer

Service Desk

Azeezunnisa [Farah] Maiz
Administrative Executive

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KEC - Knowledge Exchange Centre

- NCL Careers Hub

  - What is it?

  - Key features

  - Apple/Android App

  - How do I join?

- CAS

  - What is it?

  - Key features

  - CAS Breakfast Club

  - Who is it for?

  - How do I sign up?

KEC - Knowledge Exchange Centre

- Alumni Association

  - What is it?

  - How much does it cost?

  - Benefits

  - Events

  - Newsletter

  - How do I join?

- The Career Dose Blog

  - A blog dedicated to topics focussed on employability

  - Located on the KEC website.

KEC - Knowledge Exchange Centre

- Work-Based Learning

  - What is it?

  - Why do we do it?

- Social Media

  - KEC LinkedIn

- Local Business Network

  - What is it?

  - Why do we have one?

  - What should you do if you know a local business who should join?

  - What should you do if you are running a local business?

KEC - Knowledge Exchange Centre

- Events

- Media

Events - Workshops & Fieldtrips

Food and Beverage Director
Marco Pierre White

Author and Founder
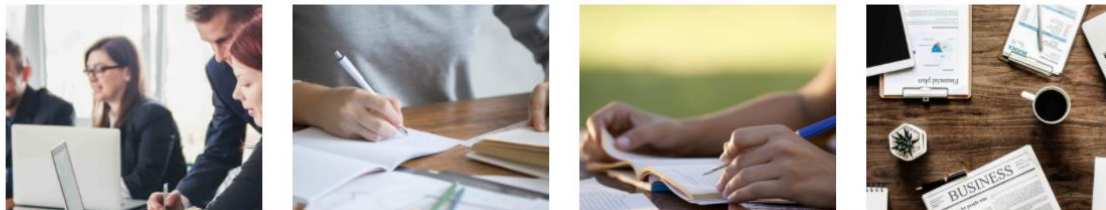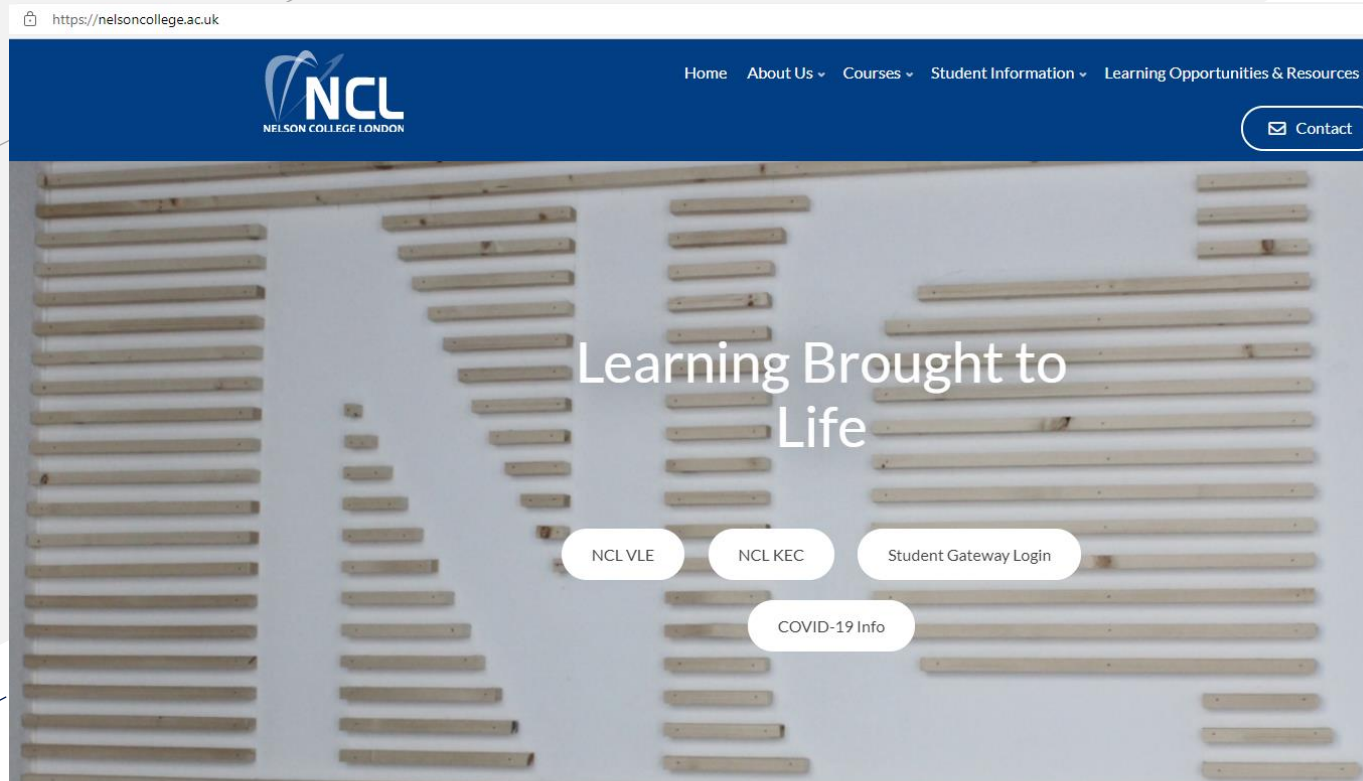Star Quality Hospitality

HR Manager
Trustwave Cyber Security

Cloud Engineer Developer
Google

Regional Distribution Manager
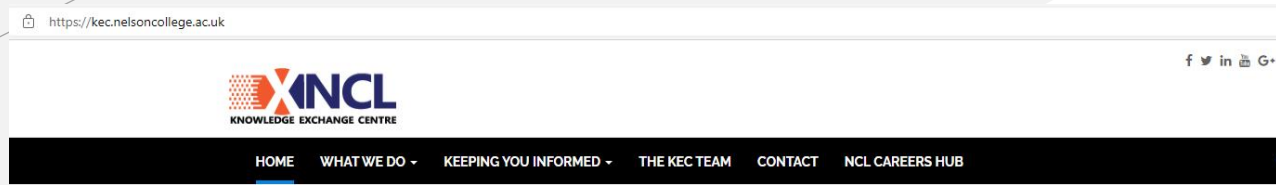Europe Millennium Hotels and Resorts

Cadbury World

Chelsea Stadium

Chessington Study Tour

Media

nelsoncollege.ac.uk

Media

kec.nelsoncollege.ac.uk

Media

Videos(YouTube)

Thank you for your attention to all the presentations

Your opportunity now to ask any questions that you might have

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  - Resources
  - Who's Who

- KEC Fact Sheets

- YouTube
  - Nelson College London channel
  - Knowledge Exchange Centre Channel

- Social Media

Sources of Information